

PEACEHAVEN TOWN COUNCIL

Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townmanager@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
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

5th February 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 11th February 2020 at 7:30pm**

Tony Allen
Town Clerk



A G E N D A

PF453 CHAIRMAN'S ANNOUNCEMENTS

PF454 PUBLIC QUESTIONS - *There will be a 15 minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters*

PF455 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF456 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF457 TO ADOPT THE MINUTES OF 10th DECEMBER 2019 (Pages 2-3)

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

1. Finance Officer's report (Pages 4-6)
2. Bank account summary (Page 7)
3. Bank Reconciliation statements (for signing) (Pages 8-9)
4. Income & Expenditure report (Pages 10-14)
5. Balance Sheet (To follow)
6. CIL report (Pages 15-16)
7. List of payments (for approval) (Pages 17-30)

PF459 TO RECEIVE AND APPROVE THE INTERIM INTERNAL AUDIT REPORT FOR 2019/20 (Pages 31-40)

PF460 TO APPROVE THE ACQUISITION OF A TOWN COUNCIL CORPORATE CREDIT CARD (Page 41)

PF461 TO REVIEW THE AGE UK GRANT AWARDED FOR 2019/20 (Pages 42-45)

PF462 REVIEW OF CTLA GRANT AWARDED FOR 2019/20 (Pages 46-49)

PF463 UPGRADE OF THE BROADBAND SERVICE TO THE GATEWAY CAFÉ FOR CCTV (Pages 50-51)

PF464 TO APPROVE A NEW LEASE FOR PTFC & THE CATS CLUB (Pages 52-55)

PF465 TO APPROVE THE REPAIR OF THE GATEWAY CAFÉ SHUTTER DOORS (Pages 56-58)

PF466 TO APPROVE FUNDING FOR THE COUNCIL'S TREE SURVEY (Pages 59-63)

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.*

PF467 AGED DEBT ANALYSIS (Pages 64-69)

PF468 DATE OF NEXT MEETING – TUESDAY 10th March 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 10th December 2019 at 6.30pm

Present - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr C Gallagher.
Town Clerk T Allen, Finance Officer A Beams, Finance Administrator Z Malone.

PF445 CHAIRMAN'S ANNOUNCEMENTS

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

PF446 PUBLIC QUESTIONS

No members of the public were present.

PF447 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies for absence were received from Cllr L Duhigg (Vice-Chair of Committee).

[Clerks Note: Apologies for absence were subsequently received from Cllr I Sharkey].

PF448 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF449 TO ADOPT THE MINUTES OF 19th NOVEMBER 2019

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

PF450 TO APPROVE THE MIGRATION TO 'ELECTRONIC' BANKING

It was resolved that on-line banking should be set up.

PF451 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 2

The draft budget papers and figures produced by the Finance Officer were noted and discussed in detail. It was noted that the budget for the current year was on-track and that it is anticipated that there will be no overspend at the end of the financial year; possibly a small underspend.

The need to bolster the Council's general reserves was discussed, in order to raise them to an acceptable level.

It was noted that the Tax Base figure is still awaited from LDC and that an estimated figure (4989.9) has been used for the draft budget. Also, it has been assumed that there will be no Council Tax Support Grant contribution from LDC; confirmation from LDC is also awaited. It was also noted that the Government will not be capping the precept increase levels for Town & Parish Councils for 2020/21.

The impact of the draft budget on the precept requirement was discussed along with various options for trimming the budget if required. The impact on the Council's operations and retained reserves from reducing the draft budget was noted. Whist in percentage terms the draft budget represented an increase of 17.1% in the precept requirement, in monetary terms this would result in an additional c. £1.50 per month for Band D properties.

It was agreed that Council would have to agree any cuts in the draft budget and justify this in relation to the impact on services to residents. Conversely, Council would have to justify higher levels of precept in relation to what it intends to deliver.

The draft salaries budget was discussed and it was noted that full salary reviews should be carried out in the next financial year, with pay increases (in addition to cost of living increases) due for most staff. It was noted that the draft salaries budget included provision for recruiting a Business Development Officer from the start of the new financial year. The option to defer this appointment for six months/twelve months could be a consideration for reducing the draft salaries budget.

It was noted that the use of CIL monies when possible would supplement some of the budget funding. Cllr Gallagher to check whether this can extend to recruiting a Business Development Officer. The Chairman

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 10th December 2019

stated that this proposed new role needed to be properly defined for approval by Council at its next meeting. Cllr Griffiths, Cllr Seabrook and Cllr Gallagher to produce this specification.

It was resolved to recommend to Council that the 2020/21 budget, as drafted, be adopted with two alternatives also to be presented; one with the provision in the draft salaries budget for the Business Development Officer removed; the other with the provision in the draft salaries budget for the Business Development Officer to commence in Month 7 2020/21.

PF452 DATE OF NEXT MEETING – TUESDAY 18th February 2020 at 7.30pm.

There being no further business, the meeting closed at 19:27

Agenda Item: PF458
Committee: Policy and Finance
Date: 11th February 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 9 (December 2019). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

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

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

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

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

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

Detailed income and expenditure

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 81.2% of the budgeted expenditure has been spent so far, and 117.9% of the budgeted income has been received as at the end of month 9 (December).

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 – 31st December 2019
- Bank reconciliation statement for cashbook 1 – 31st December 2019
- Bank reconciliation statement for cashbook 2 – 31st December 2019
- Detailed income and expenditure month 9 (December 2019)
- Detailed balance sheet month 9 (December 2019)

MG 003255 F1V1833A 709F305DA00046 38500 9710449386 B



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



Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 January 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£336,570.04
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£179,907.27
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Date: 14/01/2020

Peacehaven Town Council

Page 1

Time: 10:17

Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Current Bank A/c

User: ZM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c 10701173	31/12/2019		50,000.00
Saver Account	31/12/2019		348,253.69
			<u>398,253.69</u>

Unpresented Cheques (Minus)

Amount

26/11/2019	204646	MRS V BROOK	50.00
26/11/2019	204650	KATIE DEELEY	50.00
05/12/2019	204676	AGE UK EAST SUSSEX	750.00
05/12/2019	204677	ABC FUND	750.00
10/12/2019	204679	LEWES DISTRICT CITIZENS ADVICE	11,500.00
13/12/2019	120052	Madison Web Solutions Limited	448.00
13/12/2019	120053	AMADEUS	29.99
13/12/2019	120043	Aquald South Coast	23.99
13/12/2019	120044	KAREN BRAY EXPENSES	7.76
13/12/2019	120046	National Association of Civic	260.00
13/12/2019	120047	C R Allen & Sons	339.54
17/12/2019	120056	C.E.F	8.52
17/12/2019	120058	GREENHAVENS NETWORK	250.00
17/12/2019	120059	PEACEHAVEN ART CLUB	150.00
18/12/2019	120061	VOCAL REPERTOIRE	100.00
18/12/2019	120063	SALVATION ARMY BRIGHTON CONGRE	152.18
18/12/2019	120064	S EASTMAN	40.00
18/12/2019	120065	Rialtas Business Solutions Ltd	348.00
18/12/2019	120067	Northstar IT	5,750.40
18/12/2019	120068	Mailserve LTD	165.60
18/12/2019	120069	NO BUTTS BIN CO. LTD	3,240.00
			<u>24,413.98</u>
			373,839.71

Receipts not Banked/Cleared (Plus)

0.00

0.00


373,839.71

Balance per Cash Book is :-

373,839.71

Difference is :-

0.00


 14/01/20

218

8.

Bank Reconciliation Statement as at 31/12/2019
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	31/12/2019		179,907.27
			<u>179,907.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			179,907.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			179,907.27
		Balance per Cash Book is :-	179,907.27
		Difference is :-	0.00

Handwritten signature
14/01/20

219 9

	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	286	500	214			57.3%	
1016 Housing Benefit Claims LDC	16,026	3,000	(13,026)			534.2%	
1017 Foodliner Sales	537	1,500	963			35.8%	
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	716,171	573,315	(142,856)			124.9%	0
4010 CIL Expenditure	3,590	0	(3,590)		(3,590)	0.0%	
General Administration :- Direct Expenditure	3,590	0	(3,590)	0	(3,590)		0
4001 Salaries	290,663	331,117	40,454		40,464	87.8%	
4002 Employer N.I Contributions	16,383	45,694	29,311		29,311	35.9%	
4003 Employer Pension Contributions	43,075	65,614	22,539		22,539	65.6%	
4004 Overtime	5,103	6,000	897		897	85.1%	
4011 Training	1,468	3,000	1,532		1,532	48.9%	
4212 Mileage Costs	231	1,000	769		769	23.1%	
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	4,626	7,000	2,374		2,374	66.1%	
4307 Stationery	1,141	2,000	859		859	57.0%	
4311 Professional Fees - Legal	8,958	3,000	(5,958)		(5,958)	298.6%	
4312 Professional Fees - Other	36,795	4,000	(32,795)		(32,795)	919.9%	
4314 Audit Fees	2,398	3,000	602		602	79.9%	
4315 Insurance	9,575	12,800	3,225		3,225	74.8%	
4321 Bank Charges	0	100	100		100	0.0%	
4322 BACS Charges	417	600	183		183	69.6%	
4323 PDQ Charges	493	500	7		7	98.5%	
4325 Postage	1,338	1,750	412		412	76.5%	
4326 Telephones	3,693	4,500	807		807	82.1%	
4327 Computers	9,504	7,500	(2,004)		(2,004)	126.7%	
4331 Mayor's Allowance	885	1,500	616		616	59.0%	
4333 Members Allowance	0	4,250	4,250		4,250	0.0%	
4334 Members Training	1,068	2,500	1,432		1,432	42.7%	
4341 Grants	18,691	21,020	2,329		2,329	88.9%	
4342 Subscriptions	3,086	4,000	914		914	77.2%	
4343 Contributions to Provisions	6,000	6,000	0		0	100.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Election Costs	0	9,050	9,050		9,050	0.0%	
4999 Write Off	1,891	0	(1,891)		(1,891)	0.0%	
General Administration :- Indirect Expenditure	467,542	555,495	87,953	0	87,953	84.2%	0
Net Income over Expenditure	245,040	17,820	(227,220)				
<u>110 Civic Events</u>							
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	621	1,700	1,079		1,079	36.5%	
Civic Events :- Indirect Expenditure	621	2,900	2,279	0	2,279	21.4%	0
Net Expenditure	(621)	(2,900)	(2,279)				
<u>120 Marketing</u>							
1045 Event Sponsorship	300	0	(300)			0.0%	
Marketing :- Income	300	0	(300)				0
4328 Website	373	1,500	1,127		1,127	24.9%	
4329 Advertising	310	1,000	690		690	31.0%	
4330 Newsletter	95	1,500	1,405		1,405	6.3%	
Marketing :- Indirect Expenditure	778	4,000	3,222	0	3,222	19.5%	0
Net Income over Expenditure	(478)	(4,000)	(3,522)				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>200 Planning & Highways</u>							
4101 Repair/Alteration of Premises	(3,062)	1,000	4,062		4,062	(306.2%)	
4111 Electricity	806	1,000	194		194	80.6%	
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	(2,255)	12,640	14,895	0	14,895	(17.8%)	0
Net Expenditure	2,255	(12,640)	(14,895)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	3,644	4,000	356		356	91.1%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4203 Fuel	2,847	5,600	2,753		2,753	50.8%	
4204 Road Fund License	0	540	540		540	0.0%	
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	7,131	11,390	4,259	0	4,259	62.6%	0
Net Expenditure	(7,131)	(11,390)	(4,259)				
310 Sports Park							
1025 Rent & Service Charge	10,658	15,000	4,342			71.1%	
1039 S/P Cats	2,700	3,600	900			75.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,261	2,000	(261)			113.0%	
1061 S/P Court Hire	3,090	5,200	2,110			59.4%	
1094 Other Customer & Client Receipt	0	6,250	6,250			0.0%	
Sports Park :- Income	22,958	36,350	13,392			63.2%	0
4101 Repair/Alteration of Premises	1,512	1,560	48		48	97.0%	
4111 Electricity	3,756	2,000	(1,756)		(1,756)	187.8%	
4141 Water Services	3,140	2,000	(1,140)		(1,140)	157.0%	
4161 Cleaning Costs	5,498	5,000	(498)		(498)	110.0%	
4164 Trade Refuse	4,334	4,400	66		66	98.5%	
4171 Grounds Maintenance Costs	7,065	7,100	35		35	99.5%	
Sports Park :- Indirect Expenditure	25,306	22,060	(3,246)	0	(3,246)	114.7%	0
Net Income over Expenditure	(2,348)	14,290	16,638				
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%	
4111 Electricity	106	0	(106)		(106)	0.0%	
4121 Rents	8,190	12,000	3,810		3,810	68.3%	
4131 Rates	2,250	1,700	(550)		(550)	132.3%	
4141 Water Services	0	500	500		500	0.0%	
4161 Fixtures & Fittings	0	200	200		200	0.0%	
4166 Skip Hire	680	1,000	320		320	68.0%	
4173 Fertilisers & Grass Seed	3,018	4,000	982		982	75.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4302 Purchase of Materials	0	500	500		500	0.0%	
4303 Machinery Mice/Lease	955	1,500	545		545	63.7%	
Big Park :- Indirect Expenditure	19,604	22,400	2,796	0	2,796	87.5%	0
Net Income over Expenditure	(18,904)	4,600	23,504				
316 Gateway Cafe							
1025 Rent & Service Charge	6,083	7,340	1,257			82.9%	
1200 Income from Recharges	0	1,140	1,140			0.0%	
Gateway Cafe :- Income	6,083	8,480	2,397			71.7%	0
4101 Repair/Alteration of Premises	429	850	421		421	50.5%	
4111 Electricity	365	900	535		535	40.5%	
4112 Gas	0	400	400		400	0.0%	
4302 Purchase of Materials	0	1,000	1,000		1,000	0.0%	
Gateway Cafe :- Indirect Expenditure	794	3,150	2,356	0	2,356	25.2%	0
Net Income over Expenditure	5,289	5,330	41				
320 Play Areas							
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)				
330 Amenity Area							
1044 Hire of the Dell	4,008	5,000	992			80.2%	
1050 Allotment Rent	(20)	1,950	1,970			(1.0%)	
1094 Other Customer & Client Recelp	0	4,900	4,900			0.0%	
Amenity Area :- Income	3,988	11,850	7,862			33.7%	0
4101 Repair/Alteration of Premises	1,262	3,000	1,738		1,738	42.1%	
4141 Water Services	1,253	1,600	347		347	78.3%	
4164 Trade Refuse	781	2,500	1,719		1,719	31.2%	
4171 Grounds Maintenance Costs	1,859	15,000	13,141		13,141	12.4%	
4301 Purchase of Furniture/Equipmen	1,443	3,000	1,557		1,557	48.1%	
Amenity Area :- Indirect Expenditure	6,598	25,100	18,502	0	18,502	26.3%	0
Net Income over Expenditure	(2,610)	(13,250)	(10,640)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	171	0	(171)		(171)	0.0%	
4305 Uniform	370	500	130		130	74.0%	
4600 Cinema Costs	2,656	0	(2,656)		(2,656)	0.0%	
Community House :- Indirect Expenditure	63,665	72,700	9,035	0	9,035	87.6%	0
Net Income over Expenditure	(8,742)	5,400	14,142				
<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%	
Christmas Market :- Income	2,700	0	(2,700)				0
4900 Miscellaneous Expenses	956	0	(956)		(956)	0.0%	
Christmas Market :- Indirect Expenditure	956	0	(956)	0	(956)		0
Net Income over Expenditure	1,744	0	(1,744)				
Grand Totals:- Income	885,349	750,795	(134,554)			117.9%	
Expenditure	609,379	750,795	141,416	0	141,416	81.2%	
Net Income over Expenditure	275,970	0	(275,970)				
Movement to/(from) Gen Reserve	275,970						

30/01/2020

Peacehaven Town Council

Page 1

09:10

Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code	4010	CIL Expenditure				Annual Budget	0
Centre	100	General Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				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	
		Account	CIL Expenditure	Account Totals		3,590.00	0.00
		Centre	General Administration	Net Balance Month 11		3,590.00	

30/01/2020

Peacehaven Town Council

Page 1

09:11

Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code	1010	CIL Income			Annual Budget	0
Centre	100	General Administration			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				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 11		130,409.65

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2019	The Fuelcard People	DD1	1.20		Fuel w/c 1 April
01/04/2019	Lewes District Council	DD	5,155.00		NNDR - Community Centre
01/04/2019	Lewes District Council	DD	769.47		NNDR - Sports PArk
01/04/2019	Business Stream	DD	6,648.00		Water leak (to be refunded)
04/04/2019	Barclays	DD	3.00		BACS File charges
08/04/2019	The Fuelcard People	dd2	10.80		Fuel w/c 8 April
10/04/2019	Barclaycard	DD	65.08		PDQ Charges April
15/04/2019	The Fuelcard People	dd3	174.37		Fuel w/c 15 Apr
22/04/2019	The Fuelcard People	DD4	1.20		Fuel w/c 22 Apr
23/04/2019	UKIP	204227	50.00		Deposit Refund
23/04/2019	J Bowry	204228	50.00		Deposit Refund
23/04/2019	L King	204229	50.00		Deposit Refund
23/04/2019	D Dowling	204230	50.00		Deposit Refund
23/04/2019	Chandler Editing & Writing	204220	120.00	TA	April E-News
23/04/2019	G Collins & Sons Limited	204221	276.00		Mayor badge & engraving
23/04/2019	HR Services Partnership	204222	2,484.00		Prepaid HR support April
23/04/2019	RICOH UK	204224	1,571.33		Rental Apr - Jun
23/04/2019	TAMAR ORGANICS Ltd	204225	44.22		Waste removal
23/04/2019	ESALC Limited	204226	2,492.55		NALC/ESALC subscription
23/04/2019	Caroline Reid	2074223	1,020.00		Hub cleaning April
23/04/2019	EDF Energy	DD	95.24		Unmetered Supply, Roderick Ave
25/04/2019	Salaries	BACS	22,687.20		Salaries and payroll fee
25/04/2019	Barclays	DD	50.00		BACS charge
29/04/2019	Acacia Groundcare Equipment Re	204232	369.49		Top dresser metrematic
29/04/2019	Bourne Amenity LTD	204233	670.80		Turf dressing & mulch
29/04/2019	Conect Total Communications	204234	417.44		Telephones - April
29/04/2019	Farrington Property Developmen	204235	650.00		Block 3 rental 25 Apr x 13 wks
29/04/2019	Farrington Property Developmen	204236	390.00		Cont 6 rental 25 April x 13 wk
29/04/2019	George Rose Office Products Lt	204237	107.93		Stationary items
29/04/2019	Lewes District Council	204238	168.85		NNDR - Unit 6
29/04/2019	Lewes District Council	204239	21.00		Temporary Event Notice Fee
29/04/2019	R Poplett holdings	204240	2,028.00		Unit 6 rent 25 Apr x 13 wks
29/04/2019	Rialtas Business Solutions Ltd	204241	145.20		RBS Software support ann fee
29/04/2019	Rigby Taylor	204242	4,242.00		Football & bowls treatments
29/04/2019	Sats4u	204243	220.00		CCTV repair
29/04/2019	Trade UK	204244	49.70		Com Hse supplies
29/04/2019	Spaldings Limited	204245	169.94		Grounds team supplies
29/04/2019	ssalc Limited	204246	81.60		Good Cllr Guides
29/04/2019	Trade UK	204247	102.31		Materials for misc repairs
29/04/2019	TRAVIS PERKINS Trading	204248	405.69		Wood and wood preserver
29/04/2019	Vitax Limited	204249	162.32		Soil conditioner
29/04/2019	C R Allen & Sons	204251	36.00		Repair of swing seat
29/04/2019	Tony Allen	204252	2,975.00		Acting Town Manager April
29/04/2019	George Rose Office Products Lt	204253	31.18		Stationary
29/04/2019	SouthCoast Locksmiths Ltd	204254	36.00		Handle sets
29/04/2019	ANDY BEAMS	204255	3,747.90		Acting RFO - April
29/04/2019	ScottishPower Group	204256	185.05		Electricity Unit 6 April

Continued on Page 2

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/04/2019	EDF	204257	799.73		Com Hse electric Mar (accrued)
29/04/2019	BRITISH GAS	204258	1,159.10		Hub elec Mar (accrued)
29/04/2019	Wightman & Parrish Ltd	204250	361.93		Cleaning materials
29/04/2019	Acacia Groundcare Equipment Re	204232a	27.00		Top dresser metrematic
29/04/2019	M Shutt	204231	50.00		Deposit Refund
01/05/2019	SME IT Solutions Limited	DD1	482.64		IT Support April
01/05/2019	Investec Asset Finance	DD2	144.00		Franking Machine Rental
01/05/2019	UKIP	204227	-50.00		Deposit refund
01/05/2019	UKIP	204227	10.20		Refund
08/05/2019	02	dd	121.04		Mobile phones - May
09/05/2019	Barclaycard	DD	3.00		BACS Charges
10/05/2019	Barclaycard	DD	62.00		PDQ Charges April
13/05/2019	The Fuelcard People	DD1	88.16		Fuel to 10 May
15/05/2019	ENVIRONMENT AGENCY	dd3	171.00		PTC/ENVIRONMENT AGENCY
20/05/2019	The Fuelcard People	dd2	104.30		Fuel to 20 May
20/05/2019	TV Licensing	DD	154.50		TV Licensing
22/05/2019	Pitney Bowes	DD	200.00		Franking Machine top-up
22/05/2019	EDF	dd4	93.54		Electric May
24/05/2019	Matthew Payne	204355	100.00		Deposit Refund
24/05/2019	Lions Club	204356	50.00		Deposit refund
24/05/2019	Mr Soni	204357	100.00		Deposit refund
24/05/2019	Dr A Straling & Partners	204358	3,313.39		Replace chq 204175
24/05/2019	HM Revenue & Customs	204359	4,641.06		April
24/05/2019	East Sussex Pension Fund	204360	5,543.14		April
24/05/2019	SME IT Solutions Limited	DD2	482.64		IT Support - May
28/05/2019	Anchor Health Centre	204175A	-3,313.39		Mayor Donation
28/05/2019	Tony Ali	204252A	-2,975.00		Locum Clerk Salary
28/05/2019	Dimensions UK Ltd	204215A	-1,299.98		Cancelled cheque
28/05/2019	Tony Allen	204252	2,975.00		Reissued chq - Town Clerk Apr
28/05/2019	Acacia Groundcare Equipment Re	204259	1,008.68		Equipment Hire
28/05/2019	AMP Services	204321	248.71		Mower repairs
28/05/2019	TAMAR ORGANICS Ltd	204322	40.20		Bio waste
28/05/2019	Brewers and Sons Ltd	204323	6.18		Fence stain
28/05/2019	Chris Bartholomew Electrical C	204324	1,013.88		Emerg Lighting test
28/05/2019	Conect Total Communications	204325	411.26		Telephones May
28/05/2019	CTLA	204326	3,000.00		Qaurterly CTLA funding
28/05/2019	DJ Doors & Electrical Services	204327	288.00		Fix Com Hse auto doors
28/05/2019	East Sussex Security	204328	336.00		Alarm maintenance Comm Hse
28/05/2019	East Sussex County Council	204329	648.00		Energy Service fee
28/05/2019	George Rose Office Products Lt	204330	154.23		Stationary
28/05/2019	HR Services Partnership	204331	2,971.44		Prepaid HR support
28/05/2019	Lewes District Council	204332	164.00		NNDR - May
28/05/2019	Lewes District Council	204333	1,657.45		Qtr 1 Trade Waste
28/05/2019	M.D.J Light Brothers Ltd	204334	270.00		Skip exchange
28/05/2019	Mulberry & Co	204335	277.56		Internal Audit fee
28/05/2019	Nixon Hire	204336	864.00		Toilet hire for Summer Fair
28/05/2019	Peacehaven Horticultural Socie	204337	30.00		Advert for Annual Show

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/05/2019	R.J.Meaker Fencing Ltd	204338	18.96		Bolts and washers
28/05/2019	Caroline Reid	204339	710.00		Cleaning - Comm House
28/05/2019	Rialtas Business Solutions Ltd	204340	679.86		RBS Year end close down
28/05/2019	Rigby Taylor	204341	162.90		Microflow + delivery
28/05/2019	Roger Brown Trophies & Engravi	204342	65.87		Youth Mayor awards
28/05/2019	Safe I.S. Ltd	204343	234.00		Fire Risk Assessment
28/05/2019	ServeCom Services UK Ltd	204344	134.40		Cafe heater repair
28/05/2019	Sherrards Employment Law Solic	204345	270.00		Legal fees
28/05/2019	David Simpson	204346	319.06		GY06 PPX Repairs
28/05/2019	ssalc Limited	204348	648.00		Councillor Training 23rd May
28/05/2019	Sussex Ironcraft Limited	204349	127.20		Mild Steel frame
28/05/2019	Tansleys Printers Limited	204350	105.60		Dell Banner Summer Fete
28/05/2019	Trade UK	204351	14.19		Tape
28/05/2019	TRAVIS PERKINS Trading	204352	146.86		Dried Timber
28/05/2019	Wightman & Parrish Ltd	204353	267.41		Cleaning products - Comm House
28/05/2019	Zurich Municipal	204354	9,574.67		Insurance renewal
28/05/2019	Spaldings Limited	204347	125.34		Sprinkler & accessories
28/05/2019	The Fuelcard People	DD3	1.20		Fuel to 28 May
29/05/2019	May Salaries	DD	19,086.17		May Salaries
31/05/2019	CIL overpayment	BACS	703.26		CIL overpayment
31/05/2019	Photocopy income error	REFUND	0.30		Photocopy income error
04/06/2019	ANDY BEAMS	204361	3,349.00		Locum RFO May
04/06/2019	Tony Allen	204362	2,625.00		Acting Town Manager - May
04/06/2019	Barclaycard Commercial	204363	44.54		Card Fee
04/06/2019	Corona Energy	204364	1,072.08		Gas - Comm Hse Mar - Apr
04/06/2019	EDF	204365	1,053.66		Electric - Comm Hse Mar - May
04/06/2019	Lewes District Council	204366	164.00		Rates Unit 6 - June
04/06/2019	Spy AlarmsLtd	204367	6.00		Alarm glass - Comm Hse
04/06/2019	ssalc Limited	204368	168.00		Councillor Training
04/06/2019	Stationery UK Limited	204369	113.74		Tent sign holders
04/06/2019	H M Revenue & Customs	204370	4,823.59		May Payment
04/06/2019	East Sussex Pension Fund	204371	5,495.35		May
05/06/2019	O2	DD	121.04		Mobile phones
06/06/2019	Northstar IT	DD	90.00		Domain Name registration
10/06/2019	Fuel Card Services	DD	28.80		Fuel Card Services
11/06/2019	Sue Redman	204372	50.00		Deposit Refund
11/06/2019	Martin Garruy	204373	100.00		Deposit Refund
11/06/2019	Paster Lawrance	204374	44.90		Deposit Refund
11/06/2019	Tracey Western	204375	50.00		Deposit Refund
11/06/2019	Katie Littlechild	204376	50.00		Deposit refund
11/06/2019	Peter Shayler	204377	200.00		Deposit Refund
11/06/2019	Imm. Conc. of Our Lady Church	204378	50.00		Civic expense
11/06/2019	C R Allen & Sons	204379	1,029.22		Ransom Mower repair
11/06/2019	Aquaid South Coast	204380	118.08		Annual rental of cooler
11/06/2019	BRITISH GAS	204262	1,209.18		Electric - Comm House May 2019
11/06/2019	George Rose Office Products Lt	204263	56.11		Stationery
11/06/2019	Double Nine Ltd / Merlin Workw	204264	1,103.94		Uniform Order

List of Payments made between 01/04/2019 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/06/2019	The Play Inspection Company Lt	204265	930.00		Play Inspections
11/06/2019	PPL PRS Ltd	204266	2,051.90		1100660/PPL PRS Ltd
11/06/2019	ssalc Limited	204267	84.00		Councillor Training
11/06/2019	STAR FUELS	204268	893.25		Red Diesel to 1 June 19
11/06/2019	Brewers and Sons Ltd	204261	285.89		Ronseal Stain
11/06/2019	MARTIN GURRAY	204373	-100.00		OUT OF DATE CHEQUE
11/06/2019	PASTOR LAWRENCE	204374	-44.90		OUT OF DATE CHEQUE
24/06/2019	EDF Energy	DD	95.24		EDF Energy
24/06/2019	Fuel Card Services	DD	162.22		Fuel Card Services
25/06/2019	Peacehaven TC	BACS	18,959.88		Salaries - June 2019
26/06/2019	SME IT Solutions	DD	617.04		Monthly fee
28/06/2019	Tony Allen	204269	2,800.00		Locum Clerk June
28/06/2019	ANDY BEAMS	204270	3,120.00		Locum RFO June
28/06/2019	Bourne Amenity LTD	204271	678.00		Sand for play area
28/06/2019	BRITISH GAS	204272	1,506.09		Elec 25/4 - 31/5
28/06/2019	Conect Total Communications	204273	411.81		Phones - June 19
28/06/2019	Corona Energy	204274	211.74		Gas May - Jun
28/06/2019	East Sussex County Council	204275	50.00		Pension Fund fee
28/06/2019	East Sussex Security	204276	42.00		Rechargeable battery
28/06/2019	EDF	204277	530.97		Electric May 19
28/06/2019	Heatcraft And Ventilation ltd	204278	559.89		Comm Hse boiler repair
28/06/2019	HR Services Partnership	204279	3,348.72		HR Support June
28/06/2019	Lewes District Council	204280	1,177.15		Bin collection Jul - Sep
28/06/2019	Caroline Reid	204281	790.00		Cleaning - Comm Hse June
28/06/2019	RESTORE DATASHRED	204282	72.78		Shredding
28/06/2019	Sherrards Employment Law Solic	204283	600.00		Legal Fees June
28/06/2019	SME IT Solutions Limited	204284	173.99		Training & On site visit
28/06/2019	SouthCoast Locksmiths Ltd	204285	301.06		Radar Lock and fitting
28/06/2019	Spy AlarmsLtd	204286	369.60		Fire Maintenance - March
28/06/2019	Tates of Sussex	204287	361.16		Compost and plants
28/06/2019	Trade UK	204288	123.32		Bolts, screws and washers
28/06/2019	TRAVIS PERKINS Trading	204289	102.00		Timber
28/06/2019	Wightman & Parrish Ltd	204290	213.72		Stationery
28/06/2019	East Sussex Pension Fund	204295	5,523.71		June
28/06/2019	H M Revenue & Customs	204294	5,512.71		June
28/06/2019	C Cheta	204291	750.00		Mayors Allowance (1)
28/06/2019	Mrs Caulfield	204292	50.00		Deposit Refund
28/06/2019	Corrina Dalby	204293	50.00		Deposit Refund
01/07/2019	The Fuelcard People	DD	128.66		Fuel 23 June 19
04/07/2019	Barclays	DD	3.00		BACS charges
05/07/2019	Barclays	DD3	3.00		BACS Charges 13/5 - 12/6 2019
05/07/2019	02	DD6	121.04		Mobile phones June
10/07/2019	Barclaycard	DD	62.00		PDQ Charges
10/07/2019	Barclaycard PDQ charges	DD2	71.93		PDQ Charges June 2019
15/07/2019	AMP Services	204296	580.50		746787/AMP Services
15/07/2019	Aquaid South Coast	204297	23.99		343606/Aquaid South Coast
15/07/2019	Caroline Reid	204298	900.00		Toilet cleaning July

Continued on Page 5

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/07/2019	CASTLE WATER	204299	2,462.35		02037450/CASTLE WATER
15/07/2019	DJ Doors & Electrical Services	204300	562.99		110695/DJ Doors & Electrical S
15/07/2019	George Rose Office Products Lt	204301	64.68		Stationery
15/07/2019	Kim Donovan	204302	22.00		Wreath - London Bridge
15/07/2019	Lewes District Assoc. of Local	204303	50.00		LDACL Subscription
15/07/2019	Lewes District Council	204304	164.00		NNDR - July 2019
15/07/2019	PHS Group	204305	610.13		PHS Sanitary May - Aug
15/07/2019	The Royal British Legion	204306	55.00		Wreaths
15/07/2019	Rigby Taylor	204307	813.00		RSIN0306402/Rigby Taylor
15/07/2019	ScottishPower Group	204308	124.62		Electricity April - July
15/07/2019	ssalc Limited	204309	216.00		Chairs Networking Day x 2
15/07/2019	Tansleys Printers Limited	204310	24.00		Photo print
15/07/2019	TAMAR ORGANICS Ltd	204311	80.40		Waste removal June
15/07/2019	Trade UK	204312	21.99		0991040260/Trade UK
15/07/2019	Vitax Limited	204313	214.75		7776/Vitax Limited
15/07/2019	Ms Hamm	204314	50.00		Deposit Refund
15/07/2019	Joleigh Marchant	204315	50.00		Deposit Refund
15/07/2019	Maya Semrau	204316	50.00		Deposit Refund
15/07/2019	Kevin Thompson	204317	100.00		Deposit Refund
15/07/2019	Mrs Caulfield	204318	50.00		Deposit Refund
15/07/2019	I Lawrance	204319	100.00		Deposit Refund
15/07/2019	Lions Club	204320	140.00		Refund for cancelled event
22/07/2019	EDF	DD4	93.54		Unmetered Rod Avenue - June 19
24/07/2019	Pitney Bowes LTD	DD5	200.00		Franking Machine top up
25/07/2019	Salaries July	BACS	19,064.24		Salaries July
26/07/2019	ANDY BEAMS	204445	2,410.10		Locum RFO July
26/07/2019	Tony Allen	204446	3,325.00		PTC004/Tony Allen
26/07/2019	AMP Services	204447	159.29		Cutter Bar assembly
26/07/2019	ARUN PUMPS LTD	204448	595.20		Sewer clearance - Sports Park
26/07/2019	BRITISH GAS	204449	709.49		Hub Gas June 2019
26/07/2019	CASTLE WATER	204450	3,328.65		Water Community House
26/07/2019	Corona Energy	204451	210.01		Gas Comm House June
26/07/2019	Conect Total Communications	204452	415.40		Telephones July
26/07/2019	East Sussex Security	204453	213.00		Alarm fault Comm House
26/07/2019	Farrington Property Developmen	204454	1,040.00		Block 3 rent 25 Jul for 13 wks
26/07/2019	Lewes District Council	204455	54.00		Bins for Summer Fair
26/07/2019	RICOH UK	204456	1,606.00		Printer Jul - Sep
26/07/2019	R Poplett holdings	204457	2,028.00		Unit 6 rent 25 Jul for 13 wks
26/07/2019	Sherrards Employment Law Solic	204458	100.80		Prof fees June 2019
26/07/2019	SouthCoast Locksmiths Ltd	204459	65.42		Lock and keys
26/07/2019	U-Benders	204460	148.50		Hub toilet repairs
26/07/2019	Wightman & Parrish Ltd	204461	153.84		Cleaning Materials
26/07/2019	H M Revenue & Customs	204441	5,408.34		July Salaries
26/07/2019	East Sussex Pension Fund	204442	5,424.37		July
26/07/2019	National Ass of Civic Officers	204443	95.00		Training for Debbie
26/07/2019	Debbie Donovan	204444	218.80		Reimburse travel costs
05/08/2019	Aquaid South Coast	204462	36.00		Water

Continued on Page 6

List of Payments made between 01/04/2019 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/08/2019	Barclaycard Commercial	204463	7.99		5476760307525801/Barclaycard C
05/08/2019	Lewes District Council	204464	164.00		Rates - August
05/08/2019	TAMAR ORGANICS Ltd	204465	140.70		Bio Waste July
05/08/2019	BRITISH GAS	204466	465.90		Electric - June 2019
05/08/2019	Ernest Doe & Sons Ltd	204467	324.48		XCutter blade & roller
05/08/2019	MBI Sound & Light	204468	144.00		Walkie talkie hire for S/Fair
05/08/2019	Society Of Local Council Clerk	204469	447.00		SLCC Membership T Allen
05/08/2019	Tansleys Printers Limited	204470	106.80		Quiz banner
05/08/2019	Barclays	CHARGE	3.00		BACS charges
06/08/2019	O2	DD	69.02		Mobile phones July 2019
06/08/2019	Investec	DD	144.00		Franking Machine
06/08/2019	Salaries	BACS	3,099.25		Salaries
12/08/2019	Barclaycard PDQ charges	DD1	62.00		PDQ Charges July 2019
19/08/2019	AVS Fencing Supplies Limited	204471	691.60		Oval Gate works
19/08/2019	Brewers and Sons Ltd	204472	144.47		Paint & Brushes
19/08/2019	C.E.F	204473	57.60		Lights - Comm House
19/08/2019	Conect Total Communications	204474	410.35		Telephones - August 2019
19/08/2019	Heatcraft And Ventilation Ltd	204475	237.60		Boiler check - Comm House
19/08/2019	HR Services Partnership	204476	925.44		HR Support - August
19/08/2019	M.D.J Light Brothers Ltd	204477	270.00		Skip exchange
19/08/2019	Mend-All Catering Services Ltd	204478	111.00		Water Boiler repair - Comm Hse
19/08/2019	Caroline Reid	204479	680.00		Cleaining at Comm House
19/08/2019	Rigby Taylor	204480	436.86		Goals and Nets
19/08/2019	SME IT Solutions Limited	204481	78.00		IT call out & repair
19/08/2019	SouthCoast Locksmiths Ltd	204482	21.60		Padlock & key
19/08/2019	Spaldings Limited	204483	156.60		Strimmer Head & brush cutter
19/08/2019	Tansleys Printers Limited	204484	160.00		Summer Fair brochure
19/08/2019	Trade UK	204485	28.04		Bolts and tape
19/08/2019	TRAVIS PERKINS Trading	204486	23.64		Manhole cover
19/08/2019	Weed Management Ltd	204487	1,031.25		Herbicide Pidd Ave & Howard Pk
19/08/2019	Wightman & Parrish Ltd	204488	209.84		Cleaning Supplies - Comm Hse
19/08/2019	ssalc Limited	204489	900.00		Recruitment Assistance
19/08/2019	Kempton House Day Centre	204490	30.00		High Sheriff visit 28/8/19
19/08/2019	D Donovan	204491	66.88		Reimburse for Xmas items
19/08/2019	Mr A Allen	204492	162.00		Reimburse for GDPR training
19/08/2019	L Kenard	204493	50.00		Deposit Refund
19/08/2019	A Smith	204494	50.00		Deposit Refund
19/08/2019	Vocal Repertoire	204495	100.00		Deposit Refund
19/08/2019	Mrs S Coker	204496	50.00		Deposit Refund
19/08/2019	SLCC	204497	319.00		Subscription
19/08/2019	J Marchant	204315	-50.00		Deposit Refund
19/08/2019	K Thompsett	204317	-100.00		Deposit Refund
19/08/2019	SLCC	204469	-447.00		Subscription
20/08/2019	PTC COT3	204498	60,000.00		PTC COT3
22/08/2019	EDF	dd2	95.24		Electric - July 2019
23/08/2019	Barclays	CHARGE	50.00		BACS Charge
23/08/2019	PHS Group	DD3	610.13		Hygiene products July 2019

List of Payments made between 01/04/2019 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/08/2019	SME IT Solutions Limited	DD4	642.24		IT Support - July 2019
23/08/2019	The Fuelcard People	DD5	179.77		Fuel
23/08/2019	Salaries	BACS	20,352.28		August 2019
30/08/2019	Fuelcard	DD	89.46		Fuelcard
02/09/2019	SME IT Solutions	DD	642.24		IT Support
02/09/2019	Lewes District Council	DD	5,156.00		NNDR - Community House
02/09/2019	Lewes District Council	DD	769.00		NNDR - Big Park
04/09/2019	HM Revenue & Customs	204499	5,627.30		August 2019
04/09/2019	East Sussex Pension Fund	204500	6,607.49		August 2019
04/09/2019	ANDY BEAMS	204381	2,771.20		Locum Finance Officer Aug 19
04/09/2019	AHGTC	204382	35.00		Town Crier
04/09/2019	BRITISH GAS	204383	1,323.77		Electric - Comm House July 19
04/09/2019	C.E.F	204384	119.40		Triphosphor tube
04/09/2019	Corona Energy	204385	157.36		Gas - Comm House July 19
04/09/2019	CTLA	204386	3,000.00		2nd quarter funding grant
04/09/2019	Interserve FS UK Ltd	204387	246.41		Fire checks - Unit 6
04/09/2019	Lewes District Council	204388	164.00		NNDR Unit 6 Sep 19
04/09/2019	Mailserve LTD	204389	192.00		Annual maintenance contract
04/09/2019	Rigby Taylor	204390	35.23		Clips for goals
04/09/2019	Safe I.S. Ltd	204391	568.80		Fire Safety checks Comm House
04/09/2019	David Simpson	204392	120.14		Repair GY06RPX
04/09/2019	TAMAR ORGANICS Ltd	204393	80.40		Bio waste Aug 19
04/09/2019	Vitax Limited	204394	1,594.56		Turf
04/09/2019	Seahaven RSSG	204395	59.00		Mayor Dinner
04/09/2019	Mrs S Sutton	204396	50.00		Deposit refund
04/09/2019	Donna Miller	204397	50.00		Deposit refund
04/09/2019	Shardia Loader	204398	50.00		Deposit refund
04/09/2019	Sophia Fadil	204399	50.00		Deposit Refund
06/09/2019	The Fuel Card	DD	10.80		Fuel 6 Sep 19
10/09/2019	Fuelcard	DD	89.46		Fuelcard
10/09/2019	Fuelcard	DD	-89.46		Fuelcard
13/09/2019	The Fuel Card	DD	172.40		Fuel 13 Sep
18/09/2019	Fiddes & Son Ltd T/A Bowcom	204400	70.13		Battery & Charger
18/09/2019	B & S CHAINS Ltd	204401	76.75		Pendulum Seat & Chain
18/09/2019	Caroline Reid	204402	660.00		Hub - cleaning cover
18/09/2019	CASTLE WATER	204403	348.92		Water - Comm Hse July 19
18/09/2019	Cinemobile	204404	2,101.25		March - Stan & Ollie
18/09/2019	Conect Total Communications	204405	411.34		Telephone September 19
18/09/2019	Ernest Doe & Sons Ltd	204406	251.14		Rollers & Belt
18/09/2019	HR Services Partnership	204407	1,740.72		HR pre-paid support
18/09/2019	Lewes District Council	204408	1,177.15		Wheelie Bin Emptying Q3
18/09/2019	PKF Littlejohn LLP	204409	1,920.00		External Audit Fee
18/09/2019	Playsafe Playgrounds Ltd	204410	7,803.60		Repair - to be funded by LDC
18/09/2019	Roger Brown Trophies & Engravi	204411	16.00		Quiz trophies
18/09/2019	Sherrards Employment Law Solic	204412	974.40		Legal fees - July 2019
18/09/2019	SouthCoast Locksmiths Ltd	204413	58.44		Keys and hinges
18/09/2019	Spy Alarms Ltd	204414	190.80		Fire Maintenance contract Q3

Continued on Page 8

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/09/2019	Spaldings Limited	204415	14.31		Guard Kit & Credit notes
18/09/2019	ssalc Limited	204416	84.00		New Cllr Training 17 Sep
18/09/2019	STAR FUELS	204417	671.82		Red Diesel to 15 Sep 2019
18/09/2019	TRAVIS PERKINS Trading	204418	46.10		Metal cutting disc
18/09/2019	Sara Savidge	204419	20.00		Deposit Refund
18/09/2019	Seraphina Moon	204420	50.00		Deposit Refund
18/09/2019	Mr A Allen	204421	56.26		Reimburse for DeBar invoice
19/09/2019	East Sussex Security	204422	102.00		Intruder Alarm fault
19/09/2019	R.J.Meaker Fencing Ltd	204423	130.28		Assorted items
19/09/2019	ssalc Limited	204424	144.00		Legal & Finance Day
19/09/2019	East Sussex Pension Fund	204425	6,630.11		Pension - September
19/09/2019	H M Revenue & Customs	204426	6,004.31		September Salaries
19/09/2019	EAST SUSSEX PENSION FUND	204425	-6,630.11		SEPTEMBER SALARIES
20/09/2019	The Fuel Card	DD	1.20		Fuel 20 Sep 19
20/09/2019	O2	DD	81.89		Mobile phones
25/09/2019	Salaries	BACS	20,319.25		Salary Payments September 19
26/09/2019	RMS Pitney Bowes	DD	200.00		Franking Machine
27/09/2019	Aquarius Solutions	204427	242.82		Graffiti wipes and product
27/09/2019	ANDY BEAMS	204428	2,091.20		Finance Officer September 19
27/09/2019	CASTLE WATER	204430	255.02		Water August 19
27/09/2019	Chris Bartholomew Electrical C	204431	209.70		Light repair ladies toilet
27/09/2019	BRITISH GAS	204432	1,300.99		Electric August 2019
27/09/2019	Wightman & Parrish Ltd	204433	258.07		Cleaning Materials
27/09/2019	K Bray	204429	200.00		Xmas Market expenses
30/09/2019	PHS Group	DD	72.95		Hygiene - Comm House
30/09/2019	Barclaycard	CHARGE	3.00		Charges
30/09/2019	Barclaycard	DD	62.00		PDQ Charges
30/09/2019	EDF Energy	DD	95.24		Unmetered Supply Sep 19
04/10/2019	ANDY ANDERSON & SON	204434	533.43		REPLACE LOCKING MECHANISM
04/10/2019	Aquaid South Coast	204435	36.00		350857/Aquaid South Coast
04/10/2019	AVS FENCING SUPPLIES LTD	204436	110.07		FIX GATE AT THE OVAL
04/10/2019	BLT DIRECT	204437	333.60		MUGA FLOODLIGHTS
04/10/2019	C.E.F	204438	12.78		4pin 2D Lamp
04/10/2019	Corona Energy	204439	155.15		AUG 19 - SEP 19
04/10/2019	IAE	204440	744.00		GATE CLOSERS / YELLOW PAINT
04/10/2019	Interserve FS UK Ltd	204501	609.70		426214FS/Interserve FS UK Ltd
04/10/2019	Rigby Taylor	204502	258.90		fertiliser for bowling green
04/10/2019	SPROGGTOGG	204503	360.00		XMAS PRESENTS
04/10/2019	TRAVIS PERKINS Trading	204504	63.50		wood for bench
07/10/2019	CASTLE WATER	204505	1,324.30		WATER SUPPLIES FOR THE DELL
07/10/2019	George Rose Office Products Lt	204506	160.10		OFFICE STATIONARY
07/10/2019	HOME MAINTENANCE SERVICE	204507	106.00		ADJUST HINGES & FIT LOCKS
07/10/2019	SEAHAVEN BRANCH	204508	64.00		TRAFALGAR DAY MEAL
07/10/2019	ssalc Limited	204509	72.00		CONFERENCE 10/10/19
08/10/2019	S EASTMAN	204510	47.90		WINE & CHOCOLATES FOR EVENTS
08/10/2019	PPL PRS Ltd	204511	1,669.05		ANNUAL MUSIC LICENCE
09/10/2019	Sats4u	204514	65.00		REFIT CABLES & PREP SYSTEM

List of Payments made between 01/04/2019 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/10/2019	Tansleys Printers Limited	204515	229.20		A0 POSTER FOR WRESTLING
09/10/2019	J Freemantle	204516	600.00		WRESTLING COSTS
10/10/2019	KATIE RING	204517	50.00		DEPOSIT REFUND
10/10/2019	LUCY OVETT	204518	50.00		DEPOSIT REFUND
10/10/2019	MR & MRS LAWRENCE	204519	100.00		DEPOSIT REFUND
10/10/2019	MR MULLAN	204520	50.00		DEPOSIT REFUND
11/10/2019	Caroline Reid	204522	720.00		CLEANING
15/10/2019	CASTLE WATER	204253	295.01		WATER SERVICES NOV 18 - AUG 19
15/10/2019	S EASTMAN	204521	220.00		CURRY NIGHT SUPPER
15/10/2019	RICOH UK	204524	1,586.63		101456238/RICOH UK
15/10/2019	George Rose Office Products Lt	204525	169.63		LAMINATOR / ENVELOPES
21/10/2019	Lewes District Council	204526	164.00		01/04/19 - 01/04/20 - OCTOBER
21/10/2019	Farrington Property Developmen	204527	1,040.00		CONT 6 - 13 WEEKS 24/10/19
21/10/2019	R Poplett holdings	204528	2,028.00		13 WEEKS RENT FROM 24/10/19
24/10/2019	BRITISH GAS	204529	1,387.01		GAS 01/09 - 30/09
24/10/2019	CASTLE WATER	204530	246.79		WATER SERVICES 01/09 - 30/09
24/10/2019	Conect Total Communications	204531	397.94		PHONE LINES - OCTOBER
24/10/2019	C R Allen & Sons	204532	24.00		PUNCTURE REPAIR
24/10/2019	Mailserve LTD	204534	69.59		PRINTER / FRANK MACH INK
24/10/2019	NOBLEPRINT LTD	204535	113.00		LARGE FORMAT PRINTS
24/10/2019	PEACEHAVEN TYRE & AUTO	204536	170.00		235-65-16 C TYRE
24/10/2019	DEBORAH DONOVAN	204533	14.85		MILEAGE EXPENSES - DD
24/10/2019	ScottishPower Group	204537	128.53		ELECTRICITY 10/07 - 02/10
24/10/2019	NOBLEPRINT LTD	204535	-113.00		MURAL
25/10/2019	BACS CHARGE	CHARGE	50.00		BACS CHARGE
25/10/2019	EAST SUSSEX PRAYER	204538	11.50		EAST SUSSEX PRAYER BREAKFAST
31/10/2019	DEPOSITS RECEIVED	CORRECTION	150.00		10629 / 10665
31/10/2019	EDF	DD	93.54		ELECTRICITY - RODERICK AVE
31/10/2019	Barclaycard PDQ charges	DD1	62.00		PDQ CHARGES
31/10/2019	Barclays	DD2	6.00		BACS FILE CHARGES
31/10/2019	SME IT Solutions Limited	DD3	1,301.28		TECHNICAL SUPPORT
31/10/2019	The Fuelcard People	DD4	101.69		FUEL CHARGES 07/10/19
31/10/2019	The Fuelcard People	DD5	10.80		1664890/The Fuelcard People
31/10/2019	02	DD6	81.89		O2 OCTOBER
31/10/2019	HM BOOKKEEPING	BACS	85.00		PAYROLL CHARGES
31/10/2019	SALARIES	BACS	20,919.14		OCTOBER SALARIES
01/11/2019	Investec Asset Finance	2163582701	198.00		LEASE / ANNUAL SERVICE FEE
04/11/2019	The Fuelcard People	DD	68.30		FUEL
04/11/2019	Barclays	DD1	3.00		BACS FILE CHARGES
05/11/2019	CHARLOTTE HART	204555	100.00		DEPOSIT REFUND
06/11/2019	ANDY BEAMS	204539	1,534.50		LOCUM FINANCE ASSISTANCE
06/11/2019	TAMAR ORGANICS Ltd	204540	20.10		BIODEGRADABLE WASTE
06/11/2019	Business Sream	204541	4,975.62		WASTE SERVICES 27/02 - 18/10
06/11/2019	CASTLE WATER	204543	248.74		WATER SERVICES - SPORTS PARK
06/11/2019	Corona Energy	204544	155.19		GAS SEPT - OCT 19
06/11/2019	C R Allen & Sons	204545	24.00		PUNCTURE REPAIR
06/11/2019	KEVIN BRAY EXPENSES	204546	162.90		MILEAGE TO BIRMINGHAM

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/11/2019	PHS Group	204547	666.53		HYGIENE PRODUCTS 28/11 - 27/02
06/11/2019	SUSSEX DRIVEWAYS (PAVING)	204548	1,068.00		WHITE LINING
06/11/2019	Tansleys Printers Limited	204549	26.40		A1 CHRISTMAS MARKET POSTER
06/11/2019	Wightman & Parrish Ltd	204550	377.35		CLEANING PRODUCTS
06/11/2019	C OTERO	204551	50.00		S/PARK DEPOSIT REFUND
06/11/2019	MRS N SUI	204552	40.00		S/PARK DEPOSIT REFUND
06/11/2019	SOUTHCOAST LOCKSMITHS LTD	204553	22.39		WINDOW HANDLE / CYLINDER KEY
06/11/2019	MR ALAN GOBLE	204554	100.00		DEPOSIT REFUND
06/11/2019	NATALIE SUI	204552	-40.00		DEPOSIT REFUND - CHEQUE RETURN
06/11/2019	02	DD2	81.89		PHONE CHARGES
11/11/2019	The Fuelcard People	DD3	12.00		FUEL
11/11/2019	Barclays	DD9	83.64		PDQ CHARGES
12/11/2019	DISCOUNT DISPLAYS LTD	204556	124.44		410057689/DISCOUNT DISPLAYS LT
12/11/2019	PARTYRAMA	2045561	34.37		HOLOGRAPHIC SILVER CURTAIN
12/11/2019	VISTAPRINT	2045562	46.66		STICKERS
12/11/2019	LUCY SIMMONDS	204557	45.60		LUCY SIMMONDS MILEAGE
12/11/2019	Brewers and Sons Ltd	204558	203.40		PAINT FOR BUS SHELTER
12/11/2019	C.E.F	204559	57.60		BULBS
12/11/2019	Lewes District Council	204560	344.00		PREMISES LICENCE ANNUAL FEE
13/11/2019	HMRC	204621	6,328.46		OCTOBER SALARIES
13/11/2019	EAST SUSSEX PENSION FUND	204622	6,532.17		OCTOBER PENSIONS
14/11/2019	CLLR ALAN GOBLE	204623	240.00		COMEDY NIGHT
14/11/2019	Caroline Reid	204624	779.00		15/Caroline Reid
14/11/2019	Cinemobile	204625	555.00		MARY POPPINS RETURNS 20/02/19
14/11/2019	NO BUTTS BIN CO. LTD	204626	3,240.00		PARTIAL CREDIT
14/11/2019	SOUTHCOAST LOCKSMITHS LTD	204627	48.00		REPAIR RADAR LOCK
14/11/2019	ssalc Limited	204628	84.00		LOCAL GOV FINANCE WORKSHOP
14/11/2019	Trade UK	204629	79.98		SITE ONYX SAFETY BOOTS - TJ
14/11/2019	Codec Facilities Ltd	204630	678.98		MEMORIAL BENCH
15/11/2019	ENVIRONMENT AGENCY	DD4	171.00		S00956294C/ENVIRONMENT AGENCY
15/11/2019	NO BUTTS BIN CO. LTD	204626	-3,240.00		RETURNED CHQ BY BANK
17/11/2019	The Fuelcard People	DD6	94.55		FUEL 17/11
22/11/2019	CASTLE WATER	204631	246.79		COMMUNITY HOUSE
22/11/2019	Conect Total Communications	204632	397.11		PHONES - NOVEMBER
22/11/2019	CUTTS MARINE	204633	96.00		LET OFF MARROONS - REMEMBERANC
22/11/2019	George Rose Office Products Lt	204634	118.48		STATIONARY
22/11/2019	HR Services Partnership	204635	426.00		HR SUPPORT & ADVICE
22/11/2019	Trade UK	204636	66.40		WD40
22/11/2019	TAMAR ORGANICS Ltd	204638	40.20		SEPTEMBER WASTE
22/11/2019	TRAVIS PERKINS Trading	204639	24.60		WEATHER MOULDING
22/11/2019	M.D.J Light Brothers ltd	204640	276.00		SKIP HIRE
22/11/2019	EDF	DD5	95.24		ELECTRICITY OCTOBER
25/11/2019	PPL PRS Ltd	204637	468.39		MUSIC LICENCE
25/11/2019	Barclays	DD7	50.00		BACS/Barclays
25/11/2019	NOVEMBER SALARIES	NOV SALARI	22,353.98		NOVEMBER SALARIES
26/11/2019	EAST SUSSEX PENSION FUND	204641	6,630.11		EAST SUSSEX PENSION FUND
26/11/2019	HOME MAINTENANCE SERVICE	204642	240.00		SCAFFOLD / WINDOWS

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/11/2019	AMP Services	204643	35.27		HEDGETRIMMER
26/11/2019	Bourne Amenlty LTD	204644	564.70		SAND - GRADE D - TONNE
26/11/2019	BRITISH GAS	204645	1,715.39		ELECTRICITY
26/11/2019	MRS V BROOK	204646	50.00		DEPOSIT REFUND
26/11/2019	KELLY HAIGH	204647	50.00		DEPOSIT REFUND
26/11/2019	LORRAINE SHAH GOODWIN	204648	50.00		LORRAINE SHAH GOODWIN DEPOSIT
26/11/2019	MEGAN WILLIAMS	204649	50.00		MEGAN WILLIAMS - DEPOSIT
26/11/2019	KATIE DEELEY	204650	50.00		KATIE DEELEY
26/11/2019	MR SONI	204651	100.00		MR SONI
26/11/2019	HMRC	204652	6,654.37		NOVEMBER SALARIES
26/11/2019	SME IT Solutions Limited	DD8	650.64		NOVEMBER BILL
27/11/2019	Pitney Bowes LTD	DD9	200.00		METER PAYMENT
28/11/2019	EAST SUSSEX PENSION FUND	204653	6,624.73		NOVEMBER PENSIONS
30/11/2019	Barclays	DD2	62.39		NOVEMBER BILLING
30/11/2019	Barclays	DD3	3.00		BACS FILE CHARGES
02/12/2019	The Fuelcard People	DD1	1.20		FUEL 24/11/19
02/12/2019	EDF	DD1	93.54		ELECTRICITY - NOVEMBER
03/12/2019	AMP Services	204655	731.38		MOWER REPAIRS
03/12/2019	ANDY BEAMS	204656	1,594.50		NOVEMBER SUPPORT
03/12/2019	THE BOOK SQUAD	204657	48.00		BOOKS
03/12/2019	TAMAR ORGANICS Ltd	204658	22.51		NOVEMBER COLLECTION
03/12/2019	BLT DIRECT	204659	324.00		LIGHTS
03/12/2019	BROXAP	204660	986.40		OUTDOOR GYM EQUIP
03/12/2019	CASTLE WATER	204661	335.35		PIDDINGHOE AVE WATER SERVICES
03/12/2019	Corona Energy	204662	352.01		GAS CHARGES - OCT/NOV
03/12/2019	Heatcraft And Ventilation ltd	204663	165.00		BOILER REPAIRS
03/12/2019	Rigby Taylor	204664	824.16		GOAL CAPS
03/12/2019	SYNERGY PRODUCTS LTD	204665	5.58		CHAIN LINK
03/12/2019	Vitax Limited	204666	764.64		S/TURF OUTFIELD
03/12/2019	Wightman & Parrish Ltd	204667	159.17		CLEANING
03/12/2019	HOLLY ROLF	204668	50.00		HOLLY ROLF DEPOSIT REFUND
03/12/2019	PETTY CASH	204654	491.47		PETTY CASH
05/12/2019	HOME START EAST SUSSEX	204669	1,300.00		HOME START E SUSSEX - GRANT
05/12/2019	PEACEHAVEN PLAYERS	204670	750.00		PEACEHAVEN PLAYERS - GRANT
05/12/2019	CHICHESTER DIOCESAN ASSOC	204671	600.00		CHICHESTER DIOCESAN - GRANT
05/12/2019	KEMPTON HOUSE DAY CENTRE	204672	300.00		KEMPTON HOUSE - GRANT
05/12/2019	PEACEHAVEN RANGERS	204673	300.00		PEACEHAVEN RANGERS - GRANT
05/12/2019	COMMUNITY TRANSPORT FOR	204674	300.00		CTLA - GRANT
05/12/2019	FRIENDS OF DOWNLANDS	204675	300.00		FRIENDS OF DOWNLANDS - GRANT
05/12/2019	AGE UK EAST SUSSEX	204676	750.00		AGE UK - GRANT
05/12/2019	ABC FUND	204677	750.00		ABC FUND - GRANT
05/12/2019	REVITALISE RESPITE HOLIDAYS	204678	750.00		REVITALISE - GRANT
05/12/2019	02	DD3	83.51		DECEMBER BILL
09/12/2019	The Fuelcard People	DD2	10.80		FUEL 30/11/19
10/12/2019	LEWES DISTRICT CITIZENS	204679	11,500.00		CAB - GRANT
10/12/2019	ASSOCIATION OF CARERS	204680	400.00		ASSOCIATION OF CARERS GRANTS
12/12/2019	NATALIE SIU	120051	50.00		DEPOSIT REFUND

Continued on Page 12

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/12/2019	Tony Allen	120050	49.74		VARIOUS EXPENSES
13/12/2019	Madison Web Solutions Limited	120052	448.00		CHRISTMAS VOUCHER
13/12/2019	AMADEUS	120053	29.99		STATIONARY
13/12/2019	Caroline Reid	120041	769.00		COMMUNITY HOUSE / HUB PARTY
13/12/2019	Rigby Taylor	120042	204.90		DEDICATE
13/12/2019	Aquald South Coast	120043	23.99		SANITISATION
13/12/2019	KAREN BRAY EXPENSES	120044	7.76		MILEAGE DECEMBER
13/12/2019	EH TREECARE LTD	3840.00	3,840.00		TREE SURGERY
13/12/2019	National Association of Civic	120046	260.00		MG & DD NACO TRAINING
13/12/2019	C R Allen & Sons	120047	339.54		MOT / SERVICE
13/12/2019	Spy Alarms Ltd	120048	190.80		QUARTERLY FIRE MAINTENANCE
13/12/2019	SOUTHCOAST LOCKSMITHS LTD	120049	14.00		PADLOCK
13/12/2019	SME RETURNED DD	DDR	-650.64		SME RETURNED DD
17/12/2019	SME IT Solutions Limited	120055	650.64		DECEMBER DIRECT DEBIT
17/12/2019	C.E.F	120056	8.52		28W T8 4PIN 2D LAMP
17/12/2019	Lewes District Council	120057	1,341.15		WHEELIE / RECYCLING BIN COLLEC
17/12/2019	GREENHAVENS NETWORK	120058	250.00		GREENHAVENS NETWORK
17/12/2019	PEACEHAVEN ART CLUB	120059	150.00		PEACEHAVEN ART CLUB
17/12/2019	TONY ALLEN	120060	40.00		TONY ALLEN
18/12/2019	VOCAL REPERTOIRE	120061	100.00		KEVIN THOMPSETT
18/12/2019	VALERIE HARVEY	120062	145.54		VALERIE HARVEY - GRANT
18/12/2019	SALVATION ARMY BRIGHTON	120063	152.18		SALVATION ARMY CAROL CONVERT
18/12/2019	S EASTMAN	120064	40.00		XMAS FAIR LUNCH VOUCHERS
18/12/2019	Rialtas Business Solutions Ltd	120065	348.00		MAINTENANCE
18/12/2019	Conect Total Communications	120066	397.50		DECEMBER
18/12/2019	Northstar IT	120067	5,750.40		FUJITSU D538 WITH 5 YEAR WARRA
18/12/2019	Mailserve LTD	120068	165.60		PRINT HEAD
18/12/2019	NO BUTTS BIN CO. LTD	120069	3,240.00		Purchase Ledger Payment
20/12/2019	NO BUTTS BIN CO. LTD	204626	3,240.00		Purchase Ledger Payment
20/12/2019	DECEMBER SALARIES	BACS	22,332.74		DECEMBER SALARIES
20/12/2019	Barclays	DD1	50.00		BACS OVERLIMIT
20/12/2019	NO BUTTS BIN CO. LTD	204626a	-3,240.00		Purchase Ledger Payment
23/12/2019	The Fuelcard People	DD1	73.78		FUEL GY08 PPX
24/12/2019	HARTNELL TAYLOR COOK	120054	27,550.25		SERVICE CHARGE CERTIFICATE
31/12/2019	The Fuelcard People	DD2	99.54		FUEL HK66WMJ
02/01/2020	Lewes District Council	DD1	769.23		NNDR APR 19/20
02/01/2020	Lewes District Council	DD2	5,155.50		NNDR APR 19-20
06/01/2020	LEWES DISTRICTCITIZENS ADVISORY	054976	-11,500.00		CAB - GRANT
06/01/2020	02	DD1	81.89		JANUARY BILL
09/01/2020	Barclays	DD2	3.00		BACS FILE CHARGES
10/01/2020	HMRC	120070	7,265.91		DECEMBER SALARIES
10/01/2020	EAST SUSSEX PENSION FUND	120071	7,023.69		DECEMBER SALARIES
10/01/2020	MERIDIAN FORUM	120072	250.00		MERIDIAN FORUM - GRANT
10/01/2020	Chris Bartholomew Electrical C	120073	1,232.68		EMERGENCY LIGHTING REMEDIALS
10/01/2020	Tony Allen	120074	12.99		REFLECTIVE WINDOW FILM
10/01/2020	Castle Water Limited	120075	57.85		NOVEMBER WATER CHARGES
10/01/2020	SOUTHCOAST LOCKSMITHS LTD	120076	82.54		OFFICE KEY FOR TONY ALLEN

List of Payments made between 01/04/2019 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/01/2020	Brewers and Sons Ltd	120077	162.34		PAINT FOR COMM HOUSE
10/01/2020	Business Sream	120078	785.77		OCTOBER WAST3E SERVICES
10/01/2020	ANDY BEAMS	120079	1,196.70		DECEMBER TIME
10/01/2020	SEAHAVEN BRANCH	120080	27.00		ST GEORGES DAY DINNER
10/01/2020	PEACEHAVEN TYRE & AUTO	120081	85.00		TYRE
10/01/2020	JOSEPH ASH MEDWAY	120082	2,412.00		MONO HINGE GATE - FIRLE ROAD
10/01/2020	DEBORAH DONOVAN	120083	44.40		TRAIN TICKETS TO TRAINING
10/01/2020	East Sussex Security	120084	179.23		LCDP REMOTE KEYPAD SURFACE
10/01/2020	BRITISH GAS	120085	1,618.49		NOVEMBER BILLING
10/01/2020	TAMAR ORGANICS Ltd	120086	20.10		04/12/19 WASTE
10/01/2020	Lewes District Council	120087	164.00		WOKSHOPS & PREMISES
10/01/2020	Heatcraft And Ventilation ltd	120088	165.00		BOILER REPAIRS
10/01/2020	FOREVER FIRST AID	120089	110.00		FIRST AID - DES & CALLUM
10/01/2020	GeoXphere Ltd - Parish Online	120090	270.00		JAN BILLING
10/01/2020	MBI Sound & Light	120091	52.24		HEADSET RADIO MICROPHONE
10/01/2020	SME IT Solutions Limited	120092	600.24		JAN BILLING
10/01/2020	Barclays	DD3	62.00		PDQ CHARGES
13/01/2020	The Fuelcard People	DD1	12.00		MOLEAGE / CARBON COUNT
14/01/2020	LEWES CITIZENS ADVICE	120093	11,500.00		CAB - GRANT
14/01/2020	SME IT Solutions Limited	120094	1,728.00		SME FINAL BILL
14/01/2020	THE WORKS	120095	99.50		BOOKS FOR FATHER CHRISTMAS GIF
14/01/2020	Caroline Reid	120096	609.00		JANUARY INVOICE
17/01/2020	MRS JONES	120097	50.00		MRS JONES - DEPOSIT REFUND
17/01/2020	SHANNON FRANKLIN	120098	50.00		SHANNON FRANKLIN - DEPOSIT
17/01/2020	DEBORAH DONOVAN	120099	38.20		TRAVEL TO LONDON FOR NACO
17/01/2020	Tony Allen	120100	80.00		MOBILE FOR CARETAKERS
17/01/2020	SOUTHCOAST LOCKSMITHS LTD	119981	18.95		PADLOCK / CYLINDER KEY
17/01/2020	Castle Water Limited	119982	115.67		DECEMBER BILL
17/01/2020	Heatcraft And Ventilation ltd	119983	1,454.86		BOILER REPAIRS
17/01/2020	Ricoh Capital Ltd	119984	1,737.74		PRINTER COSTS
17/01/2020	C.E.F	119985	19.70		KEY SWITCH FOR GENTS
17/01/2020	AVS FENCING SUPPLIES LTD	119986	195.92		GREEN WIRE / POST & CLIPS DELL
17/01/2020	Conect Total Communications	119987	412.92		CALL CHARGES / BROADBAND - JAN
17/01/2020	Mulberry & Co	119988	313.56		INTERNAL AUDIT 16/01/2020
17/01/2020	Tansleys Printers Limited	119989	160.80		A0 COUNCILLORS POSTER
17/01/2020	ANGELA V.E. CLARKE-BEAGLEY	119990	15.00		CHRISTMAS CARDS
17/01/2020	Chris Bartholomew Electrical C	119991	147.70		MAINTENANCE LIGHT SWITCHES
17/01/2020	Lewes District Council	119992	50.00		01/02/20 - 31/01/21 PLOTS
17/01/2020	S EASTMAN	119993	10.00		MATERIAL FOR COMM HOUSE
17/01/2020	EDF	119994	359.42		DECEMBER ELECTRICITY
17/01/2020	Corona Energy	119995	678.06		GAS SUPPLY NOV-DEC
17/01/2020	BRITISH GAS	119996	904.29		SPORTS PARK ELECTRICITY
17/01/2020	Trade UK	119997	65.36		BASIN WRENCH / BLACKBOARD PAIN
23/01/2020	EDF	DD	95.24		ELECTRICITY - DECEMBER
23/01/2020	AGE UK	204676	-750.00		AGE UK - GRANT CANCELLED
24/01/2020	EAST SUSSEX PENSION FUND	119998	6,323.49		JANUARY PENSION
24/01/2020	HMRC	119999	8,941.89		TAX/NIC/EMPLOYMENT ALLOWANCE

List of Payments made between 01/04/2019 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/01/2020	C MANSBRIDGE	120000	50.00		PARTY DEPOSIT
24/01/2020	SOUTHCOAST LOCKSMITHS LTD	120001	53.74		CYLINDER KEY
24/01/2020	R Poplett holdings	120002	2,028.00		UNIT 6 RENT COMM 23/01/20
24/01/2020	Farrington Property Developmen	120003	1,040.00		CONTAINER 6 COMM 23/01/20
24/01/2020	Wightman & Parrish Ltd	120004	213.20		CLEANING PRODUCTS
24/01/2020	RESTORE DATASHRED	120005	111.94		CONFIDENTIAL SACKS
24/01/2020	Audience Systems Ltd	120006	591.12		INSPECTION TO SEATING SYSTEM
24/01/2020	JANUARY SALARIES	BACS	19,561.10		JANUARY SALARIES
31/01/2020	Mulberry & Co	120007	84.00		YEAR END TRAINING FOR ZOE
31/01/2020	SUSSEX FA	120008	150.00		PITCH IMPROVEMENT VISIT
31/01/2020	Chris Bartholomew Electrical C	120009	255.60		INVESTIGATE & FIX PV FAULT
31/01/2020	SEAHAVEN BRANCH	120010	20.00		SHORTFALL OF ORIGINAL PAYMENT
31/01/2020	ScottishPower Group	120011	64.72		UNIT 6 LAND REAR
31/01/2020	Corona Energy	120012	516.20		GAS SUPPLY DEC - JAN
31/01/2020	STAR FUELS	120013	621.42		RED DIESEL UP TO 27/01/20
31/01/2020	Wightman & Parrish Ltd	120014	3.94		MOP
31/01/2020	George Rose Office Products Lt	120015	10.94		ENVELOPES
31/01/2020	Lewes District Council	120016	23.00		DPS LICENCE
31/01/2020	CHANDLERS BUILDING SUPPLIES	120017	163.68		GUTTERING REPAIRS AT THE HUB
31/01/2020	CLAUDE CHETA	120018	553.50		MAYORS ALLOWANCE

Total Payments	<u>715,046.02</u>
----------------	-------------------

Agenda Item: PF459

Committee: Policy & Finance

Date: 11th February 2020

Title: Interim Internal Audit 2019/20

Report Author: Tony Allen

Purpose of Report: To receive and approve Interim Internal Audit report for 2019/20

Summary of recommended actions

1. To note and discuss the contents of this report.
2. To implement an action plan to address the Auditor's recommendations.

Introduction

The Interim Internal Audit for 2019/20 was conducted by Mark Mulberry on the 16th January 2020.

Background

The Council is subject to two internal audits each year; one in the winter and the other shortly after the end of the financial year.

Analysis

Overall the Auditor was very satisfied with the Council's systems, internal procedures, etc., and was highly complementary about the progress in these (and other) areas that is being made.

As is usual with the audits, a number of areas for improvement were identified, which are highlighted in bold type in the Auditor's report (copy attached).

Implications

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

<u>Financial</u>	None
<u>Legal</u>	Council to be able to demonstrate best practice.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

- Interim Internal Audit report for 2019/20.



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

16th January 2020

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31st March 2020

Following completion of our interim internal audit on the 16th January 2020 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report. The recommendations from the interim visit have been answered in the table at the end of the report.**

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

Interim Audit – Summary Findings

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

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Peacehaven Town Council are well established, and followed. The clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

I would like to thank Tony & his team for their assistance and whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of that of the Council.

There are four users with their own individual logons.

1. Clerk & RFO – Oversight role
2. Finance Administrator – Daily processing, sales ledger, Purchase Ledger & Bank
3. Locum Finance Office: - Month End Reconciliations
4. Information Officer: - Sales Ledger invoices and Credits

The passwords to the system are prompted to change.

Every month, a month end hard close down is performed, various reports are printed and filed in hard copy, these include but are not limited to; Income and expenditure against budget, cashbooks, bank reconciliations and other reports as fit. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed.

I performed walk through tests on both receipts and payments and my audit testing showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

I tested opening balances as at 1/4/19 and confirmed they could be agreed back to the audited accounts for 2018/19.

The Council is VAT registered and the last VAT return was for the quarter ended 31st December 2019, which shows a payment position which will be paid in February 2020. This also indicates that the council is up to date with its postings on the financial package. I tested the cut off at the quarter end there were no errors. **I would recommend the council introduce a VAT permeant file to contain amongst others, VAT Registration Certificate, Options to Tax, Gateway details, VAT periods & submission deadlines and HMRC correspondence.**

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

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

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Interim Audit

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

External auditors report was not qualified in 2018/19. This was reported to Policy & Finance Committee in September 2019. Whilst the minutes of committee were taken full council, **I recommend this is also taken to full council before the year end.**

Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted.

The notice of conclusion of audit and audited AGAR have been correctly posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and "Register of Members Interests" and "acceptance to receive information by electronic means"; all in line with regulations.

Confirm that the Council is compliant with the relevant transparency code.

I note that the Council is required by law to follow the 2015 Transparency Code, a review of the web site has shown that the code is being followed.

Confirm that the Council is compliant with the GDPR.

As council is aware of GDPR. It was noted the Council has common email addresses. A common email system such as cllr.name@peacehaven..... is recommended because it gives a natural segregation so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

Confirm that the Council meets regularly throughout the year

The council has the following committees:

- Full Council; meets 8 times per annum
- Planning & Highways; meets 3 weekly
- Leisure Amenities and Environment; 6 times per annum
- Business Plan; 4 times per annum
- Policy & Finance; 10 times
- Personnel; adhoc
- Civic & Events; quarterly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks each committee has spending powers.

Check that agendas for meetings are published giving 3 clear days' notice.

The clerk was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model and are dated May 2019.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model and are dated September 2019. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts and this is minuted in accordance with regulations. However, it was noted that the chairman signed off the reports, strictly speaking the regulation states someone other than the chairman or a cheque signatory. I recommend this regulation is reviewed.

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained.

- £5,000 + full council
- £1,000 - £5,000 - delegated committee
- 0 - £1,000 – clerk & chair

The NALC model is very restrictive and not representative of day to day practice. **I would recommend that a lower threshold be introduced to enable the clerk to order goods and services without the need for chairman approval.** Such as

- £5,000 + full council
- £3,000 - £5,000 - delegated committee
- £1,000 - £3,000 – clerk & chair
- £0 - £1,000 – clerk – this then also agrees to Clerks emergency spending threshold.

The de-minimis limit recorded in the Financial Regulations for the competitive purchase of items and services is as listed below.

- £25,000 + Tender Process
- £3,000 - £25,000 3 quotations are required.
- £1,000 - £3,000 – strive to get 3 estimates
- 0 - £1,000 – power to spend

Financial Regulation 5 deals with authorisation of payments. We were unable to locate the payments lists for the 2019/20 year. **I recommend that the payments list for the entire year to date are taken to committee or council as soon as possible. I will need to see that February and March meetings include a minute reference and payments list approved in accordance with regulation.**

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit. The cheques must be signed by two individuals and I verified this from the cheque book stubs.

I discussed the purchasing system with the RFO vis-à-vis financial regulations 4, 5 & 6 and ascertained that the regulations are being followed at a local level as described below:

1. Regular and recurring expenditure (rent, rates, wages, light & heat, contractual spend etc.) is known and authorised in advance (budget setting or tender process). These are, in the main, paid via direct debit.
2. An ad hoc expenditure requirement is identified and noted to the clerk/RFO – this can be from a number of sources and depending on the financial amount will be discussed in advance with council, committee or chair. If required, this is approved in advance by council committee before the expenditure incurred. My audit testing showed in the main but not always, that there is appropriate discussion of expenditure before the orders are placed. **I would however remind council to ensure financial regulation 4 and 11 are reviewed and followed.**
3. The order is made via the office – councillors are not allowed or permitted to place amend or vary orders.
4. The supplier invoice, when received, is reviewed by the finance administrator and box stamped and batched ready for clerk review. My audit testing showed that supplier invoices do all have a box stamp.

5. The batch of supplier invoices are passed back to the finance administrator they are posted to the financial reporting package and the cheque is pre written.
6. Councillors are then invited to attend to the office to sign off the supplier invoices for payment.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £8.12 per elector.

The council has no S.137 expenditure; council has general power of competence.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion

"This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

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

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks, this was taken to council in July 2019,

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process.

In respect of motor insurance, I would recommend that council introduce a checklist of driver details to comply with insurance requirements on an annual basis.

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

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

Interim Audit

I confirmed that the 2020 -21 budget and precept setting process was completed at the time of our interim audit, with all precepting authority deadlines met. A review of the minutes shows discussion and agreement of the same.

As at 31st December 2019 total reportable income was £885,349 (Annual Budget £750,795), and expenditure £609,379 (annual budget £750,795). The additional income is down to the CIL receipts of £139,140. It is very likely the budget will be matched at the year end.

At the end of December, the general reserve was £75,947 and earmarked reserves were £203,649. The clerk is aware of the reserves position and demonstrated awareness of the rules and regulations. **General reserves remain low.**

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME (INTERIM & FINAL AUDIT)

Interim Audit

The council has various streams of income:

- Precept (circa 70% of all income)
- Rentals – rooms, – All buildings opted – VAT is charged.
- Grants (LTCS phased out after 2019/20)
- Interest
- Sports Pitches/Filming/Advertising/Wayleaves
- Allotments

The precept was received in full together with grant. The grant has been separately categorised.

The council is reviewing its annual charges at the time of the audit. Audit testing showed that fees charged per the sales ledger did not agree to the annual charges sheet – **I recommend the system is updated and prices properly charged going forward.**

Bad & aged debts are monitored regularly and a new process is being introduced in April. Statements are issued and reports are made to council/committee.

Cash receipts are banked entire and not posted to petty cash. Banking is completed daily.

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

F. PETTY CASH (INTERIM AUDIT)

The council has a float of £500. This was reviewed at the audit date, it is clear this is used for small sundries and is not significant or material.

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

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

G. PAYROLL (INTERIM & FINAL AUDIT)

Interim Audit

The council uses an external firm who uses the payroll professional package to calculate the tax and national insurance. The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

It was noted that the employment allowance has in error been given to the council. This allowance is not applicable for public authorities. **I recommend the payroll company is contacted and this allowance repaid to HMRC.**

Employees are paid with reference with NJC scales for consistency purposes. I tested the tax deduction for a full time employee – there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for December 2019 was paid after date.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Casual labour payments are correctly recorded via the payroll. Councillors are paid allowances via the payroll.

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

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Interim Audit

The Council has a fixed asset register in place. Assets are correctly stated at historic or proxy cost. I would recommend the council undertake a fixed asset stock take.

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

I. BANK & CASH (INTERIM & FINAL AUDIT)

Interim Audit

At the interim audit date the council had a reconciled bank position which has been signed in accordance with financial regulations. I have reviewed the reconciliation there were no errors.

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

J. YEAR END ACCOUNTS (FINAL AUDIT)

TBC at the year end

K. TRUSTEESHIP (INTERIM AUDIT)

No trusts.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

I confirmed with the clerk that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2018/19 Actual	2019-20 Proposed
Accounts approved at full council	18 June	
Date Inspection Notice Issued and how published	19 th June	
Inspection period begins	24 June	
Inspection period ends	02 August	
Correct length	Yes	
Common period included?	Yes	
Summary of rights document on website?	Attached to inspection announcement	

I am satisfied the requirements of this control objective were met for 2019/20, and assertion 4 on the annual governance statement can therefore be signed off by the Council.

Should you have any queries please do not hesitate to contact me, attention.

Kind regards
Yours sincerely

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

Mark Mulberry

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Governance	<i>I would recommend the creation of VAT permeant file to contain amongst others, VAT Registration Certificate, Options to Tax, correspondence etc</i>	
Governance	<i>The external auditors report must be taken to full council and this noted in the minutes</i>	
Financial Regulation 2.2	<i>Someone other than the chair or cheque signatory must sign off the bank reconciliations</i>	
Financial Regulation 4	<i>The ordering thresholds are very restrictive. I would suggest either a scheme of delegation is implemented or additional band to allow spending up to a level within budget without the need for prior approval. I would recommend the thresholds for ordering approval are reviewed</i>	
Financial Regulation 4	<i>In respect of documentary evidence of orders being pre-approved. My audit testing was unable to show this regulation is always being followed. Council needs to decide if regulations are being changed to reflect current practice or if current practice is changed to match regulations.</i>	
Financial Regulation 5	<i>My audit testing was unable to show that payments list for council approval have been presented and minuted in accordance with regulation. Payment lists must be taken to council before 31-03-20</i>	
Insurance	<i>In respect of motor insurance, I would recommend that council introduce a checklist of driver details to comply with insurance requirements on an annual basis</i>	
Reserves	<i>I recommend that council consider its earmarked reserves in the light of its general reserve in readiness for the year end. General reserves remain very low.</i>	
Income	<i>I remind council to ensure annual charges are updated on the RBS system</i>	
Payroll	<i>My audit testing showed that the employment allowance has been given in error by the payroll company. This needs to be repaid to HMRC.</i>	
Fixed Assets	<i>I would recommend a fixed asset stock check is undertaken.</i>	

Agenda Item: PF460

Committee: Policy & Finance

Date: 11th February 2020

Title: Corporate Credit Card

Report Author: Tony Allen

Purpose of Report: To seek the Committee's authority to obtain a replacement Corporate Credit Card

Summary of recommended actions

1. To **note** the contents of the report.
2. To **give authority** for the Clerk to obtain a replacement Corporate Credit Card

Introduction

A credit card is essential for making many purchases where the Council does not have an account with a company and/or the use of Purchase Orders or proforma invoices is not possible.

Background

The Council's previous credit card was surrendered as it was in the name of the previous Town Manager.

Analysis

Financial Regulation 6.20 states that:-

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Implications

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

<u>Financial</u>	The use of the credit card is tightly controlled and the full amount outstanding is paid each month.
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

None.

Agenda Item: AGE UK Grant

PF461

Committee: Policy & Finance

Date: 11th February 2020

Title:

Report Authors: Gloria Hill / Zoe Malone

Purpose of Report: To get authority to pass Age UK Grant to Kempton House

Summary of recommended actions

AGE UK has been awarded a £750.00 grant towards service providers visiting Kempton House on a Tuesday each week. AGE UK is no longer providing this service to Kempton House. We propose that this amount is awarded to Kempton House who will be continuing to provide this service independently.

Introduction

N/A

Background

N/A

Analysis

Implications

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

<u>Financial</u>	None
<u>Legal</u>	None
<u>Environmental and sustainability</u>	None
<u>Crime and disorder</u>	None
<u>Climate</u>	None

Appendices/Background papers

Peacehaven Town Council

Meridian Centre, Meridian Way

Peacehaven, East Sussex, BN10 8BB

Tel: 01273 585493



GRANT APPLICATION FORM

The Town Council invites grant applications, which primarily support local organisations and which directly benefit residents of the Town,

1. NAME OF ORGANISATION:

If application granted, please provide bank account details. All grants will be paid by BACS transfer:

Account Name: Age UK East Sussex

Sort Code: 40-52-40

Account Number: 00020692

2. ADDRESS:

Contact Name: David Hannam

Email Address: david.hannam@ageukeastsussex.org.uk

Telephone Number: 01273 476704

3. VAT REGISTERED: YES / NO

4. REGISTERED CHARITY: YES / NO

Charity Registration No: 1139470

5. DATE ORGANISATION ESTABLISHED: 2010

6. DESCRIPTION OF ORGANISATION INCLUDING AIMS

Age UK East Sussex are the main county-wide organisation supporting local older people. We are independent, locally-focused and led by the needs of those in later life. Our main charitable services are: information and advice, day opportunities, preventative physical and mental health projects and services, home support services and post-hospital discharge support. In 2018/19 we supported more than 15,000 older people to enjoy later life and remain independent. Our aim is to enhance the quality of later life for people in East Sussex by: working with people in later life to identify and respond effectively to their expressed needs and aspirations; representing people in later life; promoting a positive image of later life; being a sustainable charity and social enterprise; working with relevant organisations with complementary aims and values.

7. MEMBERSHIP

Total Membership / Service Users: 15,428

Membership / Service Users resident in Peacehaven: 1,000

8. REASON FOR GRANT REQUEST:

(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event, How many Peacehaven residents will benefit from this application?)

We are applying for funding for our new activities programme involving a range of service providers who are skilled in working with day centre clients. These will take place at our weekly day centres at Kempton House (Tuesday) and St David's Court (Wednesday). Following consultation with our clients, their families and carers, we would like to provide a diverse range of activities which help our clients maintain and improve their physical and mental health. The 60 clients from the Peacehaven area we support will have access to regular physical activities provided by our Healthy Living Club co-ordinator in addition to the exercises that are part of our normal weekly programme. The new sessions will provide a range of chair based exercises, games and helpful advice as well as meditation and mindfulness activities. We will offer regular music sessions, either group based, participatory activities such as dementia singing or performers invited to provide much loved entertainment. We will involve local artists in a series of art based therapies and activities. Evidence suggests that a combination of these activities and therapies will provide a rich variety of physical and mental stimulation which will help improve underlying issues of inactivity, social isolation and loneliness. We estimate our service will impact an additional 100 Peacehaven residents who are partners, carers and families of our clients.

9. PROJECT END DATE: 30/09/2019

10. AMOUNT OF GRANT REQUESTED

(See Peacehaven Town Council Grants Policy. If you are registered for VAT, it should not be included in the amount requested)

£750

11. ENVIRONMENTAL IMPACT

(The council has declared a "Climate Emergency", how will your grant contribute to limiting the effects of climate change? Does your project have any negative effects on climate change and how will you mitigate this?)

No negative effects on climate change we are aware of. We do have to provide transport for our day centre clients and we continue to seek the most efficient means both in terms of the impact this has on the environment but also the impact on our project costs. We are currently looking at the purchase of an electric vehicle which will greatly improve our contribution to reducing our project's impact on the "climate emergency."

12. WHO HAVE YOU APPLIED TO FOR OTHER GRANTS:

(e.g. organisations applied to and amount requested / amount received)

Childwick Trust £10,000

Francis Winham Foundation £5,000

No grants received.

13. DETAILS OF PREVIOUS GRANT APPLICATIONS:

(if you received a grant last year please provide details of how it was used)

None

14. FINANCIAL INFORMATION:

(Please complete details below and either attach last year's audited accounts or audited summary of accounts for your organisation).

	NOW	ONE YEAR AGO
Current Assets	N/A	N/A
Current Cash Balance	N/A	N/A
Annual Income	£2,250,119	£2,470,781
Annual Expenditure	£2,473,002	£2,368,787

Signature David Hannam

Date 31/10/19

(person authorised to apply for and on behalf of the organisation named in Item 1)

Notes:

The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds. Please see Peacehaven Town Council Grants Policy.

Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.

Please return your completed form to Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or email to townmanager@peacehaventowncouncil.gov.uk

Agenda Item: PF46~~7~~

Committee: Policy & Finance

Date: 11th February 2020

Title: CTLA Payments 2019/20

Report Author: Tony Allen

Purpose of Report: To review the basis of the CTLA agreed payments for 2019/20

Summary of recommended actions

1. To note and discuss the contents of this report and attachments.
2. To discuss the Council's intention when setting the 2019/20 CTLA payment level.
3. To decide on the way forward.

Introduction

CTLA funding was discussed and agreed at the Policy & Finance Committee meeting, held on the 18th September 2018.

Background

At the Policy & Finance Committee meeting, held on the 18th September 2018, it was agreed to increase the CTLA funding to £12,000 for 2019/20 (minutes extract attached).

Analysis

It appears that, following a prior presentation from CTLA, £6,000 of this funding was to come from CIL monies to go towards the setting up of a volunteer car scheme. However CTLA did not take this project forward.

However, this delineation of funds does not appear to have been clearly minuted, nor expressed in a follow-up email from the (then) Town Manager dated the 22nd October 2018 (copy attached).

CTLA has a different understanding as expressed in its email dated 9th January 2020 (copy attached), and is seeking a meeting with Councillors and the Clerk.

Implications

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

<u>Financial</u>	CTLA has been paid £6,000 in the current F/Y. There is a further allocation of £6,000 to be decided upon.
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

- Extract from the minutes of the Policy & Finance Committee meeting, held on the 18th September 2018.
- Email from the PTC Town Manager dated the 22nd October 2018.
- CTLA email dated 9th January 2020
- CTLA payments statement

From: Town Manager [<mailto:townmanager@peacehaventowncouncil.gov.uk>]
Sent: 22 October 2018 09:00
To: Paula Woolven
Cc: Finance Officer
Subject: RE: CTLA / Peacehaven Town Council

Dear Paula,

The Policy and Finance papers were ratified at the Council meeting of 16th October and as such, a Grant award of £12,000 has been approved for the financial year 2019/20 to CTLA>

This will be made up from the Grant budget and from CIL contributions and I shall at a later date, provide you with a fuller statement from Council, saying how pleased we are to be working with and supporting your service.

I hope this will go some way towards supporting CTLA in delivering next years' service and look forward to meeting with you again soon.

As an aside, I have been made aware of Grant funding from a charity called Clarion Housing Group, who it may be worth you having a chat with ☺

Kindest Regards

Claire Lacey

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

Office: 01273 585493 / Mobile: 07702958026

[Our emails are checked before sending but we take no responsibility for inadvertent transmission of viruses. We advise that email is not secure or confidential. If you have received this message in error you are asked to destroy it and advise us please. Our emails are confidential to the intended recipient, are our property and may not be utilised, copied or transmitted to third parties. This message confirms that it is from an authorised source]

48A

Town Clerk

From: Paul Homewood <Paul@ctla.org.uk>
Sent: 09 January 2020 15:45
To: Town Clerk
Cc: Mark Evans
Subject: RE: PTC SERVICE PAYMENTS FOR COMMUNITY BUS SERVICES 2019/20
Attachments: PTC email.docx

Good afternoon Tony

This is certainly not our understanding of the basis on which the increased award for 2019-20 was granted.

My colleagues and I met with Claire Lacey at the Town Council offices on Tuesday 28th August 2018. We had been requesting an audience with Claire as the Town Manager for some time to discuss the Dial-A-Ride service and Peacehaven Town Councils annual contribution. At that meeting whilst expressing our gratitude for PTC support over some years we also agreed that the annual grant had not increased over time. This against a background of increasing costs for motor insurance, wages, fuel etc. I have no recollection of discussing a volunteer car scheme with Claire at that time and neither does my colleague Mark Evans who attended that meeting together with me and Paula Woolven who was at that time employed by CTLA in a senior position.

We further advised that there was an annual shortfall of circa £18,000 for the Four Towns Dial-A-Ride service after all of the direct associated service costs were measured against all of the related revenue streams excluding back office and premises overheads. Claire was interested to examine what she could do to assist and I attach a copy of an email from The Town Manager sent on 22nd October 2018 confirming that the Policy and Finance papers had been approved at the council meeting on 16th October confirming an award for 2019-2020 of £12,000. We are advised that the award is made up from the grant budget and from CIL contributions. There is no mention within the email from Claire of an expectation of a different additional service but an acknowledgment of the council's appreciation for the service that has been provided.

The Four Towns Dial-A-Ride service serving Peacehaven, East Saltdean, Telscombe Cliffs, Newhaven and Seaford residents is provided on two minibuses over five days and a third minibus to accommodate increased demand over two days per week. Of all passenger trips undertaken on the Four Towns Service within the last twelve months, 56% were undertaken exclusively by Peacehaven residents. Peacehaven residents represent 36% of our total membership, comprising services across the Lewes District, Eastbourne, Uckfield, Crowborough areas and is the largest single membership group. We continue to work toward achieving a financially sustainable model for the Charity to prevail over the coming years.

I hope that this helps to clarify the situation and I look forward to working alongside PTC for the benefit of the local community.

Kind regards

Paul Homewood
General Manager
01273 517332 – info@ctla.org.uk
www.ctla.org.uk



Dial A Ride - Community Bus Links - Travel Club - Community Group Hire

Community Transport for the Lewes Area – Registered charity No. 1110215 – Company registration No. 04409570

CONFIDENTIAL PAPERS 18th SEPTEMBER 2018

Under ruling of Schedule 12A of the Local Government Act 1974, the public shall be excluded from the following part of the meeting, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part shall be taken to authorize or require the disclosure of confidential information in breach of the obligation of confidence.

PF 308 PARKING AT FIRLE ROAD

It was AGREED NOT TO SELL the parking bays at Firle Road

Proposed Councillor Sue Griffiths
Seconded Councillor Lynda Duhigg
All Agreed

Debate : Councillors requested this was passed to the Parking Shop and to Neighbourhood First to manage the neighbourhood dispute

PF 309 CREDIT CARD REPORT

It was NOTED that a windfall payment of £68.58 had been received in June 2018. Transfer to General Reserves.

PF 310 CTLA FUNDING

It was AGREED that funding for the financial year 2018/19 to CTLA should increase to £12,000, made up of £6,000 Grant budget / precept and £6,000 CIL.

Proposed Councillor Sue Griffiths
Seconded Councillor Ian V Buchanan
Agreed Councillor Lynda Duhigg, Councillor Job Harris, Councillor Melvyn Simmons, Councillor Claude Cheta, Councillor Ann Harrison
Abstained Councillor Jackie Harrison Hicks

Debate : it was discussed that the service is of great value to the town and that due to the increase of residents and additional CIL, in addition to the CCG grant cuts, disabled and vulnerable service users would require additional support. Councillor Ian V Buchanan was concerned about the loss of the CCG Grant funding and raised issues of social isolation and depression, explaining the support to the most vulnerable was readily available. He was supported by Members. Councillor Sue Griffiths requested items such as this to aid Precept setting for 2019/20 and reports were heard from Councillor Ann Harrison.

PF 311 CAB FUNDING

It was AGREED to issue the cheque for CAB of £8,200 – to tally with the precept agreement for 2018/19, to include room hire value of £1820 plus rate of inflation for 2019/20

Proposed Councillor Ian V Buchanan
Councillor Melvyn Simmons
All Agreed
MEETING ENDED AT 21:55

Agenda Item: PF463

Committee: Leisure, Amenities and Environment

Date: 21/01/2021

Title: CCTV at Centenary park report

Report Author: Kevin Bray

Purpose of Report: To decide on the recommendations below

Summary of recommended actions

1. Decide to install a new broadband feed to the café solely for the CCTV

Introduction

The broadband connection at the café is not up to the increase in wi-fi traffic and we have contacted our supplier to find out a way forward.

Background

The CCTV was installed after the café had been running for a while and it needs a fast broadband connection to work to its full potential. Having talked to our supplier we have been informed the current line is not suitable to upgrade.

Analysis

I have been informed the café do pay £32.00 a month for the internet and phone connection.

So it is recommended to go with the quote supplied and for PTC to pay the cost of running an internet connection solely for the CCTV this would be secure and be able to be viewed by the police directly as well as allow SAT4U to manage the system remotely.

The total cost is £540.00 per year and can be claimed back from 106 moneys for the Big Park

Implications

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

<u>Financial</u>	No Money is budgeted for this but 106 money can be used
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	Cctv helps prevent and solve crimes
<u>Climate</u>	

Appendices/Background papers

Dear Kevin

The existing broadband is currently in term and connected via a slightly different portal as this works alongside the phone system. Therefore, I wouldn't be able to make changes to this line and change it over to an FTTC circuit without incurring early termination fees.

I would recommend adding an FTTC broadband service to the premises which will allow the CCTV to run on its own connectivity and not disrupt the phone setup currently in place.

The maximum FTTC speeds are as follows:

- 40 to 63.1 Mbps download.
- 8.8 to 15.5 Mbps upload.

With the above confirmed, I would recommend the following broadband service:

- 1 x Premium Analogue single line @ £12.50 per month. (Analogue line is the required line for the broadband to run over)
- 1 x On-Net FTTC 40/10Mbps @ £32.50 per month.

All exclusive of VAT.

As you have an existing account with us, the activation of the line a broadband which is normally £99 should be something we can absorb if you wanted to go ahead. I will also provide a £55 Thomson Technicolour Router free of charge.

I look forward to hearing your thoughts on the above.



Kind Regards,

Joe Symons

Corporate Account Manager

t: 0370 758 4465

m: 07708 670 676

e: joe.symons@connecttotal.co.uk w: connecttotal.co.uk



BROADBAND
from Connect Total Communications

Increase your productivity with a fast and reliable connection.
Give us a call or [click here](#) to find out more.

Agenda Item: PF464

Committee: Leisure, Amenities and Environment

Date: 21/01/2020

Title: Football club and Cats club leases

Report Author: Kevin Bray

The L, A and E committee decide to go with option two of the email from the town clerk to the solicitors

To Extend the PTFC Lease to 2050, amended to allow it to sub-let the area currently occupied by the CATS Club; the Council no longer has direct dealings with the CATS Club.

The committee did not indicate how the costs for this option would be paid for.

Agenda Item:

Committee: Leisure, Amenities and Environment

Date:21/01/2020

Title: Football club and Cats club leases

Report Author: Kevin Bray

Purpose of Report: To note and discuss a way forward

Summary of recommended actions

1. To note the report and discuss a way forward

Introduction

In 2016 the cats club moved on to land inside the boundary of Peacehaven football club at the request of the then town manager, the clubs were promised new leases to show this amendment.

Background

Having met with the two clubs in December 2019 to discuss the costs involved with drawing up new leases, the town clerk was asked to contact our solicitors to look at the costs for extending the football club lease rather than a new lease being drawn up

Analysis

The town clerks' email to the solicitors and the reply are attached.

Implications

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

<u>Financial</u>	Possible Solicitors costs
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

From: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>

Sent: 19 December 2019 09:24

Town Clerk

From: Nick Sanders <nsanders@mayowynnebaxter.co.uk>
Sent: 09 January 2020 15:14
To: Town Clerk
Cc: Carrie Elliott
Subject: RE: PEACEHAVEN TOWN COUNCIL MWB:00020000003943

Dear Tony

I hope that you had a good break over Christmas.

Thank you for your email of 19 December and for the update. Apologies for the delay in responding.

PTFC Lease:

As mentioned in my email of 15 October my firm could not act for both the PTC and PTFC. The football club would need to instruct its own solicitors.

Having said that, from my previous experience in acting on behalf of another football club in obtaining funding I can confirm that I would expect the funder to employ its own (probably London based) solicitors and to have its own stringent requirements as to the form of the lease. That being the case it might be worthwhile for the club to simply forward a copy of its existing lease to the funder(s) at this stage with a request for an indication of whether the document is in an acceptable form. I suspect that the existing lease will not be in an acceptable form and that a new lease (probably with non-standard terms – e.g. no ability for the landlord to forfeit?) will be required. In the circumstances I think that would be preferable to simply proceeding to extend the existing lease (which would need to be registered at HM Land Registry in any event) in the hope that it would be acceptable to a funder.

My firm's fees for dealing with the grant of a new lease would be as indicated in my email of 15 October (see below).

If on the other hand the parties decide to proceed by way of lease extension then I estimate that my firm's fees for dealing with that would be £1,000 plus VAT and any disbursements.

CATS Lease:

As is the case with PTFC my firm could not act for both PTC and CATS Club. The club would need to employ its own solicitors.

The grant of a new lease by PTC should be fairly straightforward and I could deal with that. My firm's fees for dealing with that would again be as indicated in my email of 15 October (see below).

If on the other hand the parties decided to deal with the matter by way of grant of sub-lease by PTFC to CATS Club then my involvement on behalf of PTFC would primarily be to deal with the grant of a licence to assign. It would be for PTFC to instruct its own solicitors to deal with the grant of the Lease to the CATS Club. My firm's fees for dealing with the Licence to Assign should be no more than £750 to £1,000 plus VAT and any disbursements.

I hope that the above will assist and shall await further instructions.

Kind regards

Town Clerk

From: Town Clerk
Sent: 19 December 2019 09:24
To: 'Nick Sanders'
Cc: Carrie Elliott
Subject: RE: PEACEHAVEN TOWN COUNCIL MWB:00020000003943
Attachments: PTFC Lease.pdf; CATS Club Lease.pdf

Dear Nick,

I have now had further meetings with PTFC and the CATS Club.

PTFC is registered as a Community Benefits Society and, as you have seen, its current Lease has just over 10 years to run. It has five men's teams and provides training and activities for around 260 children. PTFC needs a minimum remaining Lease period of 25-30 years in order to have access to Football Foundation funding, football ground improvement funding, Lewes District Council funding for '3G' status and other funding sources.

CATS Club does not have a Lease, only the Pre-signed Lease Agreement and a Landlord & Tenant Agreement. In 2016, it was the Council's decision to have separate Leases for PTFC and the CATS Club; the Lease for the CATS Club never materialised. The CATS Club is a registered charity and provides early years child care for children aged between 4 yrs and 11 yrs.

Since c. August 2016, the Council has charged a monthly rent to the CATS Club and, in consideration of the fact that the CATS Club was operating on land leased from the Council by PTFC, it gave PTFC a 5% reduction in its rent.

PTFC tells me that an extension to its Lease, as opposed to a brand new Lease, would be suitable for its purposes. As I see it, there are two options:-

1. Leave the arrangement as is; i.e. extend the PTFC Lease to 2050 and have a separate Lease drawn up for the CATS Club; or
2. Extend the PTFC Lease to 2050, amended to allow it to sub-let the area currently occupied by the CATS Club; the Council no longer has direct dealings with the CATS Club.

Please could you let me have an estimate of MWB fees for these two options, then I can approach the Council's Finance Committee?

I would like to get this finalised a.s.a.p. so that PTFC does not lose access to any funding.

Season's Greeting & Best regards,

Tony

Tony Allen
Town Clerk
Tel: 01273 585493

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

Agenda Item: PF 465

Committee: Policy and finance

Date: 11/02/2020

Title: gateway café shutter doors

Report Author: Kevin Bray

Purpose of Report: to decide

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

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 café's workers issues with injuries etc.

Analysis

The doors need to be service as soon as possible.

Implications

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

<u>Financial</u>	The cost can be paid from the 106 moneys for the big park that are currently banked.
<u>Legal</u>	Any injuries could lead to litigation
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

- 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.

Town Clerk

From: Parks Officer
Sent: 03 February 2020 14:34
To: Town Clerk
Cc: Finance Officer
Subject: sliding doors at cafe

Hi Tony

In the email stream below I did mention to Cllr Griffiths where the sliding doors could be paid for from current budgets

below is the quote from the manufacturers of the sliding doors of the Café, the cost is £1412.56 exc. VAT, these doors need urgent works.

There is left under the café budget heading 316, 4101- £421.00 (repairs), 4112-£400.00 (gas), 4302-£1000.00 (materials). But we also have two light fittings not working and the estimate was approximately £300.00 each fitting!

Could I have permission to go ahead with the door repairs please?

This was just my opinion on where the sliding doors could be funded from, the other as I have said could come from the 106 moneys from Chalker's rise.

Many thanks

Kevin Bray
Parks Officer
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

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 councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website

From: Sue Griffiths <Cllr.SueGriffiths@peacehaventowncouncil.gov.uk>
Sent: 29 January 2020 09:50
To: Parks Officer <parksofficer@peacehaventowncouncil.gov.uk>; Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Cc: Finance Officer <financeofficer@peacehaventowncouncil.gov.uk>
Subject: Re: the big park project Peacehaven

Hi both,

Agenda Item: PF 466

Committee: Policy and finance

Date: 11/02/2020

Title: tree survey

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. To choose a contractor to carry out our tree survey, (the parks officer recommends Nicolas Jones as he is the cheapest and has knowledge of the sites)

Introduction

Every three years, it is good practice to have a tree safety survey carried out by an independent specialist, this is due in 2020.

Background

Nicolas Jones carried out our last survey and knows the sites well, the specification is to inspect all our trees mark and map any that will need attention.

Analysis

PTC have employed Nicolas Jones to carry out the 3 yearly tree survey for the last two occasions, the parks officer requested a quote from him, and it came in at £750.00+vat (£900.00 total but we claim back the vat)

The leisure and amenities committee requested that we get two further quotes from contacts provided by Telscombe town council.

Saul Heath £900.00 inc vat

Richard Jackson was not interested in quoting.

Implications

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

<u>Financial</u>	The survey can be delayed until the next financial year or Cost to come from Amenities maintenance budget code 330/ 4171
<u>Legal</u>	We have a duty of care to have the surveys done every 3 years
<u>Environmental and sustainability</u>	To help keep our trees healthy and safe
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Town Clerk

From: Parks Officer
Sent: 03 February 2020 15:22
To: Town Clerk
Subject: FW: tree survey quote

FYI

Many thanks

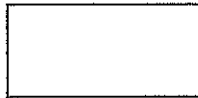
Kevin Bray
Parks Officer
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

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 councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website

From: Saul Heath <saulthetreeman@gmail.com>
Sent: 23 January 2020 12:22
To: Parks Officer <parksofficer@peacehaventowncouncil.gov.uk>
Subject: Re: quote please

Hi Kevin,
My fee would be £900.00 (no vat),
Regards,

Saul Heath FdScArb TechArborA



On Thu, 23 Jan 2020 at 12:09, Parks Officer <parksofficer@peacehaventowncouncil.gov.uk> wrote:

Good Morning

I have been given your contact details by Telscombe TC as Peacehaven town council are looking for a quote to carry out our tree survey, the two maps below show all our areas and below is a specification, please let me know if you are able to give me a quote for the works please?

Undertake a visual tree assessment of all trees within the following sites:

- Sports park/ big park
- Shephard's down
- Firle Road / Mitcheldean/ Tollgate
- Foxhill/ Abbey close
- The Oval
- Epinay park
- Coney furlong

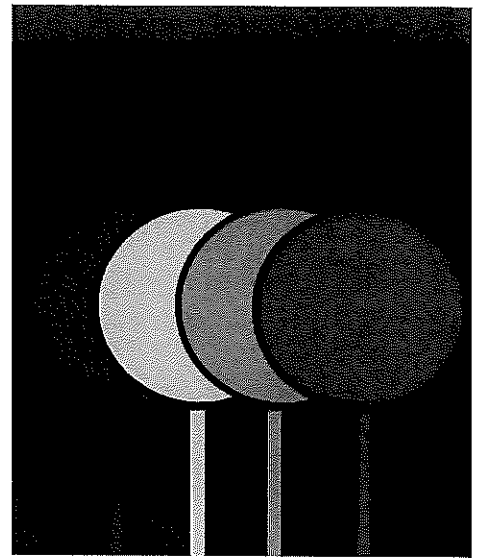
Adopting a negative reporting approach, only those trees with significant defects or those requiring remedial work to promote good form will be recorded. All recorded trees will be tagged with a unique reference number to aid identification and their locations recorded on maps of the survey areas using a handheld GPS.

Prepare a technical report detailing the findings of the assessment and providing a commentary as appropriate. The report will include information on the following:

- Survey key & methodology
- General observations
- Schedule of surveyed trees
- Appropriate recommendations for remedial work required

with clearly defined priorities

- Survey plan indicating all trees recorded



Nicholas Jones Consultants Limited

Independent Professional Arboricultural Consultancy

Fee Proposal – Tree Condition Survey

Sports park/ big park
Shephard's down
Firle Road / Mitcheldean/ Tollgate
Foxhill/ Abbey close
The Oval
Epinay park
Coney furlong

Prepared for Peacehaven Town Council

Date: 2nd December 2019

Ref: NJCL 589

Telephone: 01273 858 826 Mobile: 07377 393 897

e-mail: info@nicholasjonesconsultants.co.uk Web: www.nicholasjonesconsultants.co.uk

The Studio, 1 Spring Gardens, Glynde, Nr Lewes, East Sussex, BN8 6SA

Registered in England & Wales No.9903065 - Registered Address One Bell Lane, Lewes, East Sussex, BN7 1JU

VAT Registration: GB 235 8716 86

Project Title	Peacehaven Town Council	Reference	NJCL-589
Proposal Author	NJ	Date	02.12.2019
Services			
<p>Undertake a visual tree assessment of all trees within the following sites:</p> <ul style="list-style-type: none"> • Sports park/ big park • Shephard's down • Firle Road / Mitcheldean/ Tollgate • Foxhill/ Abbey close • The Oval • Epinay park • Coney furlong <p><i>Adopting a negative reporting approach, only those trees with significant defects or those requiring remedial work to promote good form will be recorded. All recorded trees will be tagged with a unique reference number to aid identification and their locations recorded on maps of the survey areas using a handheld GPS.</i></p> <p>Prepare a technical report detailing the findings of the assessment and providing a commentary as appropriate. The report will include information on the following:</p> <ul style="list-style-type: none"> • Survey key & methodology • General observations • Schedule of surveyed trees • Appropriate recommendations for remedial work required with clearly defined priorities • Survey plan indicating all trees recorded 			£750.00
Sub Total			£750.00
VAT @ 20%			£150.00
Total			£900.00
<p>Conditions</p> <p>All fees unless otherwise stated are exclusive of VAT @ 20%</p> <p>Additional work over and above that quoted for will be charged at £55.00 per hour.</p> <p>Acceptance of this fee proposal should be provided in the form of a written order including the client address and invoice details.</p> <p>The fee proposal allows for provision of one bound hard copy of a final report plus file copies in Word or PDF format. Additional hard copies will be charged at £50.00 +VAT per copy.</p> <p>This fee proposal is valid for one month from the date of issue.</p>			