

PEACEHAVEN TOWN COUNCIL

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Councillors on this Committee:

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

13th May 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on
Tuesday 19th May 2020 at 7:30pm

Tony Allen
Town Clerk

A G E N D A

PF476 CHAIRMAN'S ANNOUNCEMENTS

PF477 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters. Please email the Town Clerk for access to this on-line meeting.*

PF478 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF479 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF480 TO ADOPT THE MINUTES OF 10th MARCH 2020

PF481 TO RECEIVE THE 2019/20 INTERNAL AUDIT REPORT – FOR SUBMISSION TO COUNCIL

PF482 TO APPROVE THE ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT – FOR SUBMISSION TO COUNCIL

PF483 TO APPROVE THE 2019/20 ANNUAL GOVERNANCE STATEMENT – FOR SUBMISSION TO COUNCIL

PF484 TO APPROVE THE 2019/20 ANNUAL ACCOUNTING STATEMENTS – FOR SUBMISSION TO COUNCIL

PF485 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

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

PF486 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

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

PF487 AGED DEBT ANALYSIS

PF488 DATE OF NEXT MEETING – TUESDAY 16th June 2020 at 7.30pm

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 10th 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.


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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
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 had 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.

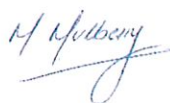
The Relevant dates as set by Peacehaven Town Council are set out in the table below.

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.	

Agenda Item: PF482
Committee: Policy & Finance
Date: 19th 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:

Town Clerk/Responsible Financial Officer

Date:

Signed:

Chairman

Date:

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

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	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

peacehaventowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	442,150	289,780	<i>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.</i>
2. (+) Precept or Rates and Levies	428,340	536,289	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	264,713	373,241	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	406,633	460,021	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	438,790	325,704	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	289,780	413,585	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	242,934	404,923	<i>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.</i>
9. Total fixed assets plus long term investments and assets	3,247,765	3,252,557	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

PF485

Agenda Item: PF

Committee: Policy and Finance

Date: 19 May 2020

Title: Financial position of the council year to date

Report Author: Zoe Malone, Finance Administrator

Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

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

Introduction

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

The attached reports summarise the council's overall financial position as at the end of month 11 (February 2020). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

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

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

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

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

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

Detailed income and expenditure

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 104.7% of the budgeted expenditure has been spent so far, and 121.1% of the budgeted income has been received as at the end of month 12 (March).

Detailed balance sheet

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

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

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

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

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

Implications

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

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

Appendices/Background papers

- Barclays Bank account summary balances – 31st March 2020
- Bank reconciliation statement for cashbook 1 – 31st March 2020
- Bank reconciliation statement for cashbook 2 – 31st March 2020
- Detailed income and expenditure month 12 – 31st March 2020
- Detailed balance sheet month 1 (May 2020)



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.

LM

~~£371.84~~

+ 371.46

MAY TRANSACTIONS

= 499,508.30

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

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

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%	

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
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	<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</u> <u>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</u> <u>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</u> <u>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>

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
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
440 Christmas Market							
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 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

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 ELECTRICITY
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		FUEL CARD
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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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.

CIL WORKING GROUP 11th May 2020

Follow up for L.A. & E. 12th May 2020

Items from 17th March 2020 suggested sources of finance

Items **AGREED BY COMMITTEE**

LA407

Entrance path/Road ? To Centenary Park engage a surveyor. £2000 PTC CIL

LA408

Flint Path –Sussex Driveways £3000 From S106 £24K or PTC CIL

LA410 -

Sand etc for Football Pitches £995 from S106 fund CP or PTC CIL

LA412 -

Swing from Online Playgrounds , Firle Rd £1156 from S106 £24,000 or Budget 20/21

LA413

Purchase of sink unit (Figalo) for Gateway Café £2500

Tap Unit (to be agreed with leaseholder) up to £120 From 20/21 Equipment budget for Gateway Café

AGREED but MORE QUOTES NEEDED

LA 409 Rubber Mulch for play area -- from CP £20K PA S106 or PTC CIL

LA416 Sewage Pump £5000 PTC CIL.

LA 417 Chipper ,more alternative ways to deal with £10K from ?????