



TONY ALLEN
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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
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BN10 8BB

20th May 2020

Members of Peacehaven Town Council are summoned to the virtual Council meeting to be held on-line (Zoom) on Tuesday 26th May 2020 at 7.30pm.

Tony Allen
Town Clerk

A G E N D A

ZOOM ACCESS CODE FOR THIS MEETING CAN BE OBTAINED BY EMAILING THE CLERK

1. C603 Mayor's/Chairman's announcements.
2. C604 Public session.
3. C605 To approve apologies for absence.
4. C606 To receive declarations of interests.
5. C607 To adopt the minutes of the previous Council meeting held on the 21st April 2020 (Pages 3-6)
6. C608 To receive minutes, actions, Chairmen's reports and referrals from Committees & Working Parties.
 - a. Policy & Finance Committee:-
 - i. To note the conclusion of the 2018/19 External Audit. (Page 7)
 - ii. To approve the annual review of the effectiveness of Internal Audit. (Pages 8-11)
 - iii. To approve the 2019/20 Internal Audit Report & to resolve to retain Mulberry & Co. as the Council's Internal auditors. (Pages 12-23)
 - iv. To approve the 2019/20 Annual Governance Statement. (Page 27)
 - v. To approve the 2019/20 Annual Accounting Statements. (Pages 28-34)
 - vi. To receive the Committee's financial report. (Pages 35-56)
 - vii. To receive the meeting minutes of the 10th March 2020. (Pages 57-58)
 - viii. Report from the meeting held on the 19th May 2020.
 - ix. To approve the annual Corporate Risk Assessment. (Pages 59-60)
 - b. Planning & Highways Committee:-
 - i. To receive a report of the meeting held on the 19th May 2020.
 - ii. To receive the meeting minutes of the 3rd March 2020. (Pages 61-65)

- iii. Proposal that the committee establishes a Developers Liaison Working Party.
- c. Personnel Committee:-
 - i. Recruitment of a Senior Projects Officer.
- d. Leisure, Amenities & Environment Committee:-
 - i. To receive the meeting minutes of the 17th March 2020. (Pages 66-72)
 - ii. To note the DRAFT meeting minutes of the 12th May 2020. (Pages 73-77)
- e. Civic & Events Committee
- f. Business Plan & E-Comm's Committee
- g. Climate Change Working Party
- h. CIL Working Party
 - i. Summary notes of the meeting held on the 7th May 2020. (Pages 78-81)
- 7. C609 To receive the report from the Neighbourhood Development Plan Steering Group. (Pages 82-88)
- 8. C610 To discuss and review current COVID-19 measures.
- 9. C611 To discuss and review the structure and membership of Committees, Sub-Committees, Working parties and outside bodies. (Pages 89-90)
- 10. C612 To instigate a system for recording and reporting Councillors' attendance at meetings.
- 11. C613 To consider a response by Council to the ESFRS restructuring consultation. (Pages 91-99)
- 12. C614 To discuss measures to mitigate anti-social behaviour in Centenary Park. (Page 100)
- 13. C615 To discuss increased services at the Gateway Café and the opening of the public toilets.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

- 14. C616 To discuss and review the terms of the PTFC/CATS Club Lease extension.
- 15. C617 Personnel Committee:-
 - a. To receive a staffing report.
- 16. C618 Date of next meeting – Tuesday 30th June 2020 at 7.30pm.



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C 607

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DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 21st April 2020

Present – Mayor Cllr Claude Cheta, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Wendy Veck, Cllr Emilia Simmons, Cllr Ron White.

Officers; Town Clerk, Tony Allen; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

Public; One member of the public was present.

1. C590 Welcome, introductions, meeting protocols and any general announcements.

The Mayor paid tribute to Her Majesty the Queen on the occasion of her 94th birthday.

Cllr Cheta related the meeting ground rules and asked for ideas for items to be included in his weekly video message.

It was resolved, for the time being, to temporarily amend Standing Orders to allow the holding of virtual on-line meetings, as provided for in the Coronavirus Act 2020 – Local Authority Flexibility of Meetings Regulations 2020.

2. C591 Public session.

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

3. C592 To approve apologies for absence.

Deputy Mayor Cllr Job Harris, Cllr Alan Milliner.

4. C593 To receive declarations of interests.

There were no declarations of interests.

5. C594 To adopt the minutes of the previous Council meeting held on the 24th March 2020

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

6. C595 To resolve to defer the Annual Meeting of Council; current appointments continue.

It was resolved to defer the Annual meeting of Council for the time being; to be reviewed when working practices are returning to normal.

It was resolved that Cllr Cheta remain as Mayor/Chairman and that all Councillor and other appointments normally made at the Annual meeting of Council remain in place in the interim.

It was resolved that Standing Orders, Financial Regulations and other policies, provisions, procedures, allowances, etc. relating to the Annual Meeting remain approved and in place, subject to review and amendment as required.

It was resolved to extend the services of the Locum Finance Officer beyond the 30th April 2020 to allow for any outstanding financial year-end tasks and the Clerk's training on the RBS Omega accounts system.

7. C596 To highlight any remaining PTC support requirements with Government, other Councils and voluntary organisations, etc.

The question of the reinstatement of a food bank in Peacehaven was discussed in detail.

Cllr Paul reported on the current SCDA operations, noting that the current situation is very positive; there have been successful fund-raising initiatives and there is now a dedicated 'Go Fund Me' web site for the Seahaven food bank. It was noted that, at the moment, monetary donations are preferred and that reinstating a food bank in Peacehaven would not really be of benefit at present, particularly as it may encourage increased public activity. It was agreed that the SCDA food bank project and fund-raising initiative would be promoted by PTC

8 C597 To receive minutes, actions, Chairmen's reports and urgent referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

i. Financial reports.

The financial reports were noted and received. Chairman/Councillors to sign the list of March 2020 payments and for the Bank Reconciliation at the earliest opportunity.

The Clerk explained the end of financial year programme and the work processes involved.

ii. Request for a new PTC laptop PC.

The Clerk reported that both of the Council's laptop PC's are very old and not compatible with modern working. It was noted that the Marketing Assistant needs the higher spec PC facilities for design, marketing and publishing and a new laptop could also become his workstation at the office, with his current office PC given to the new Senior Projects Officer.

It was resolved to purchase a new laptop up to a cost of £850; it was noted that its purchase should not cause the computing budget to be overspent.

b. Planning & Highways Committee:-

i. Processing of planning applications.

Cllr Sharkey noted that there have been fewer than the normal amount of applications being received and that the delegated process for reviewing them is working well.

Cllr Seabrook noted that there were three planning applications received by LDC in March 2020 that had not been notified to PTC; these have now been forwarded to Councillors for comment.

Cllr Duhigg reported on the Total garage development, which had taken nine months of discussions before being recently approved by LDC.

Cllr Duhigg gave a briefing on call-in procedures for planning applications; the process for reviewing applications by PTC; and the correct level of representation to LDC that is required.

c. Personnel Committee:-

i. Recruitment of a Senior Projects Officer.

Cllr Seabrook reported that there had been four applications for this position, with one applicant subsequently being rejected for not having the skills and experience required.

The remaining three applicants will now be invited for interview using Zoom.

It was agreed that a job offer/starting date would be determined by Council taking into account the impact of the current COVID-19 crisis.

- ii. **To note the DRAFT public meeting minutes of the 17th March 2020.**
Noted.

d. Leisure, Amenities & Environment Committee:-

- i. **To note the DRAFT meeting minutes of the 17th March 2020.**
Noted.

e. Civic & Events Committee:-

- i. **To note the DRAFT meeting minutes of the 25th February 2020.**
Noted.

f. Business Plan & E-Comm's Committee:-

- i. **To note the DRAFT meeting minutes of the 10th March 2020.**
Noted. The Committee's report on actions was noted.

g. Climate Change Working Party.

Cllr Seabrook reported that a meeting of this Working Party (using Zoom) will be arranged soon.

h. CIL Working Party.

Cllr Gallagher that discussions and information gathering with LDC had been delayed due to the current COVID-19 crisis.

It was noted that LDC is inviting expressions of interests for bidding for CIL monies.

Cllr Gallagher reported that a meeting of this Working Party (using Zoom) will be arranged soon.

9. C598 To receive the report from the Neighbourhood Development Plan Steering Group.

Cllr Gallagher's reports contained in the meeting papers were noted.

Cllr Gallagher reported that an on-line presentation by AECOM will be held on the 23rd April 2020, to give feedback on its master planning work.

Cllr Gallagher noted that further feedback is awaited from the University of Brighton team, following which another workshop will be held, with all Councillors invited to attend.

10. C599 To discuss any requirement for holding Committee, Sub-Committee and Working Party meetings.

It was noted that the Grants Sub-Committee will convene a meeting on Zoom, to discuss grant applications received for Round 1 2020/21.

Cllr Duhigg stated that members of the Civic & Events Committee will meet on Zoom for a catch-up.

Cllr Seabrook noted that a meeting of the Policy & Finance Committee will need to be held soon. It was agreed that all Committees, Sub-Committees and Working Parties should continue to meet (on-line) as required.

It was agreed that Councillors' surgeries will be suspended for the time being.

Mrs Donovan reported on the advice given by HM Pageant Master regarding VE Day (8th May) celebrations, which is for individual households to mark the occasion in their own way, perhaps with a toast at 3pm on the day. Mrs Donovan to arrange publicity and Councillors to liaise with Mrs Donovan with suggestions, requirements for suggested enhanced local activities.

The member of the public left the meeting

The Chairman closed the public session of the meeting.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following items:-

11.C600 Policy & Finance Committee:-

a. To discuss making financial arrangements for our lessees and renters.

The circulated reports were noted.

Cllr Collier referred to the current financial impacts for all renters and lessees and noted the need to make financial arrangements and offer other support during the current COVID-19 situation.

It was agreed that, apart from two accounts for larger organisations which will continue to be billed as normal, all other renters and lessees will be sent a statement of their account with an accompanying letter to find out their current situation and to offer help and support.

b. To look at an overview of loss of income considerations.

The circulated reports and monthly estimated loss of income projections were noted and the impacts of the current situation discussed.

The Clerk noted that a worst-case scenario projection report was being produced and should be available shortly.

It was noted that the LGA and NALC are petitioning the Government for financial support packages to help councils with loss of income/earnings. To-date, as publicly funded bodies, Councils have been expected to absorb the financial impact of COVID-19 measures.

c. To receive the Aged Debts report.

The circulated report was noted and discussed.

It was agreed that some debts would not be pursued during the current COVID-19 crisis.

12.C601 Personnel Committee:-

d. To note the DRAFT confidential meeting minutes of the 17th March 2020.

Noted

e. To receive a staffing report.

The circulated report was noted and discussed.

It was noted that the LGA and NALC are petitioning the Government for clarification of the use by Councils of the Government's employment financial support packages, such as furloughing. To-date, as publicly funded bodies, Councils have been expected to absorb the financial impact of COVID-19 measures.

The Clerk noted that he had recently sent a report outlining the personal situation of all staff members during the current COVID-19 crisis.

Mrs Donovan reported that a record of enquiries to the PTC Information Office is being kept; number of calls, subject, names, contact details; etc.

It was noted that the Council staff team are regularly in contact with each other, both individually and as a group, including weekly Zoom team meetings.

13.C602 Date of next meeting.

It was resolved to hold the next meeting on Tuesday 26th May 2020 at 7.30pm.

There being no further business, the meeting closed at 21:32.

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Peacehaven Town Council - ES0070

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2018/19

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

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

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

06/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda Item: C608-a-ii
Committee: Council
Date: 26th May 2020
Title: Review of the Effectiveness of Internal Audit
Report Authors: Town Clerk
Purpose of Report: To assess the Effectiveness of Internal Audit

Summary of recommended actions

1. To note the contents of this report.
2. To note the requirements to carry out this review.
3. To approve the Town Clerk's review of the effectiveness of the Council's Internal Audit.

Introduction

Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. Any review should balance the Council's internal audit needs and usage. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective.

Background

The review should be designed to assure the Council that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include, as a minimum, making an assessment of each of the following:

- the scope of internal audit;
- independence;
- competence;
- relationships with the Clerk and the Council; and
- audit planning and reporting.

The review should be undertaken by the Council. It cannot be undertaken by the external auditor or as part of the external auditor's review of the Annual Governance and Accountability Return, nor can it be delegated to an officer. Clearly it cannot be undertaken by internal audit, although it is good practice to seek their involvement in the process.

For the review the Council will utilise the Policy & Finance committee. The results should be reported to a full meeting of the Council. In essence, the focus of this review should be on the quality of delivery of the internal audit service, i.e. reliable assurance about the authority's internal controls and its management of risk.

As with any review, it should be evidence based. Wherever possible this should be gathered throughout the year. Sources may include:

- previous review and action plan;
- annual report by internal audit;
- other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations;

- any reports by the external auditor; and
- the results of any other external reviews of internal control.

If the review identifies any areas for development or change in internal audit, an action plan should be produced for the authority to manage the remedial process. The action plan should set out the areas of improvement required, any proposed remedial actions, the people responsible for delivering improvement, and the deadlines for completion of the actions.

Analysis

Please see review attached.

Implications

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

<u>Financial</u>	Wide ranging if the internal audit process is not fully sufficient.
<u>Legal</u>	Wide ranging if Council fails to meet Law and other regulations as an Authority.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

2019/20 – Review of the Effectiveness of the Council’s Internal Audit.

PEACEHAVEN TOWN COUNCIL

Review of the Effectiveness of Internal Audit 2019/20

Expected Standard	Evidence of Achievement	Yes or No	Comments / Areas for Development
Scope of internal audit	Terms of reference for internal audit to be approved by full Council. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
Independence	Internal audit has direct access to those charged with governance. Reports are made in own name to management. Internal audit does not have any other role within the council.	Yes	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
Relationships	All responsible officers (Clerk/RFO) contribute to the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and is to be approved by the Council.	Yes	

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Comments / Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment of financial procedures & soundness and designed to meet the council's needs.	Yes	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed: _____ Date: _____

Town Clerk/Responsible Financial Officer

Signed: _____ Date: _____

Chairman



MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
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BN10 8BB

28th April 2020

Dear Tony

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

Following completion of our interim internal audit on the 16/01/20 and our final audit on 28/04/20 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.

Final Audit – Summary Finding

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

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

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2020. Accordingly, I have signed off the AGAR.

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 where 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.

Final Audit

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

Creditors were £17,548 of which

- Trade Creditors £nil
- Accruals £3,994
- Mayors appeal £12,632
- Deposits £922

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

C. RISK MANAGEMENT & INSURANCE (INTERIM 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.

Final Audit

The council has £413,583 of reserves of which £327,188 are earmarked reserves and £86,397 are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £250k.

The general reserve remains significantly low and I would suggest the council continue on its strategy to bolster these and also review earmarked reserves for any possible reallocations namely purchase reserve of £20k

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

Final Audit

I have reviewed the income list which is broadly similar to the prior year after accounting for one of expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

At the year-end date the council has £26,210 of debtors which are further broken down into:

- Sales Ledger £20,169
- VAT £5,991
- Deposits £50

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.

Final Audit

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

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.

Final Audit

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

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

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

I. BANK & 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.

Final Audit

At the year-end date the council has a reconciled bank position. The council has three active bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR. I have verified the reconciliation to bank statements and proven some of the cheques to after date bank statements

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)

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed. The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2018-19 AGAR.

Agar Box Number		2018/19	2019/20	Auditor Notes
1	Balances brought forward	442,150	289,780	Agrees to bfwd
2	Precept or Rates and Levies	428,340	536,289	Variance £107,949 – increase in precept – shown on variance analysis
3	Total other receipts	264,713	373,241	Variance £108,528 – explained on variance analysis
4	Staff costs	406,663	460,021	
5	Loan interest/capital repayments	0	0	Agreed no loans
6	All other Payments	438,790	325,704	Variance £113,086 – explained on variance analysis
7	Balances carried forward	289,780	413,585	Casting agrees – General £86,397 earmarked £327,188
8	Total value of cash and short term investments	242,934	404,923	Agrees to reconciliation – Bank rec sum needs amending to include first £50 cheque excluded from summing.
9	Total fixed assets plus long term investments and assets	3,247,765	3,252,557	Agrees to register – one addition
10	Total borrowings	0	0	Agreed no loans

The variance analysis is required because there are variances greater than 15% and £500. This has been prepared on a summary table basis.

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

K. TRUSTEESHIP (INTERIM AUDIT)

No trusts.

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

Due to the Covid 19- Outbreak the statutory deadlines have been changed as follows:

The publication date for final, audited, accounts will move from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead local authorities must commence the public inspection period on or before the first working day of September 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we would encourage councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and are due to come into force on 30 April 2020.

The Relevant dates as set by Peacehaven Town Council are set out in the table below.

Inspection - Key date	2018/19 Actual	2019-20Proposed
Accounts approved at full council	18 June	TBC
Date Inspection Notice Issued and how published	19 th June	1 st June
Inspection period begins	24 June	15 th June
Inspection period ends	02 August	24 th July
Correct length	Yes	yes
Common period included?	Yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

I am satisfied the requirements of this control objective were met for 2018-19, 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



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>	This is being created for the new financial year as part of the current Internal Audit exercise.
Governance	<i>The external auditors report must be taken to full council and this noted in the minutes</i>	In hand.
Financial Regulation 2.2	<i>Someone other than the chair or cheque signatory must sign off the bank reconciliations</i>	Implemented following Internal Audit in January 2020.
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>	To be reviewed at the next meeting of the Finance Committee.
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>	Current practices have been tightened up to show a clear audit trail. General subject to be reviewed at the next meeting of the Finance Committee.
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>	Implemented following Internal Audit in January 2020.
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>	To be carried out as part of the June 2020 insurance policy review process.
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>	Fully considered as part of 2019/20 end-of-year processes and for ongoing monitoring by the Finance Committee.
Income	<i>I remind council to ensure annual charges are updated on the RBS system</i>	Implemented following Internal Audit in January 2020.

Payroll	My audit testing showed that the employment allowance has been given in error by the payroll company. This needs to be repaid to HMRC.	This has been repaid to HMRC.
Fixed Assets	I would recommend a fixed asset stock check is undertaken.	To be carried out as part of the June 2020 insurance policy review process.

Final Audit - Points Forward

Audit Point	Audit Findings	Council comments
Bank Reconciliation	Need to correct sum on excel spreadsheet before submission.	

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2019/20

PEACEHAVEN TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/01/2020 28/04/2020

Mark Mulberry BA (hons) FCCA CTA

Signature of person who carried out the internal audit



Date 28/04/2020

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/03/2020

and recorded as minute reference:

MINUTE 11.1.1.1

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

Chairman

21/03/2020

Clerk

21/03/2020

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

Authority web address

peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2019/20 for

PEACEHAVEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	442,150	289,780	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	428,340	536,289	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,713	373,241	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	406,633	460,021	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	438,790	325,704	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	289,780	413,585	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	242,934	404,923	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,247,765	3,252,557	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date: _____

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **PEACEHAVEN TOWN COUNCIL**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Peacehaven Town Council

County area (local councils and parish meetings only):

East Sussex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (prepared on an income and expenditure basis and there have been adjustments for debtors/pre advance at the year end. Please provide details of the year end adjustments, showing how the net the difference between Boxes 7 and 8.

£

Box 7: Balances carried forward

Deduct: Debtors (enter these as negative numbers)

Debtors Control

(20,169.05)

VAT Control

(5,991.18)

Deposit Aqua

(50.00)

(26,210.23)

Deduct: Payments made in advance

(prepayments) (enter these as negative numbers)

Total deductions

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

Mayor's Appeal

12,632.44

Accruals

3,994.43

16,626.87

Add:

Receipts in advance (must not include deferred grants/loans received)

Deposits Received

921.50

921.50

Total additions

Box 8: Total cash and short term investments

Section 2 of the AGAR) have been
payments and creditors/receipts in
differenece between them is equal to

£
413,584.58

(26,210.23)

17,548.37

404,922.72

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be completed on a column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority: Peacehaven Town Council

County area (local councils and parish meetings only): East Sussex

Financial year ending 31 March 2020

Prepared by (Name and Role): Andy Beams, Finance Officer

Date: 31/03/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current	209,994.48	
Saver	50,000.00	
Business Premium	<u>180,015.21</u>	
		440,009.69

Petty cash float (if applicable) 520.00

Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)

204650	-50.00
120062	-145.54
120098	-50.00
120102	-26.00
120120	-609.10
120126	-732.85
120127	-20.10
120128	-3,246.75
120138	-168.65
120149	-55.10
120151	-50.00
120159	-1,177.15
120160	-413.01
120161	-28.29
120162	-96.50
120163	-198.91
120164	-32.99
120165	-8.10
120166	-6,044.49
120167	-6,323.49
120168	-145.00
120169	-82.43
120170	-10.47
120171	-61.20
120172	-234.71
120173	-282.00
120174	-762.00
120175	-220.00
120176	-12,169.55
120177	-1,196.70
120178	-179.16
120179	-143.88
120180	-106.80
120181	-8.76
[add more lines if necessary]	-96.50
120182	-50.00
120183	-97.43
120184	-283.36
120185	<u>-35,556.97</u>

Add: any un-banked cash as at 31/3/20

0.00

Net balances as at 31/3/20 (Box 8) 404,972.72

Smaller authority name: **PEACEHAVEN TOWN COUNCIL**
**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL
GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT
AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)
The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p>1. Date of announcement: Monday 1 June 2020 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Tony Allen, Town Clerk Peacehaven Town Council Offices, Meridian House, Meridian Way Peacehaven, East Sussex, BN10 8BB townclerk@peacehaventowncouncil.gov.uk 01273 585493</p> <p>commencing on (c) Monday 15 June 2020</p> <p>and ending on (d) Friday 24 July 2020</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-littlejohn.com</p> <p>5. This announcement is made by (e) Tony Allen, Town Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Chair or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the Chair of the parish meeting</p>

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at

	£	£	£
Earmarked reserves:			
Elections	8,000		
Purchase Reserve	20,000		
P/H Youth Task Group	4,000		
CIL	157,463		
Big Park	69,080		
Pavilion Roof & Boiler	7,000		
Neighbourhood Plan	3,806		
Capital receipts	57,839		
		327,188	
General reserve	86,397		
		86,397	
Total reserves (must agree to Box 7)			413,585

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	20,130	
105	VAT Control A/c	5,991	
118	Deposit Aqua	50	
201	Current Bank A/c	224,388	
202	Reserve Account	180,015	
210	Petty Cash	520	
	Total Current Assets		431,094
	<u>Current Liabilities</u>		
506	Mayor's Appeal	12,632	
510	Accruals	3,994	
566	Deposits Received	922	
	Total Current Liabilities		17,548
	Net Current Assets		413,546
	Total Assets less Current Liabilities		413,546
	<u>Represented by :-</u>		
301	Current Year Fund	123,765	
310	General Reserves	(37,408)	
326	Elections	8,000	
329	Purchase Reserve	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	157,463	
355	Big Park	69,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		413,546



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 01 May 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£492,136.84
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,015.21
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Jim

~~£371.86~~

+ 371.46

MAY TRANSACTIONS

= 499,508.30

Date: 13/05/2020

Peacehaven Town Council

Page 1

Time: 10:03

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

User: ZM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	30/04/2020		50,000.00
Current Account	30/04/2020		492,508.30
			<u>542,508.30</u>

Unpresented Cheques (Minus)Amount

26/11/2019	204650	KATIE DEELEY	50.00
17/01/2020	120098	SHANNON FRANKLIN	50.00
26/02/2020	120102	DEBORAH DONOVAN	26.00
28/02/2020	120062	SEAHAVEN FIBROMYALGIA	145.54
03/03/2020	120126	Corona Energy	732.85
03/03/2020	120127	TAMAR ORGANICS Ltd	20.10
05/03/2020	120128	INGEUS	3,246.75
13/03/2020	120138	Lewes District Council	168.65
13/03/2020	120149	KAREN BRAY	55.10
17/03/2020	120159	Lewes District Council	1,177.15
17/03/2020	120160	Conect Total Communications	413.01
24/03/2020	120171	NEWHAVEN TWINNING	61.20
27/03/2020	120174	East Sussex County Council	762.00
31/03/2020	120177	ANDY BEAMS	1,196.70
31/03/2020	120177a	East Sussex County Council	12,169.55
31/03/2020	120181	C.E.F	8.76
31/03/2020	120182	HAYLEY HUGHES	96.50
31/03/2020	120183	LOUISE STONE	50.00
30/04/2020	120186	Conect Total Communications	501.38
30/04/2020	120187	ScottishPower Group	121.83
30/04/2020	120188	CASTLE WATER	109.12
30/04/2020	120189	Corona Energy	730.17
30/04/2020	120190	Lewes District Council	167.00
30/04/2020	120191	Rigby Taylor	1,194.00
30/04/2020	120192	Rialtas Business Solutions Ltd	962.40
30/04/2020	120193	East Sussex County Council	10,402.80
30/04/2020	120194	ssalc Limited	2,583.90
30/04/2020	120197	BRITISH GAS	1,551.60
30/04/2020	120198	Trade UK	81.40
30/04/2020	120199	Rigby Taylor	2,724.50
30/04/2020	120200	R Poplett holdings	2,028.00
30/04/2020	120201	Farrington Property Developmen	1,040.00
30/04/2020	120202	ANDY BEAMS	1,060.00
30/04/2020	120303	Vitax Limited	840.00
30/04/2020	120304	Mulberry &Co	180.00
30/04/2020	120196	JOHN LAWSON	780.00
30/04/2020	120195	HMRC	6,044.49
			<u>53,532.45</u>
			488,975.85

Receipts not Banked/Cleared (Plus)

37.

Date: 13/05/2020

Peacehaven Town Council

Page 2

Time: 10:03

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c

User: ZM

<u>Amount</u>	<u>Balances</u>
0.00	0.00
	<u>488,975.85</u>
Balance per Cash Book is :-	488,975.85
Difference is :-	0.00

38.



THE OFFICIALS
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Business Premium Account	£180,015.21
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

~~+ 371.86~~

+ 371.46

MAY TRANSACTIONS

Jim

= 499,508.30

Date: 13/05/2020

Peacehaven Town Council

Page 1

Time: 10:05

Bank Reconciliation Statement as at 30/04/2020
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2020		180,015.21
			<u>180,015.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,015.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,015.21
		Balance per Cash Book is :-	180,015.21
		Difference is :-	0.00

40.

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	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%	130,410
1013 Income from Photocopying	413	500	87			82.6%	
1016 Housing Benefit Claims LDC	16,229	3,000	(13,229)			541.0%	
1017 Foodliner Sales	537	1,500	963			35.8%	
1050 Allotment Rent	600	0	(600)			0.0%	
1094 Other Customer & Client Receipt	300	1,300	1,000			23.1%	
1100 Interest Received	1,293	250	(1,043)			517.2%	
1301 Filming	650	0	(650)			0.0%	
1309 Other Income	662	300	(362)			220.7%	
1999 Suspense Account	10	0	(10)			0.0%	
General Administration :- Income	717,568	573,315	(144,253)			125.2%	130,410
4010 CIL Expenditure	6,871	0	(6,871)		(6,871)	0.0%	6,871
General Administration :- Direct Expenditure	6,871	0	(6,871)	0	(6,871)		6,871
4001 Salaries	363,513	331,117	(32,396)		(32,396)	109.8%	
4002 Employer N.I Contributions	25,776	45,694	19,918		19,918	56.4%	
4003 Employer Pension Contributions	57,859	65,614	7,755		7,755	88.2%	
4004 Overtime	5,369	6,000	631		631	89.5%	
4011 Training	1,860	3,000	1,140		1,140	62.0%	
4212 Mileage Costs	273	1,000	727		727	27.3%	
4301 Purchase of Furniture/Equipmen	61	4,500	4,439		4,439	1.3%	
4302 Purchase of Materials	0	3,500	3,500		3,500	0.0%	
4306 Printing	6,075	7,000	925		925	86.8%	
4307 Stationery	2,026	2,000	(26)		(26)	101.3%	
4311 Professional Fees - Legal	8,958	3,000	(5,958)		(5,958)	298.6%	
4312 Professional Fees - Other	42,066	4,000	(38,066)		(38,066)	1051.6%	
4314 Audit Fees	2,659	3,000	341		341	88.6%	
4315 Insurance	9,575	12,800	3,225		3,225	74.8%	
4321 Bank Charges	58	100	42		42	58.0%	
4322 BACS Charges	473	600	127		127	78.9%	
4323 PDQ Charges	605	500	(105)		(105)	121.0%	
4325 Postage	1,782	1,750	(32)		(32)	101.8%	
4326 Telephones	4,692	4,080	(612)		(612)	115.0%	
4327 Computers	12,619	7,500	(5,119)		(5,119)	168.3%	
4329 Advertising	134	0	(134)		(134)	0.0%	
4331 Mayor's Allowance	1,500	1,500	0		0	100.0%	
4333 Members Allowance	2,250	4,250	2,000		2,000	52.9%	
4334 Members Training	1,960	2,500	540		540	78.4%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Grants	18,046	21,020	2,974		2,974	85.8%	
4342 Subscriptions	3,577	4,000	423		423	89.4%	
4343 Contributions to Provisions	6,000	6,000	0		0	100.0%	
4444 Election Costs	0	9,050	9,050		9,050	0.0%	
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,714	0	(3,714)		(3,714)	0.0%	
General Administration :- Indirect Expenditure	<u>583,528</u>	<u>555,075</u>	<u>(28,453)</u>	<u>0</u>	<u>(28,453)</u>	<u>105.1%</u>	<u>0</u>
Net Income over Expenditure	<u>127,170</u>	<u>18,240</u>	<u>(108,930)</u>				
6000 plus Transfer from EMR	6,871						
6001 less Transfer to EMR	130,410						
Movement to/(from) Gen Reserve	<u>3,631</u>						
<u>110 Civic Events</u>							
4332 Mayor's Reception	200	1,200	1,000		1,000	16.7%	
4335 Civic Expenses	1,395	1,700	305		305	82.1%	
Civic Events :- Indirect Expenditure	<u>1,595</u>	<u>2,900</u>	<u>1,305</u>	<u>0</u>	<u>1,305</u>	<u>55.0%</u>	<u>0</u>
Net Expenditure	<u>(1,595)</u>	<u>(2,900)</u>	<u>(1,305)</u>				
<u>120 Marketing</u>							
1045 Event Sponsorship	495	0	(495)			0.0%	
Marketing :- Income	<u>495</u>	<u>0</u>	<u>(495)</u>				<u>0</u>
4328 Website	373	1,500	1,127		1,127	24.9%	
4329 Advertising	512	1,000	488		488	51.2%	
4330 Newsletter	95	1,500	1,405		1,405	6.3%	
Marketing :- Indirect Expenditure	<u>980</u>	<u>4,000</u>	<u>3,020</u>	<u>0</u>	<u>3,020</u>	<u>24.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(485)</u>	<u>(4,000)</u>	<u>(3,515)</u>				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>200 Planning & Highways</u>							
4101 Repair/Alteration of Premises	200	1,000	800		800	20.0%	
4111 Electricity	1,077	1,000	(77)		(77)	107.7%	
4171 Grounds Maintenance Costs	175	500	325		325	35.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4850 Grass Cutting Contract	10,141	10,140	(1)		(1)	100.0%	
Planning & Highways :- Indirect Expenditure	11,593	12,640	1,047	0	1,047	91.7%	0
Net Expenditure	(11,593)	(12,640)	(1,047)				
300 Grounds Team General Exp							
4151 Fixtures & Fittings	162	0	(162)		(162)	0.0%	
4164 Trade Refuse	78	0	(78)		(78)	0.0%	
4202 Repairs/Maintenance of Vehicle	3,951	4,000	49		49	98.8%	
4203 Fuel	3,674	5,600	1,926		1,926	65.6%	
4204 Road Fund License	260	540	280		280	48.1%	
4205 Hire/Lease of Vehicles	0	600	600		600	0.0%	
4304 Catering	60	100	40		40	60.0%	
4305 Uniform	580	550	(30)		(30)	105.5%	
Grounds Team General Exp :- Indirect Expenditure	8,765	11,390	2,625	0	2,625	77.0%	0
Net Expenditure	(8,765)	(11,390)	(2,625)				
310 Sports Park							
1025 Rent & Service Charge	14,094	15,000	906			94.0%	
1039 S/P Cats	3,540	3,600	60			98.3%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,711	2,000	(711)			135.5%	
1061 S/P Court Hire	5,388	5,200	(188)			103.6%	
1094 Other Customer & Client Receipt	0	6,250	6,250			0.0%	
Sports Park :- Income	29,982	36,350	6,368			82.5%	0
4101 Repair/Alteration of Premises	1,014	1,560	546		546	65.0%	
4111 Electricity	7,147	2,000	(5,147)		(5,147)	357.4%	
4141 Water Services	3,759	2,000	(1,759)		(1,759)	187.9%	
4161 Cleaning Costs	6,716	5,000	(1,716)		(1,716)	134.3%	
4164 Trade Refuse	5,418	4,400	(1,018)		(1,018)	123.1%	
4171 Grounds Maintenance Costs	7,241	7,100	(141)		(141)	102.0%	
Sports Park :- Indirect Expenditure	31,295	22,060	(9,235)	0	(9,235)	141.9%	0
Net Income over Expenditure	(1,314)	14,290	15,604				
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

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	4,449	1,000	(3,449)		(3,449)	444.9%	
4111 Electricity	116	0	(116)		(116)	0.0%	
4121 Rents	10,920	12,000	1,080		1,080	91.0%	
4131 Rates	3,352	1,700	(1,652)		(1,652)	197.2%	
4141 Water Services	0	500	500		500	0.0%	
4151 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%	
4302 Purchase of Materials	150	500	350		350	30.0%	
4303 Machinery Mtce/Lease	955	1,500	545		545	63.7%	
Big Park :- Indirect Expenditure	23,640	22,400	(1,240)	0	(1,240)	105.5%	0
Net Income over Expenditure	(22,940)	4,600	27,540				
316 Gateway Cafe							
1025 Rent & Service Charge	8,110	7,340	(770)			110.5%	
1200 Income from Recharges	0	1,140	1,140			0.0%	
Gateway Cafe :- Income	8,110	8,480	370			95.6%	0
4101 Repair/Alteration of Premises	1,930	850	(1,080)		(1,080)	227.1%	
4111 Electricity	303	900	597		597	33.6%	
4112 Gas	0	400	400		400	0.0%	
4302 Purchase of Materials	0	1,000	1,000		1,000	0.0%	
4326 Telephones	350	420	70		70	83.3%	
Gateway Cafe :- Indirect Expenditure	2,583	3,570	987	0	987	72.4%	0
Net Income over Expenditure	5,527	4,910	(617)				
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	4,888	5,000	112			97.8%	
1050 Allotment Rent	1,060	1,950	890			54.4%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receipt	0	4,900	4,900			0.0%	
Amenity Area :- Income	<u>5,948</u>	<u>11,850</u>	<u>5,902</u>			<u>50.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	1,315	3,000	1,685		1,685	43.8%	
4141 Water Services	1,488	1,600	112		112	93.0%	
4164 Trade Refuse	848	2,500	1,652		1,652	33.9%	
4171 Grounds Maintenance Costs	2,023	15,000	12,977		12,977	13.5%	
4301 Purchase of Furniture/Equipmen	3,453	3,000	(453)		(453)	115.1%	
Amenity Area :- Indirect Expenditure	<u>9,125</u>	<u>25,100</u>	<u>15,975</u>	<u>0</u>	<u>15,975</u>	<u>36.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,177)</u>	<u>(13,250)</u>	<u>(10,073)</u>				
<u>355 The Hub</u>							
1084 Sports Pavilion	15,926	15,700	(226)			101.4%	
The Hub :- Income	<u>15,926</u>	<u>15,700</u>	<u>(226)</u>			<u>101.4%</u>	<u>0</u>
4101 Repair/Alteration of Premises	624	0	(624)		(624)	0.0%	
4103 Annual Servicing Costs	1,230	1,500	270		270	82.0%	
4111 Electricity	1,893	1,500	(393)		(393)	126.2%	
4112 Gas	1,629	1,500	(129)		(129)	108.6%	
4131 Rates	769	2,240	1,471		1,471	34.4%	
4151 Fixtures & Fittings	9	0	(9)		(9)	0.0%	
4171 Grounds Maintenance Costs	1,763	4,000	2,237		2,237	44.1%	
4303 Machinery Mtce/Lease	0	120	120		120	0.0%	
The Hub :- Indirect Expenditure	<u>7,918</u>	<u>10,860</u>	<u>2,942</u>	<u>0</u>	<u>2,942</u>	<u>72.9%</u>	<u>0</u>
Net Income over Expenditure	<u>8,008</u>	<u>4,840</u>	<u>(3,168)</u>				
<u>360 Community House</u>							
1069 C/H Police Room	1,365	1,500	135			91.0%	
1070 C/H Phoenix Room	5,190	5,800	610			89.5%	
1072 C/H Copper Room	11,500	11,500	0			100.0%	
1075 C/H Charles Neville	6,566	10,000	3,434			65.7%	
1076 C/H Main Hall	20,733	23,800	3,067			87.1%	
1077 C/H Anzac Room	10,818	8,500	(2,318)			127.3%	
1078 C/H Main Kitchen	1,068	1,200	132			89.0%	
1079 C/H Anzac Kitchen	448	600	152			74.7%	
1080 C/H Foyer	2,225	200	(2,025)			1112.3%	
1081 C/H Equipment Hire	1,004	700	(304)			143.4%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1091 Cinema Income	5,149	2,500	(2,649)			206.0%	
1092 Electricity Feed-in Tariff	486	8,200	7,714			5.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1200 Income from Recharges	750	2,000	1,250			37.5%	
Community House :- Income	<u>67,303</u>	<u>78,100</u>	<u>10,797</u>			<u>86.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	9,284	5,000	(4,284)		(4,284)	185.7%	
4111 Electricity	8,295	5,500	(2,795)		(2,795)	150.8%	
4112 Gas	3,192	2,500	(692)		(692)	127.7%	
4122 Service Charge	28,200	31,000	2,800		2,800	91.0%	
4131 Rates	15,467	15,000	(467)		(467)	103.1%	
4141 Water Services	10,504	7,200	(3,304)		(3,304)	145.9%	
4151 Fixtures & Fittings	352	500	148		148	70.4%	
4161 Cleaning Costs	1,866	1,000	(866)		(866)	186.6%	
4162 Cleaning Materials	1,355	2,500	1,145		1,145	54.2%	
4163 Personal Hygiene	2,367	2,000	(367)		(367)	118.3%	
4171 Grounds Maintenance Costs	596	0	(596)		(596)	0.0%	
4305 Uniform	370	500	130		130	74.0%	
4600 Cinema Costs	4,558	0	(4,558)		(4,558)	0.0%	
Community House :- Indirect Expenditure	<u>86,404</u>	<u>72,700</u>	<u>(13,704)</u>	<u>0</u>	<u>(13,704)</u>	<u>118.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(19,101)</u>	<u>5,400</u>	<u>24,501</u>				
<u>400 Water Leak</u>							
1441 Water Leak Refund	60,080	0	(60,080)			0.0%	
Water Leak :- Income	<u>60,080</u>	<u>0</u>	<u>(60,080)</u>				<u>0</u>
4141 Water Services	6,648	0	(6,648)		(6,648)	0.0%	
Water Leak :- Indirect Expenditure	<u>6,648</u>	<u>0</u>	<u>(6,648)</u>	<u>0</u>	<u>(6,648)</u>		<u>0</u>
Net Income over Expenditure	<u>53,432</u>	<u>0</u>	<u>(53,432)</u>				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	125	0	(125)			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	<u>2,340</u>	<u>0</u>	<u>(2,340)</u>				<u>0</u>
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	<u>2,340</u>	<u>0</u>	<u>(2,340)</u>	<u>0</u>	<u>(2,340)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440 Christmas Market</u>							
1045 Event Sponsorship	239	0	(239)			0.0%	
1046 Stall Income (Events)	800	0	(800)			0.0%	
Christmas Market :- Income	<u>1,039</u>	<u>0</u>	<u>(1,039)</u>				<u>0</u>
4900 Miscellaneous Expenses	1,039	0	(1,039)		(1,039)	0.0%	
Christmas Market :- Indirect Expenditure	<u>1,039</u>	<u>0</u>	<u>(1,039)</u>	<u>0</u>	<u>(1,039)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	909,490	750,795	(158,696)			121.1%	
Expenditure	785,725	750,795	(34,930)	0	(34,930)	104.7%	
Net Income over Expenditure	<u>123,765</u>	<u>0</u>	<u>(123,765)</u>				
plus Transfer from EMR	6,871						
less Transfer to EMR	130,410						
Movement to/(from) Gen Reserve	<u>226</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	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%	130,410
1013 Income from Photocopying	413	500	87			82.6%	
1016 Housing Benefit Claims LDC	16,229	3,000	(13,229)			541.0%	
1017 Foodliner Sales	537	1,500	963			35.8%	
1050 Allotment Rent	600	0	(600)			0.0%	
1094 Other Customer & Client Receipt	300	1,300	1,000			23.1%	
1100 Interest Received	1,293	250	(1,043)			517.2%	
1301 Filming	650	0	(650)			0.0%	
1309 Other Income	662	300	(362)			220.7%	
1999 Suspense Account	10	0	(10)			0.0%	
General Administration :- Income	717,568	573,315	(144,253)			125.2%	130,410
4010 CIL Expenditure	6,871	0	(6,871)		(6,871)	0.0%	6,871
General Administration :- Direct Expenditure	6,871	0	(6,871)	0	(6,871)		6,871
4001 Salaries	363,513	331,117	(32,396)		(32,396)	109.8%	
4002 Employer N.I Contributions	25,776	45,694	19,918		19,918	56.4%	
4003 Employer Pension Contributions	57,859	65,614	7,755		7,755	88.2%	
4004 Overtime	5,369	6,000	631		631	89.5%	
4011 Training	1,860	3,000	1,140		1,140	62.0%	
4212 Mileage Costs	273	1,000	727		727	27.3%	
4301 Purchase of Furniture/Equipmen	61	4,500	4,439		4,439	1.3%	
4302 Purchase of Materials	0	3,500	3,500		3,500	0.0%	
4306 Printing	6,075	7,000	925		925	86.8%	
4307 Stationery	2,026	2,000	(26)		(26)	101.3%	
4311 Professional Fees - Legal	8,958	3,000	(5,958)		(5,958)	298.6%	
4312 Professional Fees - Other	42,066	4,000	(38,066)		(38,066)	1051.6%	
4314 Audit Fees	2,659	3,000	341		341	88.6%	
4315 Insurance	9,575	12,800	3,225		3,225	74.8%	
4321 Bank Charges	58	100	42		42	58.0%	
4322 BACS Charges	473	600	127		127	78.9%	
4323 PDQ Charges	605	500	(105)		(105)	121.0%	
4325 Postage	1,782	1,750	(32)		(32)	101.8%	
4326 Telephones	4,692	4,080	(612)		(612)	115.0%	
4327 Computers	12,619	7,500	(5,119)		(5,119)	168.3%	
4329 Advertising	134	0	(134)		(134)	0.0%	
4331 Mayor's Allowance	1,500	1,500	0		0	100.0%	
4333 Members Allowance	2,250	4,250	2,000		2,000	52.9%	
4334 Members Training	1,960	2,500	540		540	78.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Grants	18,046	21,020	2,974		2,974	85.8%	
4342 Subscriptions	3,577	4,000	423		423	89.4%	
4343 Contributions to Provisions	6,000	6,000	0		0	100.0%	
4444 Election Costs	0	9,050	9,050		9,050	0.0%	
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,714	0	(3,714)		(3,714)	0.0%	
General Administration :- Indirect Expenditure	<u>583,528</u>	<u>555,075</u>	<u>(28,453)</u>	<u>0</u>	<u>(28,453)</u>	<u>105.1%</u>	<u>0</u>
Net Income over Expenditure	<u>127,170</u>	<u>18,240</u>	<u>(108,930)</u>				
6000 plus Transfer from EMR	6,871						
6001 less Transfer to EMR	130,410						
Movement to/(from) Gen Reserve	<u>3,631</u>						
<u>110 Civic Events</u>							
4332 Mayor's Reception	200	1,200	1,000		1,000	16.7%	
4335 Civic Expenses	1,395	1,700	305		305	82.1%	
Civic Events :- Indirect Expenditure	<u>1,595</u>	<u>2,900</u>	<u>1,305</u>	<u>0</u>	<u>1,305</u>	<u>55.0%</u>	<u>0</u>
Net Expenditure	<u>(1,595)</u>	<u>(2,900)</u>	<u>(1,305)</u>				
<u>120 Marketing</u>							
1045 Event Sponsorship	495	0	(495)			0.0%	
Marketing :- Income	<u>495</u>	<u>0</u>	<u>(495)</u>				<u>0</u>
4328 Website	373	1,500	1,127		1,127	24.9%	
4329 Advertising	512	1,000	488		488	51.2%	
4330 Newsletter	95	1,500	1,405		1,405	6.3%	
Marketing :- Indirect Expenditure	<u>980</u>	<u>4,000</u>	<u>3,020</u>	<u>0</u>	<u>3,020</u>	<u>24.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(485)</u>	<u>(4,000)</u>	<u>(3,515)</u>				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>200 Planning & Highways</u>							
4101 Repair/Alteration of Premises	200	1,000	800		800	20.0%	
4111 Electricity	1,077	1,000	(77)		(77)	107.7%	
4171 Grounds Maintenance Costs	175	500	325		325	35.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4850 Grass Cutting Contract	10,141	10,140	(1)		(1)	100.0%	
Planning & Highways :- Indirect Expenditure	<u>11,593</u>	<u>12,640</u>	<u>1,047</u>	<u>0</u>	<u>1,047</u>	<u>91.7%</u>	<u>0</u>
Net Expenditure	<u>(11,593)</u>	<u>(12,640)</u>	<u>(1,047)</u>				
<u>300 Grounds Team General Exp</u>							
4151 Fixtures & Fittings	162	0	(162)		(162)	0.0%	
4164 Trade Refuse	78	0	(78)		(78)	0.0%	
4202 Repairs/Maintenance of Vehicle	3,951	4,000	49		49	98.8%	
4203 Fuel	3,674	5,600	1,926		1,926	65.6%	
4204 Road Fund License	260	540	280		280	48.1%	
4205 Hire/Lease of Vehicles	0	600	600		600	0.0%	
4304 Catering	60	100	40		40	60.0%	
4305 Uniform	580	550	(30)		(30)	105.5%	
Grounds Team General Exp :- Indirect Expenditure	<u>8,765</u>	<u>11,390</u>	<u>2,625</u>	<u>0</u>	<u>2,625</u>	<u>77.0%</u>	<u>0</u>
Net Expenditure	<u>(8,765)</u>	<u>(11,390)</u>	<u>(2,625)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	14,094	15,000	906			94.0%	
1039 S/P Cats	3,540	3,600	60			98.3%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,711	2,000	(711)			135.5%	
1061 S/P Court Hire	5,388	5,200	(188)			103.6%	
1094 Other Customer & Client Receipt	0	6,250	6,250			0.0%	
Sports Park :- Income	<u>29,982</u>	<u>36,350</u>	<u>6,368</u>			<u>82.5%</u>	<u>0</u>
4101 Repair/Alteration of Premises	1,014	1,560	546		546	65.0%	
4111 Electricity	7,147	2,000	(5,147)		(5,147)	357.4%	
4141 Water Services	3,759	2,000	(1,759)		(1,759)	187.9%	
4161 Cleaning Costs	6,716	5,000	(1,716)		(1,716)	134.3%	
4164 Trade Refuse	5,418	4,400	(1,018)		(1,018)	123.1%	
4171 Grounds Maintenance Costs	7,241	7,100	(141)		(141)	102.0%	
Sports Park :- Indirect Expenditure	<u>31,295</u>	<u>22,060</u>	<u>(9,235)</u>	<u>0</u>	<u>(9,235)</u>	<u>141.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,314)</u>	<u>14,290</u>	<u>15,604</u>				
<u>315 Big Park</u>							
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	<u>700</u>	<u>27,000</u>	<u>26,300</u>			<u>2.6%</u>	<u>0</u>

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	4,449	1,000	(3,449)		(3,449)	444.9%	
4111 Electricity	116	0	(116)		(116)	0.0%	
4121 Rents	10,920	12,000	1,080		1,080	91.0%	
4131 Rates	3,352	1,700	(1,652)		(1,652)	197.2%	
4141 Water Services	0	500	500		500	0.0%	
4151 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%	
4302 Purchase of Materials	150	500	350		350	30.0%	
4303 Machinery Mtce/Lease	955	1,500	545		545	63.7%	
Big Park :- Indirect Expenditure	23,640	22,400	(1,240)	0	(1,240)	105.5%	0
Net Income over Expenditure	(22,940)	4,600	27,540				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	8,110	7,340	(770)			110.5%	
1200 Income from Recharges	0	1,140	1,140			0.0%	
Gateway Cafe :- Income	8,110	8,480	370			95.6%	0
4101 Repair/Alteration of Premises	1,930	850	(1,080)		(1,080)	227.1%	
4111 Electricity	303	900	597		597	33.6%	
4112 Gas	0	400	400		400	0.0%	
4302 Purchase of Materials	0	1,000	1,000		1,000	0.0%	
4326 Telephones	350	420	70		70	83.3%	
Gateway Cafe :- Indirect Expenditure	2,583	3,570	987	0	987	72.4%	0
Net Income over Expenditure	5,527	4,910	(617)				
<u>320 Play Areas</u>							
4101 Repair/Alteration of Premises	1,330	1,000	(330)		(330)	133.0%	
4111 Electricity	0	500	500		500	0.0%	
4141 Water Services	71	0	(71)		(71)	0.0%	
4161 Cleaning Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	0	600	600		600	0.0%	
Play Areas :- Indirect Expenditure	1,401	3,100	1,699	0	1,699	45.2%	0
Net Expenditure	(1,401)	(3,100)	(1,699)				
<u>330 Amenity Area</u>							
1044 Hire of the Dell	4,888	5,000	112			97.8%	
1050 Allotment Rent	1,060	1,950	890			54.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receipt	0	4,900	4,900			0.0%	
Amenity Area :- Income	5,948	11,850	5,902			50.2%	0
4101 Repair/Alteration of Premises	1,315	3,000	1,685		1,685	43.8%	
4141 Water Services	1,488	1,600	112		112	93.0%	
4164 Trade Refuse	848	2,500	1,652		1,652	33.9%	
4171 Grounds Maintenance Costs	2,023	15,000	12,977		12,977	13.5%	
4301 Purchase of Furniture/Equipmen	3,453	3,000	(453)		(453)	115.1%	
Amenity Area :- Indirect Expenditure	9,125	25,100	15,975	0	15,975	36.4%	0
Net Income over Expenditure	(3,177)	(13,250)	(10,073)				
355 The Hub							
1084 Sports Pavilion	15,926	15,700	(226)			101.4%	
The Hub :- Income	15,926	15,700	(226)			101.4%	0
4101 Repair/Alteration of Premises	624	0	(624)		(624)	0.0%	
4103 Annual Servicing Costs	1,230	1,500	270		270	82.0%	
4111 Electricity	1,893	1,500	(393)		(393)	126.2%	
4112 Gas	1,629	1,500	(129)		(129)	108.6%	
4131 Rates	769	2,240	1,471		1,471	34.4%	
4151 Fixtures & Fittings	9	0	(9)		(9)	0.0%	
4171 Grounds Maintenance Costs	1,763	4,000	2,237		2,237	44.1%	
4303 Machinery Mtce/Lease	0	120	120		120	0.0%	
The Hub :- Indirect Expenditure	7,918	10,860	2,942	0	2,942	72.9%	0
Net Income over Expenditure	8,008	4,840	(3,168)				
360 Community House							
1069 C/H Police Room	1,365	1,500	135			91.0%	
1070 C/H Phoenix Room	5,190	5,800	610			89.5%	
1072 C/H Copper Room	11,500	11,500	0			100.0%	
1075 C/H Charles Neville	6,566	10,000	3,434			65.7%	
1076 C/H Main Hall	20,733	23,800	3,067			87.1%	
1077 C/H Anzac Room	10,818	8,500	(2,318)			127.3%	
1078 C/H Main Kitchen	1,068	1,200	132			89.0%	
1079 C/H Anzac Kitchen	448	600	152			74.7%	
1080 C/H Foyer	2,225	200	(2,025)			1112.3%	
1081 C/H Equipment Hire	1,004	700	(304)			143.4%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1091 Cinema Income	5,149	2,500	(2,649)			206.0%	
1092 Electricity Feed-in Tariff	486	8,200	7,714			5.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1200 Income from Recharges	750	2,000	1,250			37.5%	
Community House :- Income	<u>67,303</u>	<u>78,100</u>	<u>10,797</u>			<u>86.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	9,284	5,000	(4,284)		(4,284)	185.7%	
4111 Electricity	8,295	5,500	(2,795)		(2,795)	150.8%	
4112 Gas	3,192	2,500	(692)		(692)	127.7%	
4122 Service Charge	28,200	31,000	2,800		2,800	91.0%	
4131 Rates	15,467	15,000	(467)		(467)	103.1%	
4141 Water Services	10,504	7,200	(3,304)		(3,304)	145.9%	
4151 Fixtures & Fittings	352	500	148		148	70.4%	
4161 Cleaning Costs	1,866	1,000	(866)		(866)	186.6%	
4162 Cleaning Materials	1,355	2,500	1,145		1,145	54.2%	
4163 Personal Hygiene	2,367	2,000	(367)		(367)	118.3%	
4171 Grounds Maintenance Costs	596	0	(596)		(596)	0.0%	
4305 Uniform	370	500	130		130	74.0%	
4600 Cinema Costs	4,558	0	(4,558)		(4,558)	0.0%	
Community House :- Indirect Expenditure	<u>86,404</u>	<u>72,700</u>	<u>(13,704)</u>	<u>0</u>	<u>(13,704)</u>	<u>118.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(19,101)</u>	<u>5,400</u>	<u>24,501</u>				
<u>400 Water Leak</u>							
1441 Water Leak Refund	60,080	0	(60,080)			0.0%	
Water Leak :- Income	<u>60,080</u>	<u>0</u>	<u>(60,080)</u>				<u>0</u>
4141 Water Services	6,648	0	(6,648)		(6,648)	0.0%	
Water Leak :- Indirect Expenditure	<u>6,648</u>	<u>0</u>	<u>(6,648)</u>	<u>0</u>	<u>(6,648)</u>		<u>0</u>
Net Income over Expenditure	<u>53,432</u>	<u>0</u>	<u>(53,432)</u>				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	125	0	(125)			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	<u>2,340</u>	<u>0</u>	<u>(2,340)</u>				<u>0</u>
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	<u>2,340</u>	<u>0</u>	<u>(2,340)</u>	<u>0</u>	<u>(2,340)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440 Christmas Market</u>							
1045 Event Sponsorship	239	0	(239)			0.0%	
1046 Stall Income (Events)	800	0	(800)			0.0%	
Christmas Market :- Income	<u>1,039</u>	<u>0</u>	<u>(1,039)</u>				<u>0</u>
4900 Miscellaneous Expenses	1,039	0	(1,039)		(1,039)	0.0%	
Christmas Market :- Indirect Expenditure	<u>1,039</u>	<u>0</u>	<u>(1,039)</u>	<u>0</u>	<u>(1,039)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	909,490	750,795	(158,696)			121.1%	
Expenditure	785,725	750,795	(34,930)	0	(34,930)	104.7%	
Net Income over Expenditure	<u>123,765</u>	<u>0</u>	<u>(123,765)</u>				
plus Transfer from EMR	6,871						
less Transfer to EMR	130,410						
Movement to/(from) Gen Reserve	<u>226</u>						

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/03/2020	The Fuelcard People	DD1	87.76		23/02/20 fuel
03/03/2020	ANDY BEAMS	120122	796.70		FEBRUARY SERVICES
03/03/2020	JOSEPH ASH MEDWAY	120123	12.50		U10 DRIVER BIT
03/03/2020	UK Safety Management Ltd	120124	359.75		PAT TEST FEB 19
03/03/2020	Roger Brown Trophies & Engravi	120125	24.00		ENGRAVING - SPOON & CHROME REC
03/03/2020	Corona Energy	120126	732.85		GAS SUPPLY JAN/FEB
03/03/2020	TAMAR ORGANICS Ltd	120127	20.10		GREEN WASTE 19/02/20
05/03/2020	INGEUS	120128	3,246.75		INGEUS - PAYMENT RCD IN ERROR
05/03/2020	PAELLA INC LTD	120129	200.00		PAELLA INC LTD
05/03/2020	Heatcraft And Ventilation ltd	120120	609.10		BOILER REPAIRS
05/03/2020	TRAVIS PERKINS Trading	120131	33.48		TIMBER FOR HUB
05/03/2020	Tansleys Printers Limited	120132	106.80		WRESTLING BANNER
05/03/2020	Peacehaven Community School	120133	35.00		HALF PAGE PROGRAM
05/03/2020	AMADEUS	120134	284.69		STATIONARY
05/03/2020	Wightman & Parrish Ltd	120135	345.48		CLEANING PRODUCTS
06/03/2020	02	DD2	81.89		FEB PHONE BILL
06/03/2020	Barclays	DD3	3.00		COMMISSION CHARGES
09/03/2020	Northstar IT	DD2	478.80		FUJITSU SERVER WARRANTY
09/03/2020	The Fuelcard People	DD3	81.89		29/02/20 FUEL
10/03/2020	J Freemantle	120136	600.00		MARCH WRESTLING EVENT
10/03/2020	DVLA	120137	260.00		DVLA
10/03/2020	Northstar IT	DD1	788.40		WFBS STANDARD
10/03/2020	Barclays	DD1	64.14		PDQ CHARGES - FEB
13/03/2020	Lewes District Council	120138	168.65		NNDR - APRIL 2020
13/03/2020	Leads Direct	120139	15.88		LEAD FOR BINGO
13/03/2020	BRITISH GAS	120140	581.01		DECEMBER ELECTRICTY
13/03/2020	AMADEUS	120141	5.38		ACCIDENT REPORT BOOK
13/03/2020	Trade UK	120142	17.73		ROOF & GUTTER EQUIPMENT
13/03/2020	Mailserve LTD	120143	119.40		POSTAL RATE CHANGE
13/03/2020	SOUTHCOAST LOCKSMITHS LTD	120144	31.35		PADLOCK & KEYS
13/03/2020	Block Busters Contracts ltd	120145	150.00		CLEAR BLOCKED MANHOLE
13/03/2020	Brewers and Sons Ltd	120146	104.07		DULUX HIGH TRADE GLOSS
13/03/2020	Business Sream	120147	115.11		WASTE SERVICES 28/10-09/12
13/03/2020	ANDY ANDERSON & SON	120148	364.00		REPLACE LOCK AT HUB
13/03/2020	KAREN BRAY	120149	55.10		TRAIN TICKET EXPENSES - NACO
13/03/2020	TAMSIN TALMEY	120150	50.00		DEPOSIT REFUND
13/03/2020	ABBY COSTEN	120151	50.00		DEPOSIT REFUND
16/03/2020	The Fuelcard People	DD	1.20		FUELCARD
17/03/2020	Caroline Reid	120152	609.00		MARCH CLEANING SERVICES
17/03/2020	Wasp Printers	120153	600.00		RECEIPT BOOKS
17/03/2020	Castle Water Limited	120154	162.38		FEBRUARY WATER - SPORT PARK
17/03/2020	BRITISH GAS	120155	1,559.11		S/P FEBRUARY ELECTRICITY
17/03/2020	TRAVIS PERKINS Trading	120156	52.68		mot type 1 trade pack
17/03/2020	SUSSEX CURTAIN & BLIND CO	120157	748.40		BLINDS FOR THE HUB
17/03/2020	Corona Energy	120158	901.20		GAS SUPPLY - FEB
17/03/2020	Lewes District Council	120159	1,177.15		DOG WASTE 01/04 - 30/06
17/03/2020	Conect Total Communications	120160	413.01		TELEPHONE - MARCH

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/03/2020	Information Commissioner's Off	DD1	35.00		ICO
19/03/2020	ANDY PICTON	120161	28.29		SUPPLIES PAID FOR BY AP
19/03/2020	LAUREN PAGE	120162	96.50		PARTY CANCELLED
19/03/2020	Aquarius Solutions	120163	198.91		HAND SANITISER
19/03/2020	AMADEUS	120164	32.99		CCTV CAMERA SIGNS
19/03/2020	C.E.F	120165	8.10		TRIPHOSPHOR BULB
23/03/2020	EDF	DD1	91.86		ELECTRICITY - FEB
24/03/2020	HMRC	120166	6,044.49		MARCH SALARIES
24/03/2020	EAST SUSSEX PENSION	120167	6,323.49		MARCH SALARIES
24/03/2020	Anthony Meadows Antique Repair	120168	145.00		MAYORAL NAME
24/03/2020	RUNNING IMP LTD	120169	82.43		VE DAY BADGES
24/03/2020	Trade UK	120170	10.47		BOLTS/WD40/NUTS
24/03/2020	NEWHAVEN TWINNING	120171	61.20		NEWHAVEN TWINNING
25/03/2020	DVLA - CANCELLED CHQ	120137	-260.00		CHEQUE CANCELLED
25/03/2020	SALARIES - MARCH	BACS	20,448.50		SALARIES - MARCH
26/03/2020	Barclays	DD	50.00		BACS CHARGES
27/03/2020	Castle Water Limited	120172	234.71		DELL WATER JAN 20 - JUNE 20
27/03/2020	Spy AlarmsLtd	120173	282.00		X2 PANEL BATTERIES
27/03/2020	East Sussex County Council	120174	762.00		STREET LIGHT MAINTENANCE
27/03/2020	VISUAL POETS	120175	220.00		VISUAL POETS - AFRICA NIGHT
31/03/2020	ANDY BEAMS	120177	1,196.70		MARCH FINANCE SUPPORT
31/03/2020	East Sussex County Council	120177a	12,169.55		GRASS CUTTING 19/20
31/03/2020	Trade UK	120178	179.16		DECORATING MATERIALS
31/03/2020	Tony Allen	120179	143.88		ZOOM SUBSCRIPTION
31/03/2020	Tansleys Printers Limited	120180	106.80		BUSINESS TO BUSINESS
31/03/2020	C.E.F	120181	8.76		TRIPHOSPHOR TUBE
31/03/2020	HAYLEY HUGHES	120182	96.50		HAYLEY HUGHES PARTY REFUND
31/03/2020	LOUISE STONE	120183	50.00		LOUISE STONE DEPOSIT REFUND
31/03/2020	DAVID TURNER	120184	97.43		DAVIS TURNER PARTY REFUND
31/03/2020	The Fuelcard People	DD	83.82		HK66WMJ FUEL 18/03
31/03/2020	Hugh Page Sussex ltd	120185	283.36		PARTS FOR MOWER

Total Payments	66,616.79
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Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 10th March 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.
Finance Officer A Beams, Finance Administrator Z Malone.
One member of the public.

PF465 CHAIRMAN'S ANNOUNCEMENTS

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

PF466 PUBLIC QUESTIONS

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

PF467 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllrs L Duhigg and A Milliner and Town Clerk T Allen

PF468 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Collier declared an interest in agenda items PF471 as the Lewes District Council legal team fell within his portfolio as a District Councillor, and PF472 as a member of the East Sussex Pension Fund Board

PF469 TO ADOPT THE MINUTES OF 18th FEBRUARY 2020

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

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

The circulated financial reports and statements were received and discussed.

The Finance Officer alerted the committee to the receipt of invoices from LDC for elections costs. These totaled £17,050 for the 2019 election and a further £13,062.84 for two elections in 2018 which had not previously been invoiced for. The Finance Administrator had requested a full breakdown of the costs from LDC.

The Chairman noted that other than in respect of the election invoices, the improvement in the Council's financial position continued, and the election EMR would be used to pay part of the relevant outstanding invoices.

It was resolved for the Chairman to sign the bank reconciliation.

The CIL report and S.106 spreadsheets were noted. Cllr Gallagher questioned if there were any more recent developments missing from the S.106 report. The Finance Officer explained that more recent developments were likely to have attracted CIL rather than S.106, but the Finance Administrator was asked to contact Chris Bibb to ensure the list was accurate.

It was resolved to approve the list of payments totaling £51,544.58 for the period 31 January to 28 February 2020 inclusive.

PF471 TO ARRANGE A NEW LEASE FOR PTFC AND THE CATS CLUB

The circulated report was noted and discussed.

Cllr Gallagher raised concerns regarding previous agreements for the Cats Club signed by the Town Manager in 2016. Cllr Griffiths confirmed that the Cats Club were happy with the proposed arrangement of sub-leasing through the football club, as this had been discussed in full at a meeting with both parties, the Town Clerk, Parks Officer and Cllr Griffiths.

With regard to the legal fees, it was resolved that the Town Council should not pay the fees, although it would be happy to place the work through the LDC legal team on behalf of the football club at a reduced cost compared to a high street solicitor.

It was noted that the football club could appoint their own contractors to carry out pitch maintenance, subject to approval of the Parks Officer to ensure work standards are maintained.

It was resolved to proceed with a single lease through the football club, incorporating the Cats Club rental, and to increase the maintenance fee from 1st April 2020 as per the recommendation in the report.

PF472 TO NOTE THE LGPS REQUIREMENTS AND AGREE DISCRETIONS

The circulated report was noted and discussed.

It was resolved to agree the discretions as per the draft prepared by the Finance Officer.

Meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 10th March 2020

PF473 TO APPROVE FUNDING FOR THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS

The circulated report was noted and discussed.

The committee agreed the importance of the work and resolved to proceed with payment subject to the budget virements as outlined in the report.

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

PF474 AGED DEBT ANALYSIS

The Finance Administrator reported on an improving situation and measures being put in place with effect from 1st April for hire payments to be made in advance to prevent debts accruing.

The write-off list was reviewed. It was agreed that the final four items would be cleared through the income from the Christmas event, as these had been double counted.

It was resolved to recommend to Full Council to write off the amount of £1.876.43 as per financial regulation 1.13.

The Chairman thanked the Finance Administrator for the continued improvement in the management of the Council's finances.

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

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

Agenda Item: 6-C606.a.ix
Committee: Full Council
Date: 26 May 2020
Title: Risk Assessment
Report Author: Tony Allen
Purpose of Report: To accept the corporate risk assessment

Summary of recommended actions

1. To **note** the contents of the report
2. To **resolve** that relevant committee will review and update the detailed risk assessments during the next 6 months.

Introduction

On an annual basis, the council is required to review its corporate risk assessment.

Background

The council has a responsibility to manage the risks of all of its associated activities and to take all reasonable and practical measures to reduce risk wherever possible.

In most instances it is impossible to completely eliminate all risks. However, through the adoption of sensible risk management policies and detailed risk assessments, the council can reduce risk as far as reasonably practical.

Analysis

There are a number of aspects to risk management covering all areas of activity of the council. Consequently, there are a number of risk assessments in place which focus specifically on the relevant areas of activity.

The table below provides a breakdown of the types of risk assessment in place, and a suggestion of which committee should take responsibility for reviewing and updating the assessments over the coming months:

Type of risk assessment	Covering	Committee responsible
Financial	All areas dealing with financial transactions, including management of cash and other income, expenditure and compliance with Financial Regulations	Policy and Finance
Event Based	Individual risk assessments completed for each event, using a standard template and risk matrix methodology	Civic and Events

External areas (parks, etc.)	Risk assessments completed including reviews of playground equipment, boundary fencing and trees, etc.	Leisure and Amenities
Community House	Risk assessments completed for all aspects of the councils main building, including fire safety, emergency lighting, etc.	Policy & Finance

Implications

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

<u>Financial</u>	Within the agreed budget, there are nominal codes allocated to support any necessary expenditure related to health and safety and risk management issues
<u>Legal</u>	The council has a legal responsibility to ensure it has taken all reasonable and practical measures to safeguard its employees and the people it provides services to
<u>Environmental and sustainability</u>	The council has a responsibility to protect the natural and built environments it is responsible for
<u>Crime and disorder</u>	There are no direct crime and disorder implications, although good risk management may help reduce crime and disorder on council property

Appendices/Background papers

None



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

Minutes of the meeting of the Planning & Highways Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 3rd March 2020

Present – Cllr I Sharkey (Chair), Cllr A Milliner (Vice-Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Victoria Onis (Admin Officer)

In Attendance - Cllr C Gallagher

3 members of the public.

AGENDA

GENERAL BUSINESS

1. PH763 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health & Safety announcement.

2. PH764 PUBLIC QUESTIONS

Q 1 – A resident brought to the Committee's attention that, at the Junction of Arundel Road and Mayfield Avenue, a lamp post and telegraph pole were knocked down by a vehicle in January. The telegraph pole has been replaced, but the lamp post has not. This is a very dark junction and residents are concerned that it still has not been attended to.

Comments - Cllr Hill will be looking at this for the Resident and Admin Officer has already informed Highways.

Q 2 – A Resident wished to make the Committee aware of the danger of serious speeding along the Promenade that is now occurring since Lewes District Council (LDC) surfaced the Promenade between Steyning and Mayfield Avenues. There is now a real danger to residents by speeding vehicles and to the many cliff top walkers, dog walkers, the elderly and mothers with young children that enjoy the facility of the cliff top.

The new road surface is only 3 metre wide, so basically single track. This has now made the Promenade a rat run and drivers are speeding along the track, where as previously most drove carefully to avoid damage to their vehicles, due to the massive potholes that existed.

The Promenade residents met with LDC representatives at the Trampoline Park when we were first informed about the proposed works. "We told the LDC representatives that as much as we appreciated the improvement to the surface, we all feared that cars would use it as a rat run and that

significant size speed bumps were required to stop cars speeding. Our fears have now come to fruition and our warnings have been ignored”.

There are other problems with the surfacing to the Promenade made by LDC contractors. The corners are too sharp at the junction between the various avenues e.g. Bolney, Capel, and Keymer which means large vehicles i.e. LDC Refuse Collection, Recycling Vehicles, etc a) are breaking the corners of the road surface up, and b) making massive deep ruts in the soft verges where they do not have enough room to negotiate the corners. Also in general the surface has started to break up already.

The Committee is requested to look into these issues and co-ordinate with LDC, ESCC Highways and Sussex Police before a serious accident, or unnecessary death of a child, adult, or animal occurs

Comments – The Admin Officer has been in touch with LDC and a response has been emailed to the Resident from the Specialist Advisor in Planning.

3. PH765 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were in attendance.

4. PH766 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr White declared that he was a previous partner in Meridian Surgery and is a shareholder in the company that now owns it.

5. PH767 TO APPROVE & SIGN THE NON-CONFIDENTIAL MINUTES OF TUESDAY 4th FEBRUARY 2020

It was resolved to adopt the minutes as a true record

Proposed Cllr Milliner

Seconded Cllr Hill

All in Agreement

6. PH768 PROPOSAL BY CLLR MILLINER THAT THE COMMITTEE ESTABLISHES A DEVELOPERS LIAISON WORKING PARTY

It was agreed that a working party of 3 people would be more efficient in resolving issues, specifically to deal with Barretts. Will refer decision to Full Council.

Proposed Cllr Milliner

Seconded Cllr Seabrook

All in agreement

7. PH769 NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS REPORT

An update was made by the Chair of the Steering Group, Neighbourhood Development Plan.

The present focus is on the Meridian Centre area and updating and involving the public.

On the 29th January a Business 2 Business Event was held by PTC and the Neighbourhood Development Plan was highlighted.

Feedback forms from the attendees covering business needs were completed and collated results will be obtained soon.

A Public Presentation and workshop was held on 25th February with some 50 attendees. Cumulating in an exercise to discover SWOT analysis and preferred Buildings and services for a New Meridian Area. Collated results to be obtained soon.

A sample survey of students aged 13 and 14 was obtained from PCS. Collated results will be available soon.

More Public sessions to be planned throughout Spring and Summer on various topics and consulting various demographic and social groups.

8. PH770 UPDATES ON THE BARRATTS AND THE HODDERN FARM DEVELOPMENT

An Email response from Senior Planning Policy Officer at LDC, to the Town Clerk, concerning the Travel Pack for new Residents, was read and discussed.

9. PH771 ACTION PLAN – Review/Updates

The Action plan was discussed and updated.

10. PLANNING APPLICATIONS DECISIONS

PH772 LW/19/0804 25 Glynn Road Peacehaven Case worker	Revised site access off Glynn Road for the approved development (LW/18/0338) with associated alterations to the existing dwelling
	Peacehaven Town Council Objected <ul style="list-style-type: none">• Increase of traffic & congestion-is there an alternative.• Exacerbate existing parking problems• Parking & Highway safety – turning space is applicable• Absence of car parking facilities – provision for pedestrians, wheelchairs and prams• Loss of privacy – over-looking, causing loss of privacy or light, too close. Proposed Cllr Seabrook Seconded Cllr Griffiths All in Agreement
PH773 LW/19/0826 Anchor Healthcare Centre Meridian Way Peacehaven Case Worker Anna Clare	Proposed redevelopment of existing car park to provide additional parking provision, improved access and negotiation of parking bays. Proposed rationalization and improvement of pedestrian routes.
	Peacehaven Town Council Recommends Approval Cllr White left the room Better walkways, service vehicles/emergency vehicle access. Prevents cars parking on the pavements. Proposed Cllr Seabrook Seconded Cllr Paul

Minutes of the Planning & Highways Committee Meeting 3rd March 2020

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	All in Agreement
PH774 LW/20/0030/CD Nursery 29 Glynn Road Peacehaven Case Worker Chris Wright	Discharge of condition 3 relating to approval LW/19/0493
	Noted
PH775 LW/20/0033/CD 41 Victoria Avenue Peacehaven Case worker	Proposed Discharge of condition 2 (surfacing materials) relating to application (LW/19/0636)
	Noted
PH776 LW/20/0066 171 Roderick Avenue Peacehaven Case Worker Sarah Scannell	Demolition of existing conservatory and new single story rear extension
	Peacehaven Town Council Recommend Approval Letter of concern from resident regarding being overlooked by windows. Discussed and Noted. Comments. Both windows high level about 5ft off ground, so it's not going to be a viewing window as high off the ground. Proposed Cllr Paul Seconded Cllr Seabrook All in Agreement
PH777 LW/20/0072 6 Downland Avenue Case worker Martin Fagan	Peacehaven Town Council Recommend Approval Proposed Cllr Seabrook Seconded Cllr Hill All in Agreement

11. TO NOTE the following Planning Applications: -

TW/20/0009/TPO 32 Anzac Close Peacehaven Case worker Daniel Wynn	Works to reduce TPO (NO 59) Sycamore
-------------------------------------------------------------------------------	--------------------------------------

The Committee noted the planning application above.

12. TO NOTE the following planning application decisions: -

Minutes of the Planning & Highways Committee Meeting 3rd March 2020

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LW/19/0870 14 The Leas Peacehaven Case worker	Lewes DC Grants permission Peacehaven's Planning & Highways Committee Recommended to approve this application
LW/19/0242 The Sussex Coaster Case Worker	Lewes DC Refuses permission Peacehaven's Planning & Highways Committee Objected to this application

The Committee noted the planning decisions above.

Next meeting of the Committee – 31st March 2020

There being no further business, the meeting closed at 8.15pm



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Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 17th March 2020

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons, Cllr C Cheta, Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds.

In Attendance: Kevin Bray Parks Officer, Tony Allen Town Clerk, Victoria Onis Admin Officer,

GENERAL BUSINESS

1 LA 401 CHAIR ANNOUNCEMENTS

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

The Chair congratulated the football club for reaching the RUR Cup final for second year running.

The volunteer's community garden event was a success and hoping to hold an orchard volunteer event on Saturday.

The chair attended a hand over of some bicycles from PCS school to Sustrans.

2 LA 402 PUBLIC QUESTION TIME

No members of the public were in attendance.

3 LA 403 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All committee members were present.

4 LA 404 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests made.

5 LA 405 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 21st January 2019

Adoption of the minutes were proposed by Cllr Simmons, seconded by Cllr Sharkey and agreed as a true record.

All agreed

66.

6 LA 406 FINANCE UPDATE

Cllr Gallagher mentioned that the document seemed to be incomplete and layout not as easy to understand as the previous updates. The Town Clerk commented that the Finance Officer will be happy to go through the Finance documents, at any time with Committee members.

7 LA 407 DDA PATHWAY REPORT

The Parks Officer's report was noted and discussed.

It was resolved to resurface the whole length of the bridle path down to the Café to be put to the CIL Working party. Supplementary measures to address issues with the existing pathway to be investigated. An Engineer's survey to be carried out, up to a cost of up to £2K, funded from CIL monies.

Project and costs to be put to the CIL working party.

Proposed Cllr Gallagher

Seconded Cllr Seabrook

All in favour.

8 LA 408 FLINT WAY PATH REPORT

The Parks Officer's report was noted and discussed.

It was resolved to construct a new footpath from Flint Way to Centenary Park and Sussex Driveways was selected from the quotes obtained. Contractor to be Sussex Driveways up to a cost of up to £3K to be funded from CIL/S.106 monies.

Project and costs to be put to the CIL working party.

Proposed Cllr Gallagher

Secunder Cllr Hill

All in favour.

9 LA 409 CENTENARY PARK SAND

The Parks Officer's report was noted and discussed.

The importance of not allowing Centenary Park to deteriorate was agreed and it was resolved that the Grounds Officer obtain more quotes for rubber mulch surfaces and costs. Can be financed by £24K from S106 monies.

Proposed Cllr Paul

Seconded Cllr Symonds

All in agreement

10 LA 410 FOOTBALL PITCH REPORT

The Parks Officer's report was noted and discussed.

It was discussed and resolved to repair the two pitches/carry out the recommended works for this year and monitor, with no commitments for next year. It was noted that S.106 monies (using S106 from the Centenary Park £20K per year allocated fund) or CIL monies can be used to offset the costs of this work. Estimated at a cost of £9950.

Proposed Cllr Paul

Seconded Cllr Simmonds

All in agreement

11 LA 411 DELL PLAYGROUND UPDATE

The Parks Officer's report was noted and discussed, with safety concerns noted, regarding path and gate opening on to A259. The potential use of S.106/CIL monies was noted and will be discussed further following the required surveys.

Possible funding from CIL monies or from the S106 (Sainsbury's) fund of £48K administered by Chris Bibb.

Project and costs to be put to the CIL working party if necessary.

12 LA 412 SWING SEAT REPLACEMENT

The Parks Officer's report was noted and discussed.

It was resolved to purchase a new nest swing seat for the playground at Firle Road and Onlineplaygrounds LTD was selected from the quotes obtained. It was noted that funding for this will come from the new 2020/21 budget.

To be paid from 2020/2021 playground equipment budget Estimated cost £1156.

Proposed Cllr Seabrook

Seconded Cllr Paul

Agreed by Majority.

13 LA 413 CAFÉ SINK REPORT

The Parks Officer's report was noted and discussed.

It was resolved to replace the sink and units at the Gateway Café like-for-like and to consult with the lease holder with regards payment by them for any extra attachments/fittings if required (PTC to pay up to £120 towards this).

Selected company is Catercraft Supplies Ltd at a cost of £2181 plus mixer taps; total cost up to £2500. To be funded from the 2020/21 Gateway Café budget

Proposed Cllr Paul

Seconded Cllr Seabrook

All in agreement

14 LA 414 BOWLS CLUB LETTER REPORT

The Parks Officer's report was noted and discussed.

It was resolved to not allow to the felling of a healthy Oak tree and also not to allow the Committee to put a gate in the fence opening out on to the entrance road; this is due to safety and proposed future pathway reconstruction.

Proposed Gallagher

Seconded Cllr Paul

All in agreement

15 LA 415 TREE PLANTING REQUEST REPORT

The Parks Officer's report was noted and discussed.

It was resolved to refuse permission for tree planting in this area in Foxhill. The trees would need to grow significantly in order to disperse road noise, which then could lead to complaints of causing shade and overhanging branches in the future. There are also a number of drains in this area and the roots in the future may affect underground services.

Proposed Cllr Hill

Seconded Cllr Cheta

All in agreement

16 LA 416 SEWAGE PUMPS

The Parks Officer's report was noted and discussed.

It was resolved to replace the pumps like for like and the parks officer to look for two more quotes. It was noted that S.106/CIL monies can be used for this purpose.

Proposed Cllr Gallagher

Seconded Cllr Paul

All in agreement

17 LA 417 CHIPPER REPORT

The Parks Officer's report was noted and discussed.

Alternative disposal methods for Green Waste were discussed and it was noted that the BioGen facility at Newhaven no longer available to PTC.; next nearest facility is in Isfield.

It was proposed that the Parks Officer will obtain quotes for Chippers and provide a further report detailing the benefits of various options, including costings and environmental impacts, to be brought to next Committee.

Proposed Cllr Gallagher

Seconded Cllr Paul

All in Agreement

18 LA 418 THE DELL CIL BID / PROJECT UPDATE

Cllr Griffith's report was noted and discussed.

It was agreed that the Town Clerk will write a letter to the nearby residents to canvass them regarding the proposed project of wildflower planting. Before sending the letter, it was asked that the Town Clerk sends the draft to the Committee Chairman to confirm content.

19 LA 419 COMMUNITY NOTICE BOARD AT THE DELL

Cllr Griffith's report was noted and discussed.

Cllr Gallagher noted that the Community notice board was not agreed at the last Committee meeting, only the interpretation board agreed. Also, she felt that this new proposal for a free-standing Community Board is not in the right position to be seen.

Cllr Gallagher suggested that a future plan for the Dell needed more consideration and an alternative plan involving more consultation needs to be put forward.

Minutes of the meeting of the Leisure, Amenities & Environment Committee - 17th March 2020

It was resolved that this item needs more investigation and benefits of its use given and to be put to the signage working party.

Proposed Cllr Cheta

Seconded Cllr Paul

All in agreement

20 LA 420 BANNER BOARD AT THE DELL

The Marketing Assistant's report was noted It was resolved to refuse a new banner board being positioned at the Dell.

Cllr Mills noted that, at the Committee's meeting on the 23rd January 2020, it has already been resolved not to have an additional banner board at The Dell and to look for other suitable locations.

Proposed Cllr Mills

Seconded Cllr Seabrook

Agreed by majority (3 abstained)

21 LA 421 HUB WORKING PARTY UPDATE

The Parks Officer's report was noted and discussed.

22 LA 422 HUB WORKING PARTY TERMS OF REFERENCE

Cllr Griffith's report was noted and discussed.

It was resolved to adopt the Terms of Reference with the proviso that, in view of the overlap, Item 2 on is changed to reflect the need for this WP to liaise with and report to the Business Plan Committee and the Neighbourhood Development Plan Steering Group.

Proposed Cllr Paul

Seconded Cllr Sharkey

Agreed by majority (2 abstained)

23 LA 423 PROJECT LIST FOR PRIORITISING

The Parks Officer's report was noted and discussed.

It was resolved to prioritize the following items. Parks Officer to be responsible for allocating priorities for future meetings of the Committee and put to the CIL working party:-

- g) Increase the height of wire fence attached to the wooden play area fences to stop dogs entering the areas, for completion before Easter.
- m) Outside toilet upgrade (to solve blocking issue)
- n) Renewing the sewage pumps (obtain quotes)

Proposed Cllr Gallagher

Seconded Cllr Sharkey

All in Agreement

24 LA 424 STAFF UPDATE REPORT

The Parks Officer's report was noted and discussed.

It was noted that a New Grounds Team member is starting on 1st April.

25 LA 425 PROJECT UPDATE

The Parks Officer's report was noted and discussed.

It was proposed to leave the MUGA court open for a trial period of a 1 month

Proposed Cllr Gallagher

Seconded Cllr Mills

All in agreement

26 LA 426 WORKS UPDATE

The Parks Officer's report was noted and discussed.

27 LA 427 TO CONFIRM DATE OF NEXT MEETING AS THE 5th May 2020

There being no further business, the meeting closed at 9.10pm



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 12th May 2020 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer),

In Attendance: It was resolved that Cllr Duhigg participates in the meeting in a non-voting capacity.
One member of the public.

GENERAL BUSINESS

1 LA 428 CHAIR ANNOUNCEMENTS

You will have received a paper from the CIL working Party which is to be added to the updates to note. We can add a fuller report to the agenda of the next meeting.

The Civic and marketing Officer has asked me to thank all the Councillors and Officers who contributed to make the VE Day a success.

We have had some more problems with motorbikes in Centenary Park. Steve O'Connell from the Safer Roads Partnership has stated "The issue in the Park with the teenagers on motorcycles is in hand and we are sure at this point who they are." I also have had a phone call from PCSO Chris Marchant following up a complaint from myself. Chris is self-isolating but has been given the job of phoning the 40 people who have complained about this issue.

Some very good news came in this afternoon from Aimee Harman who created the original mosaic around the flower planter on the Dell roundabout. She had planned to refurbish it but had a change of circumstances. Her circumstances have changed again, and she hopes to continue with the project which has a new theme. Each panel will be a different colour of the rainbow and the words around it will be - Bee Love, Bee Strong, Bee Happy, Bee Calm. This is at no cost to the Council.

Aimee is a very talented artist who is known for her refurbishment of the tiled floors in the toilets of the Orient Express.

2 LA 429 PUBLIC QUESTION TIME

A resident asked if the disabled swing at The Dell is still functioning and will it be moved. The Parks Officer confirmed that it is working and has had a yearly inspection. The Parks Officer confirmed there are funds available from LDC to do works at the Dell, but this is an ongoing situation and doubts the swing will be moved.

3 LA 430 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta – other commitments

4 LA 431 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey declared an interest in Item 8, as being a resident in the vicinity of Cornwall Ave.

5 LA 432 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 17th March 2020

Cllr Seabrook proposed that the minutes be accepted as a true record.

Amendments to Cllr Seabrook's proposal were received from Cllr Gallagher in order to record matters of accuracy as follows:-

- LA407 - Addition – 'An Engineer's survey to be carried out, up to a cost of up to £2K, funded from CIL monies.'
- LA408 – Addition – 'Contractor to be Sussex Driveways up to a cost of up to £3K to be funded from CIL/S.106 monies.'
- LA410 – Correction – Second sentence to read 'It was noted that S.106 monies (using S106 from the Centenary Park £20K per year allocated fund) or CIL monies can be used to offset the costs of this work. Estimated at a cost of £9950.'
- LA412 – Addition – 'To be paid from 2020/2021 playground equipment budget Estimated cost £1156.'
- LA413 – Correction – Second paragraph to read 'It was resolved to replace the sink and units at the Gateway Café like-for-like and to consult with the lease holder with regards payment by them for any extra attachments/fittings if required (PTC to pay up to £120 towards this).'
- LA413 – Addition – 'Selected company is Catercraft Supplies Ltd at a cost of £2181 plus mixer taps; total cost up to £2500. To be funded from the 2020/21 Gateway Café budget.'

An amendment to Cllr Seabrook's proposal was received from Cllr Mills in order to record a matter of accuracy as follows:-

- LA420 – Addition – 'Cllr Mills noted that, at the Committee's meeting on the 23rd January 2020, it has already been resolved not to have an additional banner board at The Dell and to look for other suitable locations.'

It was resolved to adopt the minutes, as amended, as a true record

Proposed Cllr Seabrook
Seconded Cllr Sharkey

All in Favour

LA 433 PLANTING TREES IN VERGES

The Committee discussed a Residents letter requesting tree planting in Peacehaven. Cllr Sharkey spoke of how this idea is welcomed and updated the Committee on Telscombe Town Councils recent tree planting exercise, unfortunately only around 6 trees were planted due to the problems that were encountered with underground services. LDC came to do the survey of the grass verges and found underground cables from Virgin and BT cables, preventing planting.

Cllr Seabrook, also supported the idea and suggested other areas for tree planting are looked at. The verges are unsuitable due to services underneath and also concerns over the ongoing maintenance;

these trees will grow and the Town Council will have to fund the costs of cutting them back every year to avoid hazards to traffic and also the trees may become a concern for Residents with leaves on the pavement and blocking out the sunlight. Other areas to consider for planting are the ends of the avenues next to the South Coast Road; here will be no impact on the traffic. Centenary Park is also an option but as we have experienced with tree watering in the Orchard, water supply is a problem. Trees need large amounts of water, not just a watering can, so this will be a challenge if trees were to be planted. Cllr Seabrook also asked if there will be enough volunteers to set up a group and would the resident suggesting the idea, be prepared to organise a tree warden group just as there are in Newhaven & Seaford. This initiative needs to include some of the residents in order to help maintain and water the trees if planted.

Cllr Gallagher informed the Committee that the advantage of a community led group will mean that they are able to apply for grants and funding and free trees, which the Council cannot do.

The Parks Officer shared his experiences and informed the Committee that a tree planting initiative was looked at 10/15yrs ago and again the issue of underground services on verges, including the ends of road where Cllr Seabrook has suggested are also a problem, there is concrete underneath the soil.

Cllr Duhigg also queried which type of trees would we plant bearing in mind we are on the coast with a lot of wind and rain. It was suggested that the types of trees would be decided by the professionals at ESCC, otherwise the trees will die, which is what has happened at Howard Park.

Cllr Mills suggested that grass is better for environment than trees and converts more CO2 than trees will.

Cllr Gallagher recommended that we write to the resident and confirm we would like to help with this request of more trees. An invitation could be made to the resident to attend the next Tree Warden meeting when the current Covid situation has passed; if they can come along to the meeting, we can then take this forward.

Cllr Seabrook proposed that we put the resident in touch with the Telscombe Tree Wardens and at the same time we could find out if the Tree Wardens would be interested in expanding their area of operation, so we cover both Towns with one group. Newhaven and Seaford are also very established we could look for guidance from these Towns.

Proposed Cllr Seabrook

Seconder Cllr Gallagher

All in Favour

6 LA 434 NEIGHBOURHOOD PLAN / OPEN SPACES

Cllr Gallagher is the Chair of the Steering Group Peacehaven and Telscombe Neighbourhood Development Plan. Cllr Gallagher would like volunteers to help with research for a Green Spaces management Plan.

For the Town to gain protection for its green spaces, we need to put together a very strong case. Public involvement is needed to determine:-

*What spaces are available?

*What people want from green spaces?

*Mapping out where things will go and how will be paid for and maintained and enhanced in future years.

Cllr Duhigg suggested that once the current COVID situation is over, it may be of benefit to have an open air exhibition, at Centenary Park for example, to involve the residents of Peacehaven in determining the future, of our green spaces.

Cllr Sharkey, Cllr Paul, Cllr Seabrook, Cllr Hill, Cllr Mills volunteered to support this initiative.

Cllr Gallagher thanked the Committee for endorsing the project within the auspices of the NDP Steering Group.

7 LA 435 ALLOTMENT DDA

Peacehaven Town Council received an enquiry regarding whether we had any DDA compliant allotment plots in Peacehaven. The Parks Officer updated the Committee, noting that we currently do not have any allotments suitable for those with disabilities.

The Town Clerk has investigated this, and concluded PTC would only have to have DDA access if creating new allotments. DDA adaptations to the existing allotments and the approaches to them would be impractical cost wise.

Purchasing more land at the site in Cornwall Avenue would come at a significant cost and currently the rental paid for an allotment just about covers the cost of the water used.

Cllr Seabrook reported that he has been in contact with the Doctors Surgery and had several meetings at the Community Garden. He has been arranging some gardening sessions for some of the patients, but sadly only a couple of people have attended so far. Cllr Seabrook suggested that the Community Garden is the way forward for looking after those with disabilities by working to make this more accessible for all, to make long term use of it. We have recently had a new gate installed to make it accessible for wheelchairs and mobility scooters.

The Green Havens LDC lottery bid, which has been put forward, has a request for some money for raised beds for wheelchair users and a DDA accessible composting toilet, which will cost about £5k. This approach was supported by the Committee members.

8 LA 436 BROWN TAIL MOTH CATERPILLAR

The Parks Officer noted that there had been no further complaints on this matter.

Two options for treatment of the moths were discussed: -

Option 1 in the winter the tents where the moths hibernate could be removed and disposed of and we will need to investigate current disposal regulations.

Option 2 is in that in Spring 2021 we spray them preferably with a biological spray.

It was proposed to cut back affected shrubs in the winter, when the shrubs are full up and the moths are dormant, this will be actioned by the Grounds Team and disposed of following current disposal regulations, unless a better option becomes available before that time.

Proposed Cllr Sharkey

Seconder Cllr Hill

All in favour.

9 LA 437 WORKS UPDATE

Parks Officer gave an update on the current staffing situation, two members of staff need to stay at home and isolate and the two remaining members of staff have been carrying out all essential works when they can do so safely, this includes emptying the bins around the parks and maintaining amenities as well as possible.

It has also been decided to postpone employing the new Groundsman, until the lockdown has eased further and we can resume near normal working.

The Parks Officer confirmed his teams PPE was suitable and available and advised that as they are working outside, the team are very unlikely to come into close proximity to other people. The Grounds Team currently have not got masks but the Parks Officer will be making a Full Risk assessment with the Town Clerk before the staff come back to work. They currently have gloves, hand wash and are keeping to themselves.

10 LA 438 PROJECT UPDATE

The report was noted. Top dressing and aeration of the relevant grass surfaces in the Centenary Park has been completed. The company providing the new sink unit may not be operational at present.

The Parks Officer added that It may be necessary to make adjustments in the future, to the play area if the Government decides to reopen play areas, for example the basket swing is designed for more than one person which will create a problem with social distancing. This will have to all be investigated when the time comes.

It was noted that The Hub is being fully decorated, with new blinds provided.

CONFIRM DATE OF NEXT MEETING AS THE 23rd JUNE 2020

There being no further business, the meeting closed at 8.50pm

Attendees: Cllr Gallagher Cllr Sharkey ,Town Clerk, Finance Officer Parks Officer

Community Infrastructure Levy (CIL) Working Party Meeting Thursday 7th May 2pm (Zoom Meeting)

INFRASTRUCTURE what does it mean **The framework needed to support the Community . Structures ,equipment , buildings. It implies permanence (A guide)**

1) BACKGROUND

CG had talked to Emma Kemp , CIL Officer LDC , who is happy to work with us and help shape our bid.

LDC interested in GREEN INFRASTRUCTURE including cycle paths.

Linking and improving Bridle paths (responsibility of ESCC)

CG recommended concentrate on PTC land for this first bid, it will take longer and require agreement from other landowners to go beyond PTC land.

PTC needs to get Expression of Interest in.

2) EMMA KEMP PRESENTATION SLIDES

Agreed that they are useful as a reference point

LDC Bid will need a contribution from Neighbourhood CIL.

A bundle of projects can be put forward, successful parts can be paid for with LDC help,

Rest may need to be paid for by Neighbourhood CIL.

3) FINANCIAL UPDATE

Finance will be part of the Objectives for **PTC Business Plan**

Each Committee takes responsibility for their own budget

ACTION (CG) Add ---- CIL monitoring and use to be added to Plan

ACTION (ZOE) to **PREPARE SPREADSHEETS**

- a) S106 (Chris Bibb administers for LDC) Final dates required
Details below
- b) COMMUNITY INFRASTRUCTURE LEVY (CIL)

Neighbourhood Portions Now £157,463 in GENERAL RESERVES

More CIL to come from Chalkers Rise (Barratt Homes) Phase 2 and 3

- c) LDC CIL To be bid for.

4) COMMITTEES

L.A. & E Committee has most demand on money

Planning & Highways , demand for - Benches, Bus Stops, signs (Street furniture)

L. A. & E COMMITTEE NEXT MEETING 12th May

With agreement from L. A & E Committee we agreed we need to formulate management plans for Greenspaces including S106 and CIL requirements

Approval route

Individual Committee ----- CIL Working Group ----- P & F Committee ----- Full Council

Contacts

Emma Allen—SDNP

LDC

ESCC----- Leffre Whip

Sustrans

USES

Green infrastructure

Maintenance Outside Spaces

Amenities

Play areas

Other uses?

5. S106

- a) Centenary Park
 - Repair and Maintenance of equipment £20K per annum
 - Amount held £66K
 - Funds run from June to June
 - £20K due 2019/20
 - £20K due 20/21

Ending ? Interest ?

- b) The Dell
£48K for disabled play.
The swing installed was not approved so not paid for by this monies.
New plans being considered.
Group felt this was the wrong site for disabled equipment.

ACTION

Find out full wording and approach Sainsbury's for variation to another park
Consult LDC C Bibb and Emma Kemp.

- c) East Peacehaven
£24K Outdoor place space (not maintenance) (NOT Centenary Park)
Leisure and recreational areas

Broad definitions including toilets, training areas.
- d) £30K Play equipment Downland Avenue Park.
e) £ 50K Archaeological Presentation re Centenary Park

5.. £500,000 Section 106 from Churchill Homes to spend by 2025

Options

- a) 3G Pitch for Peacehaven FC or Peacehaven in general

If a 3G pitch is installed PTC have to raise £30K ?

10year life span

Annual maintenance required.

PT Football Club ,Chair is Sue Northwood

Lease extension ready for signature. PT Football Club have agreed to pay legal costs.

Is the club a Limited Company ? Is it Viable?

Position of finances during Covid 19 Emergency ???

ACTION Consult LDC , Cllr Chris Collier LDC Cabinet Member

Work out in consultation with PT Football Club

- b) How best to use S106 Monies for maximum benefit for Peacehaven ?

Terms of S106 agreement.

Can it be used for indoor sport maybe redevelopment of HUB.

What other projects could we use for ?

7. CIL BID TO LDC

Lighting

Bridlepath and Entrance Road

Access for disabled

Cycle paths/ Walk ways

Stainless steel toilet interiors, and Further toilets (Accessible)

Children's area - Possible Children's road area for Cycling Proficiency? (Education)

Matched funding Strong position ---- Evidenced base

ACTION

Research Surface materials and prices. (KB & FO)

Next Meeting approximately 2 weeks.

PEAVEHAVEN AND TELSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN

THE VISION

Is for Peacehaven and Telscombe Towns to be sustainable, with clean air and an environment which provides a good quality of life for all inhabitants “

KEY OBJECTIVES

- 1. A refocused Town Centre on the Meridian Site including retail ,leisure and food and drink outlets,small business units, essential for sustainable living**
- 2. Safe pedestrian walk ways , cycle paths to access all areas within the built up areas and the countryside.**
- 3. New housing aimed at local needs including low cost long term rentals.**

BACKGROUND

In 2011 Peacehaven Town had a population of 14,000 approx . Now in 2020 we have approx.18,000 residents. Over 1000 new homes have been approved and are either built or soon will be but a further255 homes need to be allocated to land in Peacehaven and Telscombe by 2030

Through the Neighbourhood Development Plan (NDP) ,local councils are able to influence planning in their area through consultation with residents.

The NDP once in place is a legal document and carries the same weight in Planning Policy as the Lewes District Core Strategy Plan

The Journey so far

Throughout April 2018 a public consultation took place “First Conversation” with exhibitions in East Saltdean, Peacehaven and Telscombe

The feedback confirmed

“Redevelopment of the Meridian Centre with additional retail space was a priority for the Community”

Major concerns : Congestion, infrastructure , loss of Green spaces and shops

Major Assets : Hertitage, Gateway to South Downs National Park, Cliff Tops ,SSSI , Marine Conservation and the Biosphere, Network of Green Spaces and Parks

THE PRESENT

Behind the scenes reports and research is taking place, a draft plan will be available in a few more months time . A Government Inspector will examine all of our evidence and research and will ensure that residents are supportive .

The Meridian Centre is the designated retail centre and will remain so but in creating a new Town Centre the vision is for a mix of land use on the Meridian Site. The COOP Group wish to sell their land and build a new modern store on the site . To date ,although potential buyers have been identified contracts have not been agreed. Consultation on local views about future of the Meridian Site continue to take place.

Volunteers who wish to be involved and offer your knowledge and skills please make contact. You can help by looking out for and participating in surveys and workshops.

Cathy Gallagher

Chair of Steering Group

Email ptsteergroup@yahoo.com

www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk

PEACEHAVEN AND TELSCOMBE NP STEERING GROUP MEETING

Thursday 9 April 2020 held via Zoom at 7.00pm

In Attendance:

Cllr C Gallagher (CG)	Chairman
Cllr L O'Connor (LOC)	Vice Chair
Cllr D Paul (DP)	PTC Councillor Rep
Cllr I Sharkey (IS)	PTC Councillor Rep
T Allen (TA)	Town Clerk PTC
T Davis (TD)	LDC Neighbourhood Plan Officer
J Boot (JB)	Consultant
G Mallia (GM)	Consultant Media Design
R Brown (RB)	Communications
N Watts (NW)	Steering Group
C & P Bowman	Steering Group
S Newman (SN) (part)	Town Clerk TTC
Cllr D Judd (DJ) (part)	TTC Councillor Rep

MINUTES

1. Welcome and Introductions

CG welcomed everyone to the meeting. Apologies received from Cllr C Robinson.

2. Chair Update

- a) Co-op: CG spoke to A Thompson (Planning Manager) and site sale negotiations continue but Co-op are still owners. The government Inspector examining the NDP, will require any Master Map to be deliverable and achievable - and the largest land owner to be involved. JB to pursue with AECOM and COOP **ACTION JB**
- b) Local green spaces: CG and DP confirmed continued working in report mainly on Peacehaven as Telscombe Cliffs does not have as many sites and documentation the collation is clearer.
- c) Volunteers: Dr Maureen Berg (University of Brighton and resident of Telscombe Cliffs) has come forward and is willing to write up a report for the NDP on greenspaces including the SSSI biosphere and South Downs National Park (she will consult Newhaven/Lewes NP for the format). Also George White has volunteered (only moved to Peacehaven recently) - he is a media specialist and wants to help get the message out. GM asked whether he writes copy – CG to check with him after Easter. **ACTION CG**
- d) CG appealed via Peacehaven Directory, Deans Mag, ZoneZine, E-news. **ACTION CG**
PTC is compiling an annual report which will help spread the word.

3. Communications

- a) Social media sites already active and interaction needs to be maintained.
- b) JB and GM discussing on-line presence (both Town Councils' websites should refer to the NP). However, websites are passive: a resource to document the NP as it progresses, publishing surveys and other formal consultation, posting reports/updates and a calendar of events but will demonstrate to the examiner that residents are kept up to date. TD felt a good website to direct people to was vital for information to be kept in perpetuity although some documentation would also be available from LDC
- c) Suggested using Mailchimp to broadcast news and Eventbrite to organise events as they are free to use.

19.16 Cllr D Judd joined the meeting.

- d) Discussion took place over PTC and TTC working together - JB suggested a shared page that each Council's website linked to (or a standalone website that has a link to PTC and TTC website).. Reservations over documentation being published were noted. TD felt the AECOM report is part of the evidence base of the plan; it needs to be visible but not necessarily until the formal consultation stage. TA said Town Clerk at Lewes TC and would speak to him for more information and Guidance re website **ACTION TA**
- e) Necessity for fresh input was raised - GM suggested a blog for residents to consult (PTC does not have one at present) as they want snippets of easily-digestible information such as put out on ZoneZine. Someone should be responsible for new material; plus a content plan alongside. **ACTION TA/GM**
- f) Funding – TA felt most of the work could be done within existing resources, as required specialist knowledge would require funding, with others editing and contributing as appropriate. CG believed some funding was available. **ACTION TA .SN**

4. Land use and update re 255 new homes requirement

LOC has been investigating land ownership via LDC but delay in responding due to other priorities. TD has a ESCC map showing land owned by B&HCC, ESCC, LDC, PTC, TTC, SE Ambulance Service and NHS Property Services Ltd. She believes it is current and asked that it not be shared with the public but can be used by the Steering Group. There are lists of county land assets on the Town Council websites and she has also been working through the Parishes and other land ownership. She will produce the information in a report next week. **ACTION TD**

19.29 S Newman joined the meeting.

Valley Road development – CG spoke about the Land put forward by St Modwens at Valley Road which has now been withdrawn (TD to check) Private developers have submitted another plan, CG visited site and spoke to one of the developers . TD confirmed LDC has a web portal to submit developments which is currently having technical issues but she was aware of the landowners who have submitted proposals with a very rough sketch for 100 homes. Also Hoyle Road mixed use – LDC have received a submission but not sure what they are promoting it for. TD confirmed submissions close on 31 March each year but may be extended due to current circumstances.

5. Update re AECOM, Meridian Centre.

i. **Public feedback/exercise re Meridian Centre**

- a) GM had circulated results – proposed to have further workshops on specific topics and bite-size polling of the community.
- b) JB said Faustina (AIRES) is happy to give an estimate for "Housing Needs Survey" and will hand over to SN and TA rather than asking for support from AECOM.
- c) Housing Needs Survey: TD would ask a colleague who did a survey for another town's NP and would approach her to see if it would be beneficial (but there will be a cost) – it was agreed it would be good to have an updated plan. To be investigated further and report back to the next meeting. **ACTION TD**
- d) Master planning (Meridian Centre): the all-day workshop scheduled for 23 April could proceed virtually: AECOM offered to host it using Microsoft Teams (similar to Zoom). Following discussion a truncated format was agreed for the steering group only, followed by a full day workshop when restrictions are relaxed (hopefully) to include stakeholders and other parties. Presentation material could be circulated in advance to save time, sending comments back prior to the meeting with video sharing.

DP suggested part of the recorded meeting on Zoom required for public participation could be shared via the website, however restrictions would be required on what was said.

- JB to liaise with AECOM re the initial event on 23 April 2pm – 4pm, circulating material in advance. Second event a month later to include principle stakeholders, ESCC, Library, Medical Centre, Youth Centre etc. **ACTION JB**
- JB to speak to A Thompson (Co-op) and invite them to the second workshop. Assistance from the Council was requested to issue invitations and generally setting up and delivery for the second event. **ACTION JB**

ii. University of Brighton feedback

JB reported students are no longer on site and will be doing much of the work virtually (requiring more time) therefore, their input would probably be suited to the stakeholder event in May. Perhaps request findings in advance of that event before the formal presentation scheduled for 4 June. **ACTION JB**

The work undertaken by UoB relates to retail, the A259 corridor and the impact of Corona virus on small businesses and other matters. A survey on small business was carried out previously and the current crisis may provide opportunities to encourage new business start-ups and units for business.

19.55 C & Bowman left the meeting

6. Next steps

- Date of next meeting: 14 May 7.00 PM ZOOM (this may change depending on other events).

7. Any Other Business

- a) GM proposed a survey asking what local businesses want – this could be done on-line. GM and JB to discuss. **ACTION GM/JB**
- b) TA felt that Town and District Councillors should be involved in workshop events: perhaps for the event in April, also the one in May for landowners, developers and ESCC.
- c) CG warned there would be much feedback on the Meridian Centre exercise and Councillors should expect some criticism. JB suggested communications should be carefully worded in order to manage expectations, explaining everything must be costed and developed before going into the Plan – keep dialogue open to ensure residents were informed, to stop rumours and jumping to conclusions. **ACTION JB/GM/ CG**
- d) It was noted the website already has community links.

Meeting closed at: 20.05

Very inspiring meeting but I really do feel many of our ideas can't comprehend what we would actually need in 20 years time.....	Social	Other
Architectural competition	Social	Other
in the future there should be sufficient electric charging points for the cars that will be there	Environment	Park
Also Newhaven will be rebuilding as a major shopping centre, so they will presumably have more parking. Peacehaven will be more niche.	Economic	Parking
Would not the car parking area be used by the residents living there - so the shopping parking would be reduced?	Environment	Parking
we are hoping to minimize car use	Environment	Parking
people doing their shopping will need car parking	Environment	Parking
We may need to look at other Council land out of the centre for car parking so that the last mile or so is less polluted and most people can v	Environment	Parking
Also will there be electric vehicle [charging provision] in the car parking ?	Environment	Parking
If there are 100 flats/houses and if we allow 1.2 per unit then just for new residents a minimum of 120 spaces will be required plus what is	Environment	Parking
I would have concern if the residential blocks are to have undercroft parking as this would also be very costly. Hasn't ground instability beer	Environment	Parking
The shopping centre in Eastbourne has parking on top of it in much the same way as proposed.	Environment	Parking
Car parking works at Maidstone is enclosed well in a building next to Fremlin's Walk - also brings in revenue. It is secure and has additional	Environment	Parking
Won't the car park still be an area where the youth will congregate and make mischief? If this is within the 'block', vandalism could be a pr	Social	Parking
the surgery is already going through a redesign which incorporates more parking	Social	Parking
Car park to the north is used by the health centre	Social	Parking
I hope this doesn't mean we will lose our War Memorial site	Environment	Parks and open space
Gateway to the South Downs	Environment	Parks and open space
On the point of the covered shopping centre, although a preference was demonstrated by the attendees of the meeting earlier this year, it	Economic	Public realm
The concept at Maidstone (Fremlin's Walk) is half covered and very popular with mix of retail and cafes etc. It allows a pleasant promenade	Economic	Public realm
If something like this was built out, I believe that the improved permeability and retention of some of the trees will transform this part of Pt	Environment	Public realm
widen the high street so it can be used more flexibly	Environment	Public realm
Wind tunnel effect and heat in summer.	Environment	Public realm
Its not West London	Social	Public realm
Feeder buses would help	Environment	Public transport
In regards to renewable energy - will there be any specific renewable energy schemes as part of this Town Centre masterplan?	Environment	Renewable energy
Does the sewage plant have spare methane that could heat using community heating system?	Environment	Renewable energy
What most people want is to get from one point to another at time you want at price that is affordable	Economic	Sense of community
Our residents like to feel safe & have routines a regular place to visit on a daily basis means a lot to them	Social	Sense of community



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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

MEMBERSHIP OF COMMITTEES & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

Cllr Sharkey (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr Hill, Cllr Mills, Cllr Milliner (Vice-Chairman), Cllr White.

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

Cllr Collier (Chairman), Cllr Duhigg (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Goble, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

MEMBERS TO SERVE ON THE BUSINESS PLAN & E-COMMUNICATIONS COMMITTEE

Cllr Collier, Cllr Duhigg, Cllr Gallagher, Cllr Sharkey, Cllr Symonds, Cllr Milliner, Cllr Veck, Cllr Seabrook, Matt Gunn, Marketing & Communications Assistant.

MEMBERS TO SERVE ON THE CIL WORKING PARTY

Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta, the Clerk, the Finance Administrator and the Parks Officer.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Griffiths (Chairman), Cllr Collier, Cllr Duhigg, Cllr Sharkey, Cllr White, Cllr Symonds, Cllr Seabrook.

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Griffiths (Chairman), Cllr Simmons (Vice-Chairman), Cllr Mills, Cllr Seabrook, Cllr Hill, Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Symonds.

MEMBERS TO SERVE ON THE HUB WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr Paul, Cllr Simmons, Cllr Symonds.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Seabrook (Chairman), Cllr Collier (Vice-Chairman), Cllr Gallagher, Cllr Sharkey, Cllr Milliner, Cllr Veck, Cllr Symonds, Cllr Hill, Cllr Duhigg.

MEMBERS TO SERVE ON THE CIVIC & EVENTS COMMITTEE

Cllr Duhigg (Chairman), Cllr Paul, Cllr Goble, Cllr Hill (Vice-Chairman), Cllr Mills, Cllr Simmons, Cllr Milliner, Cllr Symonds, Cllr Veck.

MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Sharkey, Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate.

MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Sharkey & Cllr Paul.

MEMBERS TO SERVE ON THE ESCC SLR FORUM

Cllr Goble, Cllr Paul, Cllr Mills.

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS

- Citizens Advice Bureau – Cllr Sharkey.
- Community Transport Lewes Association – Cllr Paul.
- Crime Stoppers – Cllr Harris.
- Lewes District Association of Local Councils – Cllr Collier.
- Peacehaven & Telscombe Housing Association – Cllr Hill.
- Peacehaven & Telscombe Access Group – Cllr Duhigg.
- Royal British Legion – Cllr Harris.
- The House Project – Cllr Mills.
- Town Forum – Cllr Simmons.
- Community Orchard – Cllr Seabrook.
- Community Garden – Cllr Paul.
- National Park Authority – Cllr Gallagher.
- Peacehaven & District Residents Association – Cllr Hill.
- Green Havens Network – Cllr Seabrook.
- Lewes & Havens Community Network – Cllr Griffiths.
- Downlands Court – Cllr Gallagher.
- Joint Action Group – Cllr Mills, Cllr Milliner.
- Age UK/Kempton House – Cllr Hill.
- ESALC/SSALC – Cllr Hill, Cllr Symonds.

V13 – 28th November 2019

C613 - ESFRS - Planning for a Safer Future

We want to make sure we put our resources in the right place, at the right time to deal with emergencies and help prevent them in the first place through engagement and regulation.

In Planning for a Safer Future (IRMP 2020-25), we set out seven proposals centred on public and firefighter safety which aim to deliver our service in a more flexible and efficient way.

We believe our proposals provide the best options for our communities with the funding that is likely to be available to us in the future.

Our consultation on these proposals takes place from Friday 24 April 2020 and closes on Friday 19 June 2020

The Proposals

1

Operational Resilience Plan

Areas: Preston Circus, Roedean, Hove, Bexhill, Newhaven, Uckfield, Hailsham, Heathfield, Seaford, Rye

[See page 40 of the Main IRMP document](#)

Proposal 1 - Operational Resilience Plan

We plan to enhance our operational resilience by increasing our core number of fire engines available at the start of the day to 18. Our current approach, arranged between the Services Crewing Policy and Core Stations Policy, plans to provide 15 fire engines before demand. We want to improve this.

Based on the evidence in the ORR, our new Operational Resilience Plan (ORP) will plan for:

18 immediate-response fire engines - Our data proves that these have the biggest impact when looking at community risk, population and density index, overall activity, critical incidents etc.

A further six fire engines for resilience purposes - These provide added resilience. They are not as busy and they do not cover such high-risk areas, however, they are still required to be available. They will respond to incidents as per our current arrangements with the added expectation that we will be allowed a longer amount of time to respond if needed. This would

give the Service a greater opportunity to draw in additional crew members to crew engines, as well as allowing greater flexibility for on-call staff.

Benefits to the community

The operational resilience plan improves our risk profile in the following ways:

99% of high-risk dwellings are covered - improved from the current 93%
93% of all incidents are within our attendance standards - improved from the current 81%
92% of all households are covered - improved from the current 80%
92% of our population is covered - improved from the current 75%
92% of our over 80s population are covered - improved from the current 75%.

In order to support the delivery of these new arrangements, we are proposing a number of new approaches.

Proposal 1a – We are proposing to enhance flexibility of our workforce availability through the introduction of a flexible crewing pool.

We will introduce a new “flexible crewing pool” made up of firefighters who will be posted to group 1, 2 or 3 stations as necessary to cover for staff absences due to sickness, training or other matters affecting availability.

This concept is widely used across other UK Fire Services.

Proposal 1b – We are proposing to introduce new contractual arrangements for our on-call firefighters in order to enhance their availability

Our on-call firefighters are currently paid a small retaining fee but the majority of their pay comes from attending emergency calls. There has been a significant reduction in the volume of calls they are asked to attend so on-call firefighters are asked to provide cover for long periods of time but with a much-reduced financial reward for doing so.

Despite efforts to recruit and retain staff, this has led to problems finding enough on-call staff to keep fire engines available to respond.

We will therefore look to introduce:

new contracts where required which are aligned to periods where cover is needed to maintain fire engine availability
a phased implementation of on-call “combined payment contracts” at group 1 and 2 stations.

2

Changes to Day Crewed Stations

Areas: Bexhill, Battle, Lewes, Newhaven, Crowborough, Uckfield

See page 42 of the Main IRMP document

We are proposing to change staff contracts at our current Day-Crewed fire stations: Battle, Bexhill, Crowborough, Lewes, Newhaven, and Uckfield.

On these stations, firefighters work a combination of “positive” and “standby” hours over a 24-hour period. Positive hours are worked on the fire station and standby hours are worked on-call from a location within a five minute ‘turn in’ time of the station (in the same way our on-call firefighters do).

Day-crewing duty systems are traditionally used by fire and rescue services where risk levels are lower e.g. less urban. Two workgroups or “watches” of six staff cover an average of 42 daytime hours per week and remain on-call during evening periods helping to guarantee fire engine availability.

We propose to introduce a ‘Day Only’ crewing model, maintaining a 24/7 response from these stations through a different crewing pattern. In this arrangement, full time firefighters would be on-station during the daytime Monday to Friday, with on-call firefighters providing cover in the evening and at weekends. The differences between the existing system and day-only is that day-only does not require the fulltime staff to provide additional on-call cover during the evening and weekends. This cover is provided by existing and newly recruited on-call staff (see Proposal 1).

The evidence in our ORR demonstrates that this is an effective way to provide emergency cover on these stations based on community risk. The community would still have a 24/7 response from these stations but it would mean we may take slightly longer to attend during the daytime at the weekend in these station areas. However, our analysis shows this represents a very small number of incidents and that this proposal will therefore have a negligible impact on:

community risk
attendance standards
incident demand

A number of our day-crewed stations have a very low level of activity when compared nationally with other fire and rescue services stations covering similar sized population areas. Looking more locally, some of our current day-crewed stations have less demand than some of our “On-Call” stations, demonstrating that resources could be used more effectively. Two alternative options to resource this duty system have been identified.

Option 2A

This option involves one team of six staff guaranteeing the immediate availability of the fire engine Monday to Friday, with each individual firefighter on the station working five days per week.

This option results in a net reduction of 33 posts providing the opportunity to reinvest highly trained and skilled staff into the service-wide flexible crewing pool (see Proposal 1), training, prevention and protection teams (subject to being able to meet future financial challenges).

Option 2B

This option involves one team of seven staff, guaranteeing the immediate availability of the fire engine for 10.5 hours every weekday on a self-rostering shift pattern. This means that the staff have the flexibility to agree their workdays a minimum of six weeks in advance to guarantee the fire engine is available.

This alternative option would mean that staff on these stations would work four longer days (4 X 10.5 hours days rather 5 x 8.5 days under option A) and the proposed station establishment would need to increase by one on each station (from six to seven) to ensure that all five days of the week would be covered.

The impact of this option would reduce the overall number of staff posts released from 33 to 27. The Fire Authority will need to consider whether such a change would still allow the Service the flexibility to reinvest into the flexible crewing pool prevention, protection and / or to take sufficient savings should the need arise.

3

Second Fire Engines

Areas: Bexhill, Battle, Lewes, Crowborough, Uckfield, Heathfield, Seaford, Rye, Wadhurst

See page 46 of the Main IRMP document

This proposal will move our resources to where they are most needed.

Every one of our 24 stations has at least one fire engine and nine have second fire engines. A further three stations have a hybrid system where a “maxi-cab” fire engine is provided; this has a larger cab to carry more firefighters and is currently considered a two-fire engine station.

We have reviewed the usage and availability of these fire engines against the risk profile and concluded that the second fire engines at day-crewed and on-call stations are under-utilised. We also want to reclassify our “maxi-cab” stations as single fire engine stations.

This affects: **Battle, Bexhill, Crowborough, Lewes, Newhaven, Rye and Uckfield; along with the three “maxi-cab” stations of Seaford, Heathfield and Wadhurst.**

Benefits to the community

The public would still have a 24/7 response from these stations but it would mean that, if a second fire engine was required at an incident, it would come from a different fire station. However, this is often what happens already, particularly during the daytime when low on-call firefighter availability means that these fire engines are only available between 10-50% of the time.

The Operational Response Review data suggests the risk impact from these changes is low.

We have analysed historical data including demand, levels of activity, on-call availability and what each incident was and what we did there. 74% of all calls in these fire station areas are dealt with by one fire engine. The following chart shows the average number and type of incidents attended by the second engines in 2017/18. This includes calls into other fire station areas which can be as high as 50% of their total calls.

This proposal will therefore ensure a more efficient use of our resources and will also lessen the demand on our future capital programme, reducing the need to take loans in the future.

There are also considerable Service-wide benefits, across areas such as recruitment and training, by lowering the staffing requirements at these stations to a level that can be maintained efficiently and that is sustainable.

(See maps, tables, charts and diagrams in the main consultation documents)

4

Hastings

Areas: Hastings, The Ridge, Eastbourne

See page 48 of the Main IRMP document

Both Bohemia Road and The Ridge Community Fire Stations currently each have one fire engine on an immediate 24-hour response.

Based on the ORR risk information we have analysed, we want to:

Introduce a day-crewed system at The Ridge in Hastings, which would maintain a 24/7 response through a different crewing arrangement

Introduce a second (additional) fire engine at Bohemia Road which will also provide an immediate 24/7 response

Change the crewing of the “aerial ladder platform” (high-reach vehicle) at Bohemia Road to a shared crewing model.

Benefits to the community

The ORR and Station Profiles identified that Bohemia Road has a significantly higher risk profile than The Ridge and we need to realign our resources accordingly.

Bohemia Road responds to some of our most deprived areas and our analysis shows there is a strong correlation with deprivation and the number of fires that occur.

For example, Bohemia Road station area ranks second across our area for the highest number of critical incidents and has had the most life-risk fire incidents over the last nine years, surpassing Preston Circus in Brighton.

By introducing a second fire engine (crewed by 24-hour wholetime firefighters) at Bohemia Road, we are improving the risk cover for both Hastings station grounds and building more resilience in Hastings. It will also improve firefighter safety.

Currently, The Ridge fire engine attends more incidents in Bohemia Road than it does on its own ground.

(See maps, tables, charts and diagrams in the main consultation documents)

5

Specialist Vehicles

All Stations

See page 50 of the Main IRMP document

Aerials

An Aerial Ladder Platform (ALP) differs from a conventional fire engine and is designed for operations where working from height is advantageous or a necessity. They typically reach up to 32 metres in height (9-10 storeys) and are able to supply water or foam jets as well as a stable rescue platform.

We propose to keep three aerial appliances; Brighton, Eastbourne and Hastings to ensure response is matched to risk, considering the different local risk profiles in the ORR.

We do however propose to change how these are crewed:

The City of Brighton and Hove will have a dedicated crew

Hastings will have a shared crewing model

Eastbourne will have a shared crewing model.

Benefit to the community

The ORR reviewed the use of these vehicles, how many we need and where they should be stationed, all based upon the analysis of risk.

We used incident information from the past, the present and what we could reasonably anticipate for the future using local planning information and knowledge of the current built environment.

Although located at particular fire stations, these vehicles provide a county-wide resource i.e. they can be expected to be called anywhere in the County or City.

Specialist capabilities

We currently have a range of different vehicles, equipment and capability and we will look to continually review our options available to us so that we can tailor our approach to best suit

each emergency. Specifically, there is further work being carried out in relation to our technical rescue capability. We will use our risk profile within this five-year period to identify the most appropriate equipment and vehicle(s) we need to address the risk.

(See maps, tables, charts and diagrams in the main consultation documents)

6

Demand Management

All Stations

See page 52 of the Main IRMP document

Our previous Integrated Risk Management Plans committed us to a number of proposals and programmes of work. Most have been completed however, there are some which were “on hold” until we completed the ORR.

Smaller fire engines

A previous plan suggested that a smaller type of fire engine could be provided to Preston Circus and The Ridge fire stations. Our ORR evidence now shows that we do not need to progress with this proposal.

We checked this against nine years worth of incident data and found no evidence that we were unable to access any premises, address or location with the standard sized fire engine, particularly around the Hastings Old Town area. This included our largest vehicles, the Aerial Ladder Platforms. Notably, we had an average attendance time in the Hastings Old Town area of 7.01 minutes (the average across the County and City was 8.12 minutes).

As a further consideration, we have found that having fire engines of differing size will affect the quantity and type of equipment we currently carry. Our new Operational Resilience Plan relies on the availability of a consistently-sized fleet of 18 fire engines.

The ORR outcomes and the Service wide changes now proposed mean that the Service will also not be progressing with the previously recommended introduction of a three tier (small, medium and large) approach to fire engines.

Demand Management

We are aiming to manage demand for our services in three operational areas to reduce the number of unnecessary mobilisations which impact on our other work, businesses and commerce.

These changes will release capacity into prevention, protection and training.

Automatic Fire Alarms (AFAs)

We average around 9,200 operational responses to incidents each year. Automatic Fire Alarm systems account for 34% of all these calls. 96% of the calls initially categorised as AFAs turn out to be false alarms – these are often described as “unwanted fire signals”.

We are proposing that the Service no longer automatically attend calls to fire alarms operating in low risk commercial premises.

We are also considering whether, at some point in the future, we should charge a fee for attending unwanted fire signals in some premises types in some circumstances. This would be subject to a separate public consultation in due course.

Lift releases

We are regularly called to release people from lifts that have malfunctioned.

We want to engage and communicate with building owners to ensure that they are improving maintenance of their lifts and have in place other arrangements for release.

We will consider a delay in responding to some incidents where people are not vulnerable or in distress to give the building owners time to resolve the issue themselves.

We are also considering whether, at some point in the future, we should charge a fee for attending such calls. This would bring us in line with a significant number of other fire and rescue services. This would be subject to further public consultation.

We will continue to attend calls to release members of the public from lifts when appropriate and necessary.

Trapped birds

We already work alongside animal charities to reduce the number of calls we receive about birds trapped in netting.

However, we continue to attend a small number. These calls tie-up our resources for a period of time and restrict our ability to attend incidents involving risk to human lives. It is often necessary to use aerial ladder platforms and other specialist equipment, making this service disproportionately expensive. Therefore, we are proposing that we should no longer attend calls to birds trapped in netting in the future.

7

Changes to Crewing

Areas: Preston Circus, Roedean, Hove

See page 55 of the Main IRMP document

This proposal is about the contractual arrangements of the firefighters who work on our six wholetime fire stations at Bohemia Road Hastings, Eastbourne, Hove, Preston Circus, Roedean and The Ridge Hastings; and the resulting and crewing arrangements.

The current duty system requires a firefighter to work two day shifts followed by two night shifts, then with four days off duty. Although it has stood the test of time, there are now

alternatives which present the opportunity to improve how we deliver our services in a far more efficient manner without detriment to the speed or weight of our response.

With the exception of The Ridge (which we propose will become a day crewed station- see Proposal 4), we have identified two options for change. One option (option A) would impact on the remaining five wholetime stations; the second option (option B) would only impact on the three stations in the City. The Service recognises that this proposal is a significant change for our staff so we are keen to work with them and their representative bodies to discuss options in more detail.

Option 7A

Option A would be to implement a "Flexible Rostering Duty System" at five wholetime fire stations. In this arrangement, one team of firefighters plan an average of 11 to 12 shifts per month split between day and night shifts, a minimum of six weeks in advance, to ensure the fire engines at that Station are always available.

The alternative Flexible Rostering Duty System will:

improve the release of firefighters for training without affecting fire engine availability
reduce overtime and staff employed on fixed-term contracts

enable the firefighters to have more flexibility in which shifts they work each month
introduce a more family-friendly work pattern

This option (if agreed) would result in a net release of five posts; which could then be used to support enhancement in prevention, protection, training, resourcing of the flexible crewing pool or, subject to future financial modelling, taken as savings.

Option 7B

Option B would be to implement a "group crewing" system at Preston Circus, Hove and Roedean. This system enables the Service to provide the same level of response with fewer posts. The term "group crewing" indicates that resources are reduced in one station and enhanced in another, in order to allow the group of stations to operate on a self-sufficient basis for managing cover.

In this option, crews working on the current four watches continue to use the existing shift pattern (two days shifts, followed by two night shifts, followed by four days off) with an average of 16 shifts per month. Depending on sickness or other absence levels, one station supports the others in the "group".

This option (if agreed) would only apply to the three City stations and would result in a net release of four posts; which could then be used to support enhancement in prevention, protection, training, resourcing of the crewing pool or, subject to future financial modelling, taken as savings.

Both options outlined above allow the Service to maintain our 24/7 immediate response and attendance standards from Bohemia Road Hastings, Eastbourne, Hove, Preston Circus and Roedean. In addition, both options will release a number of posts which we can reinvest into other vital areas of service delivery such as prevention and protection work as well as into the training department without adversely affecting the service to our communities.

C614 To discuss measures to mitigate anti-social behaviour in Centenary Park.

From: Hannah.Osborne@sussex.pnn.police.uk <Hannah.Osborne@sussex.pnn.police.uk>
Sent: 16 May 2020 15:35
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Subject: RE: PEACEHAVEN - CENTENARY PARK - INCIDENT

Hi Tony,

Thank you for your email.

As you will know, we are having numerous calls of youths in the Big Park around ASB. Is there anyway, with regards to the estate that is being greatly affected we could put some procedures in place to either stop or at least make it harder for youths to get their bikes in and out the estate.

Something on the lines of;

Kissing gates, to filter the youths to one side of the park, enabling us to engage and prevent further issues. (If the council has access to funds) we have had 50+ calls in the last few weeks and we would really like to start some proactive approaches to the issue at hand.

Many thank,
Hannah

PCSO Osborne 39047 – Lewes Prevention
Eastbourne, Lewes and Wealden District
East Sussex Division

Telephone – 101 563026

Email – Hannah.osborne@sussex.pnn.police.uk