

PEACEHAVEN TOWN COUNCIL

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

Councillors on this Committee:

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

10th June 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on
Tuesday 16th June 2020 at 7:30pm



Tony Allen
Town Clerk

A G E N D A

PF489 CHAIRMAN'S ANNOUNCEMENTS

PF490 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.*

PF491 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF492 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF493 TO ADOPT THE MINUTES OF 19th MAY 2020

PF494 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report
2. Bank account summary
3. Bank Reconciliation statements (for signing)
4. Income & Expenditure report
5. Balance Sheet
6. CIL report
7. List of payments (for approval)
8. Lessees/Hirers – COVID-19 rents situation/review – statement of credits/debits.

PF495 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

PF496 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

PF497 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE 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.*

PF498 AGED DEBT ANALYSIS

PF499 TO DISCUSS MOVING FORWARD IN EMPLOYING A SENIOR PROJECTS OFFICER

PF500 DATE OF NEXT MEETING – TUESDAY 21st July 2020 at 7.30pm.

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 19th May 2020 at 7.30pm

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

PF476 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF477 PUBLIC QUESTIONS

No members of the public were present.

PF478 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr J Harris and Cllr A Milliner.

PF479 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

No declarations of interests were made.

PF480 TO ADOPT THE MINUTES OF 10th MARCH 2020

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

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

The Internal Audit report was received, and it was resolved to recommend its approval to Council.

It was agreed that the Internal Auditor's recommendation for the review of spending thresholds would be addressed once the Council is outside COVID-19 measures.

The Finance Officer reported that the repayment due to HMRC, referred to in the Internal Auditor's report, had been made.

The Clerk stated that the recommendations from the Internal Auditor will be captured in an Action Plan.

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

The Internal Audit review was received, and it was resolved to recommend its approval to Council.

The Clerk outlined the procedures for public inspection of accounts.

Cllr Seabrook referred to monthly audits of accounts by Councillors on a rotational basis. The Clerk confirmed that this should be standard practice in any Council and that this will be reinstated at PTC as soon as circumstances allow it.

The Clerk confirmed that the need to consult Mr A Beams (Locum Finance Officer) was now minimal and, outside of the odd phone call or email, any further consultation would have to be authorized.

Cllr Seabrook thanked Mrs Malone for her hard work in getting the end-of-year accounts completed.

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

The Annual Governance Statement was received, and it was resolved to recommend its approval to Council.

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

The Annual Accounting Statements were received, and it was resolved to recommend their approval to Council.

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

The Chairman noted the significant improvement in the Council's finances over the last year and the effective control and review measures now in place.

The reports to 31st March 2020 were noted and the Chairman asked for clarification of the following:-

- End-of-year balances brought forward.
- General Reserves position.
- Composition of the Current Year Fund.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 19th May 2020

It was resolved to sign the Bank Reconciliation and to approve the list of payments to the 31st March 2020, totalling £66,616.79.

The Clerk noted that the Month 1 & 2 reports will be available for the Committee's next meeting.

Cllr Gallagher referred to a number of questions relating to the end -of-year accounts that she had submitted in advance of the meeting. The Clerk stated that these were being addressed and a full reply will be made very soon.

It was noted that the unspent NDP amount of £5,000 from 2019/20 went into general reserves, as no specific earmarked amounts of expenditure had been declared.

It was noted that the income from the Summer and Christmas fayres had been carried over to earmarked reserves for future dissemination to the Mayor's charities.

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

The minutes of the WP's meeting held on the 7th May 2020 were noted.

Cllr Gallagher and the Clerk spoke about a more structured approach for the Council to monitor and maximise the use of CIL funds available.

Cllr Gallagher reported on the current LDC request for expressions of interest for CIL bids to be made, noting a number of areas that would constitute a suitable bid to be made by the Council.

Cllr Griffiths noted the need to ensure that allocated CIL monies are spent on the purpose for which they were agreed, e.g. the Dell project. Similarly noted in relation to the Barratts development by Cllr Duhigg.

It was noted that very helpful advice, support and guidance is being received from Emma Kemp at LDC.

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.

PF487 AGED DEBT ANALYSIS

The Finance Officer introduced the Aged Debts report.

The Clerk reported that all hirers and lessees had been sent a sensitive letter along with their current account statement, expressing the Council's understanding in the current climate and offering help and support if required.

The Finance Officer noted that the Month 1 & 2 figures will give a clearer view of current debtors.

It was noted that, in the current climate, most debts were not being chased; hirers and lessees had been invoiced, which were then credited back to the debtors' ledger. The Chairman asked that reports of these invoices/credits are made available for future meetings of the Committee.

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

There being no further business, the meeting closed at 20:33.



Agenda Item: PF494
Committee: Policy and Finance
Date: 16th June 2020
Title: Financial position of the council year to date
Report Author: Zoe Malone, Finance Officer
Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

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

Introduction

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

The attached reports summarise the council's overall financial position as at the end of month 2 (May 20). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31st May 2020. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

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

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

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

Detailed income and expenditure

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 11.6% of the budgeted expenditure has been spent so far, and 48.6% of the budgeted income has been received as at the end of month 2 (May 2020)

Detailed balance sheet

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

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

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

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

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

Implications

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

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

Appendices/Background papers

- Barclays Bank account summary balances – 29th May 2020
- Bank reconciliation statement for cashbook 1 – 29th May 2020
- Bank reconciliation statement for cashbook 2 – 29th May 2020
- Detailed income and expenditure month 2 (May 2020)
- Detailed balance sheet month 2 (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
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Sort Code 20-49-76 • Account No 10701173

Business Savings Accounts

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

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

This is the end of your account summary.

Ym

+ 371.86

+ 371.46

MAY TRANSACTIONS

= 492508.30

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

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	Rlaltas 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)

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	
		<u>0.00</u>
		488,975.85
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

2 row(s)



Please search

>	Date	Desc	Typ	Src	Money out	Money In	Statement balance
	02/03/2020 Mon	BALANCE FORWARD					£ 180,015.21
>	08/06/2020 Mon	INTEREST PAID GROSS FOR PERIOD 2MAR/7JUN	CHG	I/G		£ 96.67	£ 180,111.88

Date: 10/06/2020

Peacehaven Town Council

Page 1

Time: 10:13

Bank Reconciliation Statement as at 01/06/2020
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

>	29/05/2020 Fri	TRANSFER 10 701173	TFR	I/G	£ 131.00		£ 487,729.53
>	01/06/2020 Mon	TRANSFER 10 701173	TFR	I/G		£ 840.00	£ 488,569.53
>	02/06/2020 Tue	TRANSFER 10 701173	TFR	I/G	£ 5,586.74		£ 482,982.79

Bank Reconciliation Statement as at 01/06/2020
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	01/06/2020		50,000.00
Current Account	01/06/2020		487,729.53
			<u>537,729.53</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
05/03/2020 120128 INGEUS	3,246.75
13/03/2020 120149 KAREN BRAY	55.10
17/03/2020 120160 Conect Total Communications	413.01
27/03/2020 120174 East Sussex County Council	762.00
31/03/2020 120177a East Sussex County Council	12,169.55
31/03/2020 120183 LOUISE STONE	50.00
30/04/2020 120189 Corona Energy	730.17
30/04/2020 120193 East Sussex County Council	10,402.80
12/05/2020 120206 MUNTHAHA MURSHED	50.00
13/05/2020 120215 Aquarius Solutions	432.24
13/05/2020 120217 Tony Allen	32.80
22/05/2020 120218 Heatcraft And Ventilation Ltd	602.94
22/05/2020 120219 Conect Total Communications	468.91
22/05/2020 120220 BRITISH GAS	249.87
22/05/2020 204681 Vitax Limited	60.55
22/05/2020 204682 MICHAEL RIPLEY	38.28
22/05/2020 204683 MRS ITSUKA	100.00
22/05/2020 204684 EAST SUSSEX PENSION FUND	6,577.91
22/05/2020 204685 HMRC	5,586.74
	<u>43,034.01</u>
	494,695.52

Receipts not Banked/Cleared (Plus)

0.00

0.00

494,695.52

Balance per Cash Book is :-

494,695.52

Difference is :-

0.00

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

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	322,080	644,160	322,080			50.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	0	500	500			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1094 Other Customer & Client Receipt	0	1,000	1,000			0.0%	
1100 Interest Received	0	600	600			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	384,714	662,460	277,746			58.1%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	0	6,000	6,000		6,000	0.0%	
4346 CAB Service Level Agreement	0	11,500	11,500		11,500	0.0%	
General Administration :- Direct Expenditure	0	20,000	20,000	0	20,000	0.0%	0
4001 Salaries	49,451	390,000	340,549		340,549	12.7%	
4002 Employer N.I Contributions	4,198	33,685	29,487		29,487	12.5%	
4003 Employer Pension Contributions	10,362	62,514	52,152		52,152	16.6%	
4004 Overtime	0	5,000	5,000		5,000	0.0%	
4011 Training	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipment	0	3,500	3,500		3,500	0.0%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	1,533	7,000	5,467		5,467	21.9%	
4307 Stationery	16	2,500	2,484		2,484	0.7%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	1,230	4,000	2,770		2,770	30.8%	
4314 Audit Fees	180	3,000	2,820		2,820	6.0%	
4315 Insurance	0	10,000	10,000		10,000	0.0%	
4321 Bank Charges	48	100	53		53	47.5%	
4322 BACS Charges	3	400	397		397	0.8%	
4323 PDQ Charges	91	800	709		709	11.4%	
4325 Postage	200	2,000	1,800		1,800	10.0%	
4326 Telephones	951	6,000	5,049		5,049	15.8%	
4327 Computers	3,751	9,500	5,749		5,749	39.5%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	0	10,000	10,000		10,000	0.0%	
4342 Subscriptions	3,667	4,500	833		833	81.5%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	
General Administration :- Indirect Expenditure	75,681	576,999	501,318	0	501,318	13.1%	0
Net Income over Expenditure	309,034	65,461	(243,573)				

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Civic Events							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	0	2,400	2,400	0	2,400	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	0	500	500		500	0.0%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	(6,150)	(6,150)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	0	6,500	6,500			0.0%	
Marketing :- Income	0	7,000	7,000			0.0%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	0	1,000	1,000		1,000	0.0%	
Marketing :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	2,800	2,800				
130 Neighbourhood Plan							
4337 Neighbourhood Plan	119	5,000	4,881		4,881	2.4%	
Neighbourhood Plan :- Indirect Expenditure	119	5,000	4,881	0	4,881	2.4%	0
Net Expenditure	(119)	(5,000)	(4,881)				
200 Planning & Highways							
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	7,600	7,600	0	7,600	0.0%	0

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

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	0	500	500		500	0.0%	
4111 Electricity	0	1,092	1,092		1,092	0.0%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	8,669	10,761	2,092	0	2,092	80.6%	0
Net Expenditure	(8,669)	(18,361)	(9,692)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	290	4,400	4,110		4,110	6.6%	
4203 Fuel	5	5,600	5,595		5,595	0.1%	
4204 Road Fund License	5	600	595		595	0.8%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	300	11,300	11,000	0	11,000	2.7%	0
Net Expenditure	(300)	(11,300)	(11,000)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	2,888	15,000	12,112			19.3%	
1039 S/P Cats	(1,300)	3,600	4,900			(36.1%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(410)	2,500	2,910			(16.4%)	
1061 S/P Court Hire	(205)	5,300	5,505			(3.9%)	
Sports Park :- Income	5,222	30,700	25,478			17.0%	0
4111 Electricity	32	6,000	5,968		5,968	0.5%	
4131 Rates	1,172	0	(1,172)		(1,172)	0.0%	
4141 Water Services	0	3,500	3,500		3,500	0.0%	
4161 Cleaning Costs	0	7,300	7,300		7,300	0.0%	
4164 Trade Refuse	0	4,500	4,500		4,500	0.0%	
4171 Grounds Maintenance Costs	1,949	7,800	5,851		5,851	25.0%	
Sports Park :- Indirect Expenditure	3,153	29,100	25,947	0	25,947	10.8%	0
Net Income over Expenditure	2,069	1,600	(469)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	3,770	0	(3,770)		(3,770)	0.0%	
4121 Rents	2,730	12,000	9,270		9,270	22.8%	
4131 Rates	167	2,500	2,333		2,333	6.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4173 Fertilisers & Grass Seed	0	4,750	4,750		4,750	0.0%	
4303 Machinery Mlce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	6,667	25,250	18,583	0	18,583	26.4%	0
Net Expenditure	(6,667)	(25,250)	(18,583)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,377	8,480	7,103			16.2%	
Gateway Cafe :- Income	1,377	8,480	7,103			16.2%	0
4101 Repair/Alteration of Premises	(1,323)	0	1,323		1,323	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(1,323)	900	2,223	0	2,223	(147.0%)	0
Net Income over Expenditure	2,699	7,580	4,881				
<u>330 Amenity Area</u>							
1044 Hire of the Dell	(780)	5,000	5,780			(15.6%)	
1050 Allotment Rent	0	1,950	1,950			0.0%	
Amenity Area :- Income	(780)	6,950	7,730			(11.2%)	0
4104 Vandalism Repairs	0	5,000	5,000		5,000	0.0%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	0	2,000	2,000		2,000	0.0%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Amenity Area :- Direct Expenditure	0	15,500	15,500	0	15,500	0.0%	0
4101 Repair/Alteration of Premises	0	4,710	4,710		4,710	0.0%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	0	2,500	2,500		2,500	0.0%	
4171 Grounds Maintenance Costs	800	10,000	9,200		9,200	8.0%	
4301 Purchase of Furniture/Equipmen	0	3,000	3,000		3,000	0.0%	
Amenity Area :- Indirect Expenditure	800	21,960	21,160	0	21,160	3.6%	0
Net Income over Expenditure	(1,580)	(30,510)	(28,930)				
<u>355 The Hub</u>							
1084 Sports Pavilion	7	16,000	15,993			0.0%	
The Hub :- Income	7	16,000	15,993			0.0%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

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	29	0	(29)		(29)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	109	1,500	1,391		1,391	7.3%	
4112 Gas	0	1,500	1,500		1,500	0.0%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	177	4,000	3,823		3,823	4.4%	
The Hub :- Indirect Expenditure	315	9,500	9,185	0	9,185	3.3%	0
Net Income over Expenditure	(308)	6,000	6,308				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	1,083	6,000	4,917			18.1%	
1072 C/H Copper Room	2,933	12,650	9,718			23.2%	
1075 C/H Charles Neville	29	10,200	10,172			0.3%	
1076 C/H Main Hall	95	25,600	25,505			0.4%	
1077 C/H Anzac Room	(115)	12,700	12,815			(0.9%)	
1078 C/H Main Kitchen	242	1,250	1,008			19.4%	
1079 C/H Anzac Kitchen	(49)	700	749			(7.0%)	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	121	1,300	1,179			9.3%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	157	1,000	843			15.7%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	6,302	84,050	77,748			7.5%	0
4167 Cinema Costs	0	2,000	2,000		2,000	0.0%	
Community House :- Direct Expenditure	0	2,000	2,000	0	2,000	0.0%	0
4101 Repair/Alteration of Premises	502	10,000	9,498		9,498	5.0%	
4111 Electricity	(161)	8,000	8,161		8,161	(2.0%)	
4112 Gas	617	4,000	3,383		3,383	15.4%	
4122 Service Charge	0	15,500	15,500		15,500	0.0%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	0	16,000	16,000		16,000	0.0%	
4151 Fixtures & Fittings	518	2,500	1,982		1,982	20.7%	
4161 Cleaning Costs	137	1,500	1,363		1,363	9.2%	
4162 Cleaning Materials	34	2,500	2,466		2,466	1.4%	
4163 Personal Hygiene	1,156	2,500	1,344		1,344	46.2%	
4168 Water Dispenser	98	120	22		22	82.0%	

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	3,011	78,920	75,909	0	75,909	3.8%	0
Net Income over Expenditure	3,291	3,130	(161)				
430 Summer Fair							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,400	1,400			0.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	0	2,700	2,700			0.0%	0
4329 Advertising	0	350	350		350	0.0%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	0	1,200	1,200		1,200	0.0%	
Summer Fair :- Indirect Expenditure	0	2,700	2,700	0	2,700	0.0%	0
Net Income over Expenditure	0	0	0				
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
Grand Totals:- Income	396,843	820,640	423,797			48.4%	
Expenditure	97,392	830,500	733,108	0	733,108	11.7%	
Net Income over Expenditure	299,451	(9,860)	(309,311)				
Movement to/(from) Gen Reserve	299,451						

Summary Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	General Administration						
	Income	384,714	662,460	277,746			58.1%
	Expenditure	75,681	596,999	521,318		521,318	12.7%
	Net Income over Expenditure	<u>309,034</u>	<u>65,461</u>	<u>(243,573)</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>309,034</u>					
110	Civic Events						
	Expenditure	0	6,150	6,150		6,150	0.0%
120	Marketing						
	Income	0	7,000	7,000			0.0%
	Expenditure	0	4,200	4,200		4,200	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>					
130	Neighbourhood Plan						
	Expenditure	119	5,000	4,881		4,881	2.4%
200	Planning & Highways						
	Expenditure	8,669	18,361	9,692		9,692	47.2%
300	Grounds Team General Exp						
	Expenditure	300	11,300	11,000		11,000	2.7%
310	Sports Park						
	Income	5,222	30,700	25,478			17.0%
	Expenditure	3,153	29,100	25,947		25,947	10.8%
	Movement to/(from) Gen Reserve	<u>2,069</u>					
315	Big Park						
	Expenditure	6,667	25,250	18,583		18,583	26.4%
316	Gateway Cafe						
	Income	1,377	8,480	7,103			16.2%
	Expenditure	(1,323)	900	2,223		2,223	(147.0%)
	Movement to/(from) Gen Reserve	<u>2,699</u>					
330	Amenity Area						
	Income	(780)	6,950	7,730			(11.2%)
	Expenditure	800	37,460	36,660		36,660	2.1%
	Movement to/(from) Gen Reserve	<u>(1,580)</u>					
355	The Hub						
	Income	7	16,000	15,993			0.0%
	Expenditure	315	10,000	9,685		9,685	3.1%
	Movement to/(from) Gen Reserve	<u>(308)</u>					
360	Community House						
	Income	6,302	84,050	77,748			7.5%
	Expenditure	3,011	80,920	77,909		77,909	3.7%
	Movement to/(from) Gen Reserve	<u>3,291</u>					
430	Summer Fair						
	Income	0	2,700	2,700			0.0%
	Expenditure	0	2,700	2,700		2,700	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>					
440	Christmas Market						
	Income	0	2,300	2,300			0.0%
	Expenditure	0	2,160	2,160		2,160	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>					

10/06/2020

Peacehaven Town Council

Page 2

10:48

Summary Income & Expenditure by Budget Heading 10/06/2020

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	396,843	820,640	423,797			48.4%
Expenditure	97,392	830,500	733,108	0	733,108	11.7%
Net Income over Expenditure	<u>299,451</u>	<u>(9,860)</u>	<u>(309,311)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>299,451</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 10/06/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	54,780	
105	VAT Control A/c	(209)	
118	Deposit Aqua	50	
201	Current Bank A/c	480,295	
202	Reserve Account	180,015	
210	Petty Cash	520	
	Total Current Assets		715,451
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,632	
566	Deposits Received	822	
	Total Current Liabilities		2,454
	Net Current Assets		712,997
	Total Assets less Current Liabilities		712,997
	<u>Represented by :-</u>		
301	Current Year Fund	299,451	
310	General Reserves	86,357	
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		712,997

DRAFT FIGURES TO BE AGREED

CIL WORKING GROUP MEETING 11th June 2020 at 10am by ZOOM

Last Meeting 7th May 2020

Attendees: Cllr Cathy Gallagher (Lead) Zoe Malone (Finance Officer),

Kevin Bray (Parks Officer) Emma Kemp (LDC CIL Officer)

Apologies : Town Clerk, Cllr Cheta and Cllr Sharkey

CIL BALANCES

Current Fund £47,435.42 May 20

Ear marked Fund £ ? (£160k?)

Amounts brought forward from LA&E and Confirmed by Working Group

1. S106 £2875 Flint Path agreed with Chris Bibb From £24,000 (£21K approx. remains)
2. S106 £5,825 Top Dressing for Football Pitch on Big Park . Chris Bibb has agreed from £20K
Annual upkeep . (£38K approx. remains
3. CIL £5492 + VAT Sewage Pump for Toilets to be taken from Neighbourhood Fund
From Earmarked Reserves or current fund of £44K (FO to confirm)
4. CIL £2500 Replacement Sink Unit Gateway Café £ 2500 to be taken from
Neighbourhood Fund ,£41.5K remains in current fund (FO to confirm)
5. CIL £2000 Engineers Report re Entrance to Centenary Park agreed from
Neighbourhood Fund , £ 39.5K remains in current fund (FO to confirm)
Agreed at May Full Council.

PROCESS FOR PICKING UP FINANCIAL COMMITMENTS BY FO

From the Minutes of LA & E. Amounts to be noted and a copy to be given to FO, who will build a record of commitments to ensure accruals recorded correctly.

Suggested and agreed Financial Position to be fed back to LA& E Committee and P&F

CIL CONTRIBUTION FROM HENRY DAVIDSON DEVELOPMENTS

Not the same as Residential , when there is a lot of demolition , OFFSET can be claimed.

Impact of SCR/ Sutton Avenue there will be transport and roads contribution.

ESCC making progress with Barratts . Sutton Road roundabout but Telscombe Cliffs junction a problem

Pedestrian crossing points still a concern !!

Chalkers Rise , Stage 2 given planning approval.

S106 Queries

£48K S106 from Sainsbury, corner of SCR/Dorothy Ave.

Does it have to be used for disabled play equipment at THE DELL ?

Could it be used in another Park ?

Emma/ Chris Bibb to explore.

£500,000 For Centenary Park , Possibly for 3G Pitch at PTC.

Club will need to raise approx. £35K themselves plus £20k per annum maintenance fund.

Chris bib talking to PTC

2 years to go. Before fund returns to Developer . Agreed that PTC should build up alternative use list. PO Monitoring.

CIL APPLICATION TO DISTRICT FUND

Emma was consulted on possible projects , all concerning the entrance to Centenary Park

Improving ACCESSIBILITY and SAFETY.

1. Bridle Path upgrade for disabled, pedestrians etc.
ESCC Bridlepath, they will give permission and approve surface.
ESCC Maintain ongoing?

£40K

2. Car Park , surface to allow 2 rows of Parking and clear muddy surfaces

New Entrance

£10K

Larger Project possibly Neighbourhood CIL Fund

3. Pedestrianize Area in front of Sustrans Cycle Hub.
Remove concrete trip hazard..

Area required by Sustrans to be safe for Children up to 12 yrs old and Wheel chair Users.

Stop access to 99% of vehicles near the toilets/Café.

4. More toilets especially provision of "Accessible Toilet"

Further Projects

Extend Track for Cycles or Jogging/running (Contact Wendy Brewer from Egrets Way)

Further Multi-use Games area.

Skate Board Park extension

Bowls Club Path

Surrounding the Green is a paving slab path 43 Metres X 43 Metres.

Slabs moving and have caused falls. Costs £40K?

To replace with tarmac dressed path.

PO. To explore fundraising by Bowls Club.

PTC could contribute CIL but public accessibility to be a condition (to be explored)

ACTION Expression of Interest form to be completed and sent to Emma for review

PO to continue to get quotations and specifications.

Procedure for agreement ,to be explored , through Committees.

FO to continue to build up records

10/06/2020

Peacehaven Town Council

Page 1

10:50

Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code					Annual Budget	0
Centre (none) (none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance						0.00
Account					Account Totals	0.00
Centre					Net Balance Month 4	0.00

10/06/2020

Peacehaven Town Council

Page 1

10:50

Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code	1010	CIL Income				Annual Budget	0
Centre	100	General Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		0.00
2	15/05/2020		Cashbook	CIL MONIES			47,435.42
		Account	CIL Income		Account Totals	0.00	47,435.42
		Centre	General Administration		Net Balance Month 4		47,435.42

List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	Lewes District Council	DD	1,172.30		SPORTS PARK RATES
06/04/2020	The Fuelcard People	DD1	1.20		monthly charges
06/04/2020	Northstar IT	DD2	3,485.84		MONTHLY SUPPORT
06/04/2020	02	DD3	81.89		MOBILE BILL FOR APRIL
06/04/2020	Barclays	DD4	3.00		COMMISSION CHARGES
14/04/2020	The Fuelcard People	DD	4.80		ADMIN FEE
14/04/2020	Barclays	DD2	52.94		PDQ CHARGES
21/04/2020	Pitney Bowes LTD	DD1	200.00		FRANKING MACHINE TOP UP
22/04/2020	EDF	DD	95.24		MONTHLY ELECTRICITY
24/04/2020	APRIL SALARIES	SALARIES	19,667.58		APRIL SALARIES
30/04/2020	Conect Total Communications	120186	501.38		MARCH BILL
30/04/2020	ScottishPower Group	120187	121.83		JAN - APRIL UNIT 6
30/04/2020	CASTLE WATER	120188	109.12		MARCH WATER
30/04/2020	Corona Energy	120189	730.17		MARCH GAS
30/04/2020	Lewes District Council	120190	167.00		NNDR MAY
30/04/2020	Rigby Taylor	120191	1,194.00		SUPPLY OF MACHINERY
30/04/2020	Rialtas Business Solutions Ltd	120192	962.40		ANNUAL SUPPORT & MAINT
30/04/2020	East Sussex County Council	120193	10,402.80		GRASS CUTS 2020/2021
30/04/2020	ssalc Limited	120194	2,583.90		ESALC & NALC SUBSCRIPTION
30/04/2020	BRITISH GAS	120197	1,551.60		MARCH ELECTRICITY
30/04/2020	Trade UK	120198	81.40		PAINT
30/04/2020	Rigby Taylor	120199	2,724.50		3WAY RYE & R140
30/04/2020	R Poplett holdings	120200	2,028.00		UNIT 6 RENT W/C 23/04
30/04/2020	Farrington Property Developmen	120201	1,040.00		CONTAINER 6 W/E 23/04
30/04/2020	ANDY BEAMS	120202	1,060.00		APRIL SUPPORT
30/04/2020	Vitax Limited	120303	840.00		S/TURF
30/04/2020	Mulberry &Co	120304	180.00		INTERNAL AUDIT
30/04/2020	JOHN LAWSON	120196	780.00		JOHN LAWSON CIRCUS REFUND
30/04/2020	HMRC	120195	6,044.49		HMRC APRIL SALARIES
01/05/2020	Investec Asset Finance	DD	144.00		QUARTERLY PAYMENT
01/05/2020	TV LICENCE	DD	157.50		ANNUAL TV LICENCE
05/05/2020	Barclays	DD6	3.00		MARCH -APRIL COMMISSION
06/05/2020	02	DD1	88.86		BILL FOR APRIL
12/05/2020	EAST SUSSEX PENSION FUND	120505	6,591.97		APRIL PENSIONS
12/05/2020	MUNTHAHA MURSHED	120206	50.00		PARTY DEPOSIT
12/05/2020	MICHAEL RIPLEY	120207	38.00		MICHAEL RIPLEY
12/05/2020	DAVID SIMPSON	120208	289.73		DAVID SIMSPON MOT & SERVICE
12/05/2020	Barclays	DD5	52.00		APRIL CHARGES
12/05/2020	DAVID SIMPSON	120208A	-289.73		ERROR
12/05/2020	DAVID SIMPSON	120208C	249.38		CORRECTION
13/05/2020	Ricoh Capital Ltd	120209	1,666.39		PHOTOCOPIER
13/05/2020	Rialtas Business Solutions Ltd	120210	148.80		ALLOTMENTS SOFTWARE
13/05/2020	Acacia Groundcare Equipment Re	120211	837.28		TRACTOR HIRE/DISC SEEDER
13/05/2020	Trade UK	120212	131.00		CREDIT NOTE
13/05/2020	The Play Inspection Company Lt	120213	960.00		PLAY INSPECTIONS
13/05/2020	Wightman & Parrish Ltd	120214	164.99		CLEANING MATERIALS
13/05/2020	Aquarius Solutions	120215	432.24		5LTRS OF HAND SANITISER

List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2020	Bourne Amenity LTD	120216	6,990.00		VERTIDRAIN
13/05/2020	Tony Allen	120217	32.80		MASKS
15/05/2020	ENVIRONMENT AGENCY	DD2	171.00		SUBSISTENCE CHARGES
22/05/2020	Heatcraft And Ventilation ltd	120218	602.94		SUPPLY & INSTALL FRONT PLATE
22/05/2020	Conect Total Communications	120219	468.91		TELEPHONE / WIFI CHARGES
22/05/2020	BRITISH GAS	120220	249.87		APRIL ELECTRICITY
22/05/2020	Vitax Limited	204681	60.55		BATTERY
22/05/2020	MICHAEL RIPLEY	204682	38.28		MASKS
22/05/2020	MRS ITSUKA	204683	100.00		DEPOSIT REFUND
22/05/2020	EAST SUSSEX PENSION FUND	204684	6,577.91		MAY SALARIES
22/05/2020	HMRC	204685	5,586.74		MAY SALARIES
22/05/2020	MAY SALARIES	MAY SALARI	19,711.91		MAY SALARIES
22/05/2020	Northstar IT	DD3	1,015.80		LAPTOP FOR MATT
22/05/2020	EDF	DD4	93.54		APRIL ELECTRICITY
26/05/2020	PHS Group	DD	667.66		HYGIENE PRODUCTS MAY - AUG
Total Payments			111,950.70		

Invoice Date	Invoice Nui Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Totr A/C	Centre	Amount	Analysis Description
14/04/2020	11215 PLAYERS	P/H PLAYER	52.02	10.40	62.42	1076	360	52.02 Invoice No:-11215
14/04/2020	11216 WENDY VECK	W VECK	52.02	10.40	62.42	1076	360	52.02 Invoice No:-11216
14/04/2020	11217 COFFEE	LYNN MILLS	52.02	10.40	62.42	1076	360	52.02 Invoice No:-11217
14/04/2020	11218 CLR CLAUDE CHETA	CLR C CHE	52.02	10.40	62.42	1076	360	52.02 Invoice No:-11218
14/04/2020	11219 ACCESS GROUP	ACCESS GRO	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11219
14/04/2020	11220 WENDY VECK	W VECK	84.52	16.89	101.41	1080	360	84.52 Invoice No:-11220
14/04/2020	11221 SUSSEX AIR AMBULANCE	SX AIR AMB	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11221
14/04/2020	11222 CAROLINE REID	CAROLINE R	70.55	14.10	84.65	1080	360	70.55 Invoice No:-11222
14/04/2020	11223 MENCAP	MENCAP	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11223
14/04/2020	11224 HORT	HORTICULT	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11224
14/04/2020	11225 P/HAVEN S/DEAN STAMP	STAMP CLUB	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11225
14/04/2020	11226 SUSSEX PET RESUE	SX PET RES	28.22	5.64	33.86	1080	360	28.22 Invoice No:-11226
14/04/2020	11227 HORT	HORTICULT	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11227
14/04/2020	11228 PEACEHAVEN COM ORCHA	P/H ORCHAR	14.11	2.82	16.93	1080	360	14.11 Invoice No:-11228
14/04/2020	11229 YOGA (DAY)	SAVOULLA	31.85	6.35	38.20	1075	360	31.85 Invoice No:-11229
14/04/2020	11230 WHIST	WHIST	112.70	22.55	135.25	1077	360	91.45 Invoice No:-11230
						1078	360	21.25 Invoice No:-11230
14/04/2020	11231 HIDDEN HEARING LTD	HIDDEN HEA	44.32	8.86	53.18	1075	360	44.32 Invoice No:-11231
14/04/2020	11232 WI	PEACEHAVEN	32.24	6.45	38.69	1077	360	27.99 Invoice No:-11232
						1078	360	4.25 Invoice No:-11232
14/04/2020	11233 MR ELLMER	ELLMER	612.84	122.61	735.45	1076	360	612.84 Invoice No:-11233
14/04/2020	11234 TAI CHI NEW	TIA CHI NE	76.60	15.30	91.90	1077	360	76.60 Invoice No:-11234
14/04/2020	11235 COFFEE MORNINGS	USA	31.82	6.36	38.18	1077	360	23.32 Invoice No:-11235
						1078	360	8.50 Invoice No:-11235
14/04/2020	11236 PLAYERS	P/H PLAYER	145.60	29.10	174.70	1076	360	145.60 Invoice No:-11236
14/04/2020	11237 DOWNLAND QUILTERS	DOWNLAND Q	43.42	8.68	52.10	1077	360	35.76 Invoice No:-11237
						1079	360	7.66 Invoice No:-11237
14/04/2020	11238 WEIGHT WATCHERS	WEIGHT WAT	149.00	29.80	178.80	1077	360	149.00 Invoice No:-11238
14/04/2020	11239 PSALTY RINGERS	BELL RINGI	50.80	10.15	60.95	1075	360	50.80 Invoice No:-11239
14/04/2020	11240 KNOW DEMENTIA	KNOW DEMEM	75.57	15.12	90.69	1077	360	75.57 Invoice No:-11240
14/04/2020	11241 CHURCH	JAMES G	183.60	36.72	220.32	1077	360	183.60 Invoice No:-11241
14/04/2020	11242 WEIGHT WATCHERS	WEIGHT WAT	85.80	17.16	102.96	1076	360	85.80 Invoice No:-11242
14/04/2020	11243 THE DEANS TEA CLUB	THE DEANS	136.23	27.24	163.47	1076	360	97.98 Invoice No:-11243
						1078	360	38.25 Invoice No:-11243
14/04/2020	11244 RIA BINNEY	RIA BINNEY	30.63	6.12	36.75	1077	360	30.63 Invoice No:-11244
14/04/2020	11245 USA SINGING	USA SINGIN	27.99	5.61	33.60	1077	360	27.99 Invoice No:-11245
14/04/2020	11246 ARTS & CRAFTS	GLO/WELL	64.86	12.96	77.82	1077	360	55.98 Invoice No:-11246
						1079	360	8.88 Invoice No:-11246
14/04/2020	11247 ZOE GILES	ZOE GILES	61.26	12.24	73.50	1077	360	61.26 Invoice No:-11247
14/04/2020	11248 STEPHANIE MULLINS	STEPHANIE	35.76	7.14	42.90	1077	360	35.76 Invoice No:-11248
14/04/2020	11249 ANDY PAYNE	ANDY PAYNE	16.62	3.33	19.95	1075	360	16.62 Invoice No:-11249
14/04/2020	11250 WI	MAHJONG	25.92	5.19	31.11	1075	360	25.92 Invoice No:-11250
14/04/2020	11251 GREENHAVEN	GREENHAVEN	22.52	4.50	27.02	1077	360	22.52 Invoice No:-11251
14/04/2020	11252 BADMINTON TUES	BADTUES	41.12	8.24	49.36	1076	360	41.12 Invoice No:-11252

14/04/2020	11253 BADMINTON PM	BAD PM	33.20	6.64	39.84	1076	360	33.20	Invoice No:-11253
14/04/2020	11254 PLAYERS	P/H PLAYER	113.57	22.70	136.27	1076	360	113.57	Invoice No:-11254
14/04/2020	11255 ASSOCIATION OF CARER	ASS OF CAR	31.58	6.31	37.89	1077	360	28.56	Invoice No:-11255
14/04/2020	11256 MARIA LIDON	MARIA LIDO	51.04	10.24	61.28	1079	360	3.02	Invoice No:-11255
14/04/2020	11257 DIMESIONS	DIMESIONS	16.95	3.39	20.34	1075	360	51.04	Invoice No:-11256
14/04/2020	11258 MATTHEW ELLIS	MATTHEW EL	15.95	3.19	19.14	1075	360	16.95	Invoice No:-11257
14/04/2020	11259 SCRABBLE USA	SCRABBLE U	40.00	8.00	48.00	1077	360	15.95	Invoice No:-11258
14/04/2020	11260 SEW HAPPY QUILTERS 2	SEW QUILT	51.05	10.21	61.26	1077	360	40.00	Invoice No:-11259
14/04/2020	11261 GEORGE	POPE	7.15	0.00	7.15	1084	355	51.05	Invoice No:-11260
14/04/2020	11262 DIMESIONS	DIMESIONS	22.60	4.52	27.12	1075	360	7.15	Invoice No:-11261
14/04/2020	11263 RES ASSOC	P/H RES	12.16	2.43	14.59	1075	360	22.60	Invoice No:-11262
14/04/2020	11264 MERIDIAN	LACE	30.63	6.13	36.76	1077	360	12.16	Invoice No:-11263
14/04/2020	11265 HORT	HORTICULT	32.48	6.50	38.98	1078	360	30.63	Invoice No:-11264
14/04/2020	11266 3VA	3VA	15.95	3.19	19.14	1075	360	4.33	Invoice No:-11265
14/04/2020	11267 OUZE VALLY QUILTERS	OUZE VALLY	79.04	15.81	94.85	1076	360	28.15	Invoice No:-11265
14/04/2020	11268 WI	MERIDIAN	30.56	6.11	36.67	1077	360	15.95	Invoice No:-11266
14/04/2020	11269 DOWNLAND QUILTERS	DOWNLAND Q	71.47	14.29	85.76	1077	360	79.04	Invoice No:-11267
14/04/2020	11270 LLOYD RUSSELL MOYLE	LLOYD RUSS	8.66	1.73	10.39	1075	360	27.60	Invoice No:-11268
14/04/2020	11271 FIBRO	FIBRO	25.08	5.02	30.10	1077	360	2.96	Invoice No:-11268
20/04/2020	11272 CHILD CARE NURSERY	RAINBOW	85.80	0.00	85.80	1084	355	71.47	Invoice No:-11269
20/04/2020	11273 CHILD CARE NURSERY	RAINBOW	85.80	0.00	85.80	1084	355	8.66	Invoice No:-11270
20/04/2020	11274 CHILD CARE NURSERY	RAINBOW	85.80	0.00	85.80	1084	355	19.04	Invoice No:-11271
20/04/2020	11275 CHILD CARE NURSERY	RAINBOW	85.80	0.00	85.80	1084	355	6.04	Invoice No:-11271
20/04/2020	11276 CHILD CARE NURSERY	RAINBOW	42.90	0.00	42.90	1084	355	85.80	Invoice No:-11272
20/04/2020	11277 GEORGE	POPE	272.98	0.00	272.98	1084	355	85.80	Invoice No:-11273
20/04/2020	11278 DAMIKA GEARING	DAMIKA GEA	40.75	0.00	40.75	1084	355	85.80	Invoice No:-11274
20/04/2020	11279 ARTS	MARTIAL	205.50	0.00	205.50	1084	355	42.90	Invoice No:-11275
20/04/2020	11280 DANCE	ANNELI	61.14	0.00	61.14	1084	355	272.98	Invoice No:-11277
24/04/2020	11281 MR STAFFORD	MR STAFFOR	118.50	0.00	118.50	1061	310	40.75	Invoice No:-11278
24/04/2020	11282 NETBALL3	NET/BALL	47.40	0.00	47.40	1061	310	205.50	Invoice No:-11279
24/04/2020	11283 EMCOR	EMCOR	2,932.50	586.50	3,519.00	1072	360	61.14	Invoice No:-11280
24/04/2020	11284 DIMESIONS	DIMESIONS	541.66	108.33	649.99	1070	360	118.50	Invoice No:-11281
24/04/2020	11285 GATWAY CAFE	GATWAY CAF	688.35	137.67	826.02	1025	310	47.40	Invoice No:-11282
24/04/2020	11286 CATS CLUB NEW	CATS NEW	300.00	0.00	300.00	1039	310	2,932.50	Invoice No:-11283
24/04/2020	11287 FOOTBALL NEW ACCOUNT	F/BALL NEW	581.87	0.00	581.87	1025	310	541.66	Invoice No:-11284
24/04/2020	11288 BOWLS	BOWLS PH	1,724.10	0.00	1,724.10	1025	310	688.35	Invoice No:-11285
24/04/2020	11289 POLICE ROOM	POLICE 1	1,555.50	311.10	1,866.60	1069	360	300.00	Invoice No:-11286
24/04/2020	11290 TELEFONICA	PHONEMAST	4,250.00	850.00	5,100.00	1041	310	581.87	Invoice No:-11287
24/04/2020	11291 LDC GRANT INFO OFFIC	LDC INFO	15,199.00	3,039.80	18,238.80	1016	100	1,724.10	Invoice No:-11288
24/04/2020	11292 PLAYERS	P/H PLAYER	250.00	50.00	300.00	1090	360	1,555.50	Invoice No:-11289
27/04/2020	11293 MR BROOKS	MR BROOKS	20.00	0.00	20.00	1050	330	4,250.00	Invoice No:-11290
								15,199.00	Invoice No:-11291
								250.00	Invoice No:-11292
								20.00	Invoice No:-11293

Should pay invoice
Credit or discount?
Credit or discount?
should be £100
Credit or discount?
Paid
Should pay invoice - annual rent
Chasing
A fee towards Karen's role
Should pay invoice - storage charges
Paid

14/04/2020	CN1231	ACCESS GROUP	ACCESS GRO	-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1231
14/04/2020	CN1232	WENDY VECK	W VECK	-84.66	-16.93	-101.59	1080	360	-84.66	Invoice No:-CN1232
14/04/2020	CN1233	SUSSEX AIR AMBULANCE	SX AIR AMB	-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1233
14/04/2020	CN1234	CAROLINE REID	CAROLINE R	-70.55	-14.11	-84.66	1080	360	-70.55	Invoice No:-CN1234
14/04/2020	CN1235	MENCAP	MENCAP	-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1235
14/04/2020	CN1236	HORT	HORTICULT	-28.22	-5.64	-33.86	1080	360	-28.22	Invoice No:-CN1236
14/04/2020	CN1237	P/HAVEN S/DEAN STAMP	STAMP CLUB	-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1237
14/04/2020	CN1238	SUSSEX PET RESUE	SX PET RES	-28.22	-5.64	-33.86	1080	360	-28.22	Invoice No:-CN1238
14/04/2020	CN1239	PEACEHAVEN COM ORCHA	P/H ORCHAR	-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1239
17/04/2020	CN1240	PLAYERS	P/H PLAYER	-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1240
17/04/2020	CN1241	WENDY VECK	W VECK	-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1241
17/04/2020	CN1242	COFFEE	LYNN MILLS	-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1242
17/04/2020	CN1243	CLLR CLAUDE CHETA	CLLR C CHE	-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1243
17/04/2020	CN1244	YOGA (DAY)	SAVOULLA	-31.85	-6.37	-38.22	1075	360	-31.85	Invoice No:-CN1244
17/04/2020	CN1245	WHIST	WHIST	-112.70	-22.54	-135.24	1077	360	-112.70	Invoice No:-CN1245
20/04/2020	CN1246	HIDDEN HEARING LTD	HIDDEN HEA	-44.32	-8.86	-53.18	1075	360	-44.32	Invoice No:-CN1246
20/04/2020	CN1247	WI	PEACEHAVEN	-32.24	-6.45	-38.69	1077	360	-27.99	Invoice No:-CN1247
20/04/2020	CN1248	MR ELLMER	ELLMER	-612.84	-122.56	-735.40	1079	360	-4.25	Invoice No:-CN1247
20/04/2020	CN1249	COFFEE MORNINGS	U3A	-31.82	-6.36	-38.18	1076	360	-612.84	Invoice No:-CN1248
20/04/2020	CN1250	PLAYERS	P/H PLAYER	-145.62	-29.12	-174.74	1078	360	-23.32	Invoice No:-CN1249
20/04/2020	CN1251	TAI CHI NEW	TIA CHI NE	-76.58	-15.32	-91.90	1077	360	-8.50	Invoice No:-CN1249
20/04/2020	CN1252	DOWNLAND QUILTERS	DOWNLAND Q	-43.42	-8.68	-52.10	1077	360	-145.62	Invoice No:-CN1250
20/04/2020	CN1253	PSALTY RINGERS	BELL RINGI	-50.80	-10.16	-60.96	1075	360	-76.58	Invoice No:-CN1251
20/04/2020	CN1254	WEIGHT WATCHERS	WEIGHT WAT	-149.00	-29.80	-178.80	1077	360	-35.76	Invoice No:-CN1252
20/04/2020	CN1255	KNOW DEMENTIA	KNOW DEMEM	-75.57	-15.11	-90.68	1077	360	-7.66	Invoice No:-CN1252
20/04/2020	CN1256	CHURCH	JAMES G	-183.60	-36.72	-220.32	1077	360	-50.80	Invoice No:-CN1253
20/04/2020	CN1257	WEIGHT WATCHERS	WEIGHT WAT	-85.80	-17.16	-102.96	1076	360	-149.00	Invoice No:-CN1254
20/04/2020	CN1258	THE DEANS TEA CLUB	THE DEANS	-136.21	-27.24	-163.45	1076	360	-75.57	Invoice No:-CN1255
20/04/2020	CN1259	RIA BINNEY	RIA BINNEY	-30.63	-6.13	-36.76	1077	360	-183.60	Invoice No:-CN1256
20/04/2020	CN1260	U3A SINGING	U3A SINGIN	-27.99	-5.60	-33.59	1077	360	-85.80	Invoice No:-CN1257
20/04/2020	CN1261	ARTS & CRAFTS	GLO/WEEL	-64.86	-12.98	-77.84	1077	360	-97.96	Invoice No:-CN1258
20/04/2020	CN1262	ZOE GILES	ZOE GILES	-61.26	-12.25	-73.51	1078	360	-38.25	Invoice No:-CN1258
20/04/2020	CN1263	STEPHANIE MULLINS	STEPHANIE	-35.76	-7.15	-42.91	1077	360	-30.63	Invoice No:-CN1259
20/04/2020	CN1264	ANDY PAYNE	ANDY PAYNE	-15.62	-3.32	-19.94	1075	360	-27.99	Invoice No:-CN1260
20/04/2020	CN1265	WI	MAHJONG	-25.91	-5.18	-31.09	1075	360	-55.98	Invoice No:-CN1261
20/04/2020	CN1266	GREENHAVEN	GREENHAVEN	-22.52	-4.50	-27.02	1077	360	-8.88	Invoice No:-CN1261
20/04/2020	CN1267	BADMINTON TUES	BADTUES	-41.10	-8.22	-49.32	1076	360	-61.26	Invoice No:-CN1262
20/04/2020	CN1268	BADMINTON PM	BAD PM	-33.20	-6.64	-39.84	1076	360	-35.76	Invoice No:-CN1263
20/04/2020	CN1269	PLAYERS	P/H PLAYER	-113.59	-22.72	-136.31	1076	360	-16.62	Invoice No:-CN1264
20/04/2020	CN1270	ASSOCIATION OF CARER	ASS OF CAR	-61.78	-12.35	-74.13	1077	360	-25.91	Invoice No:-CN1265

20/04/2020	CN1271	MARIA LIDON	MARIA LIDO	-51.04	-10.11	-61.25	1079	360	-33.22	Invoice No:-CN1270
20/04/2020	CN1272	DIMESIONS	DIMESIONS	-16.95	-3.39	-20.34	1075	360	-51.04	Invoice No:-CN1271
20/04/2020	CN1273	NATIONAL DIABETES	N DIABETES	-15.95	-3.19	-19.14	1075	360	-16.95	Invoice No:-CN1272
20/04/2020	CN1274	SCRABBLE USA	SCRABBLE U	-40.00	-8.00	-48.00	1077	360	-15.95	Invoice No:-CN1273
20/04/2020	CN1275	SEW HAPPY QUILTERS 2	SEW QUILT	-51.05	-10.21	-61.26	1077	360	-40.00	Invoice No:-CN1274
20/04/2020	CN1276	GEORGE	POPE	-7.15	-4.43	-8.58	1075	360	-51.05	Invoice No:-CN1275
20/04/2020	CN1277	DIMESIONS	DIMESIONS	-22.60	-4.52	-27.12	1075	360	-7.15	Invoice No:-CN1276
20/04/2020	CN1278	RES ASSOC	P/H RES	-12.16	-2.43	-14.59	1075	360	-22.60	Invoice No:-CN1277
20/04/2020	CN1279	MERIDIAN	LACE	-30.63	-6.13	-36.76	1077	360	-12.16	Invoice No:-CN1278
20/04/2020	CN1280	HORT	HORTICULT	-32.48	-6.50	-38.98	1077	360	-30.63	Invoice No:-CN1279
20/04/2020	CN1281	3VA	3VA	-15.95	-3.19	-19.14	1079	360	-28.15	Invoice No:-CN1280
20/04/2020	CN1282	OUZE VALLY QUILTERS	OUZE VALLY	-79.04	-15.81	-94.85	1076	360	-4.33	Invoice No:-CN1281
20/04/2020	CN1283	WI	MERIDIAN	-30.56	-6.11	-36.67	1077	360	-15.95	Invoice No:-CN1282
20/04/2020	CN1284	DOWNLAND QUILTERS	DOWNLAND Q	-71.47	-14.29	-85.76	1077	360	-79.04	Invoice No:-CN1283
20/04/2020	CN1285	LLOYD RUSSELL MOYLE	LLOYD RUSS	-8.66	-1.73	-10.39	1075	360	-27.60	Invoice No:-CN1284
20/04/2020	CN1286	FIBRO	FIBRO	-25.08	-5.02	-30.10	1077	360	-8.66	Invoice No:-CN1285
20/04/2020	CN1287	CHILD CARE NURSERY	RAINBOW	-85.80	0.00	-85.80	1084	355	-19.04	Invoice No:-CN1286
20/04/2020	CN1288	CHILD CARE NURSERY	RAINBOW	-85.80	0.00	-85.80	1084	355	-6.04	Invoice No:-CN1287
20/04/2020	CN1289	CHILD CARE NURSERY	RAINBOW	-85.80	0.00	-85.80	1084	355	-85.80	Invoice No:-CN1288
20/04/2020	CN1290	CHILD CARE NURSERY	RAINBOW	-85.80	0.00	-85.80	1084	355	-85.80	Invoice No:-CN1289
20/04/2020	CN1291	CHILD CARE NURSERY	RAINBOW	-42.90	0.00	-42.90	1084	355	-85.80	Invoice No:-CN1290
20/04/2020	CN1292	GEORGE	POPE	-272.98	0.00	-272.98	1084	355	-42.90	Invoice No:-CN1291
20/04/2020	CN1293	DAMIKA GEARING	DAMIKA GEA	-40.75	0.00	-40.75	1084	355	-272.98	Invoice No:-CN1292
20/04/2020	CN1294	ARTS	MARTIAL	-205.50	0.00	-205.50	1084	355	-40.75	Invoice No:-CN1293
20/04/2020	CN1295	DANCE	ANNELI	-61.14	0.00	-61.14	1084	355	-205.50	Invoice No:-CN1294
24/04/2020	CN1296	MISS CASSIANO	MISS CASSI	-20.00	0.00	-20.00	1050	330	-61.14	Invoice No:-CN1295
24/04/2020	CN1297	MR STAFFORD	MR STAFFOR	-118.50	0.00	-118.50	1061	310	-20.00	Invoice No:-CN1296
24/04/2020	CN1298	NETBALL3	NET/BALL	-47.40	0.00	-47.40	1061	310	-118.50	Invoice No:-CN1297
									-47.40	Invoice No:-CN1298

TOTALS	27,992.67	5,075.89	33,068.56	27,992.67
LESS INVS TO BE PAID	1,724.10	0.00	1,724.10	
BOWLS PH	4,250.00	850.00	5,100.00	
PHONEMAST	15,199.00	3,039.80	18,238.80	
LDC INFO	250.00	50.00	300.00	
P/H PLAYER	1,555.50	311.10	1,866.60	
POLICE 1	2,932.50	586.50	3,519.00	
EMCOR				
TOTAL INCOME LOSS APRIL 2020			5,112.86	

Agenda Item: PF494.8
Committee: Policy & Finance
Date: 16th June 2020
Title: CATS CLUB REFUND & WRITE OFF
Report Authors: Finance Officer
Purpose of Report: To understand and agree write off amount

Summary of recommended actions

1. To note the contents of this report.
2. To agree the proposed measures needed to rectify this account

Introduction

At the recent council meeting held 26th May 2020 it was agreed we would refund the C.A.T.S Club the amount of £1,700 for the overpayments they have made over the last 29 months.

Background

C.A.T.S Club provided a signed letter by the previous Clerk confirming a monthly rental income of £100.00 until a new lease was drawn up. The lease never materialised.

Analysis

The current balances on the accounts are as follows;

OLD ACCOUNT = £2,700

NEW ACCOUNT = £1,100

Total balance is £3,800

In order to correctly rectify the ledgers, I will need to produce a cheque for £1,700 as we owe them this money. I will also need to credit both accounts in full. Therefore I will need to write off £3,800.

We have been overcharging the C.A.T.S Club for 29 months and the ledger incorrectly shows a monthly invoice of £300.00. The above balances are based on a monthly invoice of £300.00 and also doesn't take into account all the invoices they have paid in full.

Implications

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

<u>Financial</u>	Write off amount of £3,800 which covers 2.5 years but will be shown only in 2020/21 figures.
<u>Legal</u>	Agreement signed by previous Town Manager in August 2016 prevails.
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

PEACEHAVEN TOWM COUNCIL

INTERNAL AUDIT ACTION PLAN 2020/21

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.

Audit Point	Audit Findings	Council comments
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.

ORGANISATION	Amount approved by Council for 2019/20	2020/21 Amount Requested	Summary of reasons for grant request	Approved Yes / No	Amount approved by Council for 2020/21	Comments on Decision
CTLA	£ 6,000.00			Yes	£ 6,000.00	
Citizens Advice Lewes District	£ 11,500.00				£ 11,500.00	
Wave Leisure	£ -	£ 5,000.00	to offer health & wellbeing advice & activities to Peacehaven residents when we are back to some sort of normality. Contribution towards the 14 million they need in order to continue providing this vital service. Have requested £250, which would fund two units of blood or any other amount that PTC is able to give.	tba		To be discussed with Wave Leisure with a view to a grant later in the year.
Air Ambulance		£ 750.00	Newsletter 4 times a year and room hire.	Yes	£ 750.00	
Peacehaven & District Residents Association		£ 100.00	Centre is currently closed due to Pandemic but volunteers are making daily phone welfare checks, delivering shopping, prescriptions etc. Looking for support with increased volunteer expenses.	Yes	£ 100.00	Offer help of Town Council to publicise the Residents Association.
Havens Community Club		£ 500.00	towards room hire to launch lip reading classes in Peacehaven, travel, publicity, refreshments and volunteer costs.	Yes	£ 500.00	
East Sussex Hearing Resource Centre		£ 750.00	free use of the Anzac room for 9 occasions we would meet on the 4th Tuesday April-March.	Yes	£ 250.00	
Seahaven Fibromyalgia, ME & CFS Support Groups	£ 501.00			Yes	£ 137.04	Free use of Anzac room
Peacehaven Horticultural Society	£ 500.00	£ 500.00	For use of the Anzac room	Yes	£ 250.00	Free use until end Mar 2021. Cost to be confirmed.
CATS Club	£ -	£ 550.00	To fund outdoor toys and storage	No		Defer to next round.
Kempston House Day Centre	£ 300.00	£ 1,000.00	To support the cost of a new dishwasher.	Yes	£ 750.00	Max grant allowed.
Peacehaven Rangers (older Girl Guides)	£ 300.00	£ 300.00	To support the costs of insurances and storage facilities during the Covid Pandemic, as no funds coming in but bills need to be paid.	Yes	£ 300.00	
Friends of Downlands	£ 300.00	£ 750.00	To fund food/treat hampers to cheer up residents of Downlands Court, to also support a intergenerational event once restrictions for Covid 19 are lifted.	Yes	£ 750.00	
Newhaven Cricket Club		£ 150.00	to support replacement of 3 fire extinguishers for the club house.	Yes	£ 150.00	
Sussex Community Association Ltd (SDCA)		£ 750.00	To help with costs involved in running the service during the Pandemic extra freezer capacity for donations. Purchase of PPE, DBS Costs for new recruits etc.	Yes	£ 750.00	
Havens Community cars		£ 500.00	To support the fixed costs being incurred during this Pandemic and help Havens Community Cars charity launch for clients at a postponed date in June rather than April as planned.	Yes	£ 500.00	
TOTALS	£ 19,401.00	£ 11,500.00			£ 22,687.04	

PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held on-line (by Zoom) on Tuesday 9th June 2020 at 7.30 p.m.

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier, Cllr L Duhigg, Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr R White.
Town Clerk, Tony Allen.
Paula Woolven, representing Havens Community Hub and Havens Car Club.

1 GSC017 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and expressed congratulations to Kemp-ton House for receiving the Queen's Award for Voluntary Service.

2 GSC018 PUBLIC QUESTIONS

Ms Woolven spoke in support of the grant applications for Havens Community Hub and Ha-vens Car Club, supplying Councillors with details and updates in relation to the operation of these two schemes.

3 GSC019 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr L Symonds.

4 GSC020 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Collier re. wave Leisure, as an LDC Cabinet member.
Cllr Sharkey as the PTC representative for Citizens Advice.
Cllr Sharkey as a user of the CATS Club.
Cllr Seabrook as a member of the Peacehaven & District Residents Association.
Cllr Seabrook as a member of the Horticultural Society.
Cllr Griffiths as a member of the Peacehaven & District Residents Association.

5 GSC021 ELECTION OF A VICE-CHAIRMAN FOR THE COMMITTEE

Proposed by Cllr Duhigg and seconded by Cllr Sharkey, it was unanimously resolved that Cllr Seabrook becomes the Vice-Chairman of the Sub-Committee.

6 GSC022 TO APPROVE & SIGN THE MINUTES OF WEDNESDAY 13TH NOVEMBER 2020

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

7 GSC023 TO DEVELOP SERVICE LEVEL AGREEMENTS (SLA) WITH CAB & CTLA

The Clerk reported that he had developed and sent draft SLA's to CTLA and CAB for discussion and agreement.

It was noted that both organisations were keen to move forward in this way but could not address this matter fully during the prevailing Covid-19 situation.
It was resolved that SLA's should therefore be finalised for the 2021/22 grants year.

8 GSC024 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2020/2021

Wave Leisure

The following points were noted and discussed in relation to this application:-

- The amount of grant requested was above the £750 limit set out in the Council's Grants Policy.
- There was a lack of detail in the application in relation to the objectives of the proposed use of grant monies in relation to:-
 - How this will support Peacehaven residents.
 - Health & community benefits that will accrue.
 - Details of running costs.
 - Numbers of people that could be helped.

It was resolved that the Clerk will draft a response to Wave Leisure reflecting the above, for the Chairman's approval.

Air Ambulance

The grant application papers were noted and discussed.
It was resolved to recommend a grant of £750.

Peacehaven & District Residents Association

The grant application papers were noted and discussed.
It was noted that the Association's membership was currently at quite a low level.
It was resolved to recommend a grant of £100 and to offer the help of the Town Council to publicise the Residents Association.

Havens Community Club

Ms Woolven gave a detailed presentation in respect of this grant application and supplied updates in relation to the current operation of the Club, its plans, the community services offered and its support and work with other organisations.
It was resolved to recommend a grant of £500.

Havens Community Cars

Ms Woolven gave a detailed presentation in respect of this grant application and supplied information on the setting up of this scheme, its plans, the community services offered and its support and work with other organisations.
It was resolved to recommend a grant of £500.

[Ms Walven left the meeting].

East Sussex Hearing Resource Centre

The grant application papers were noted and discussed.
The proposed lip-reading classes were discussed
It was resolved to recommend a grant of £250.

Meeting of Peacehaven Town Council Grants Sub-Committee – 9th June 2020

Seahaven Fibromyalgia, ME & CFS Support Groups

The grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year.

Peacehaven Horticultural Society

The grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year.

CATS Club

The recent case and outcomes from the historic rent review for the Club were noted and discussed.

It was resolved that a grant application from this Club should be deferred until the autumn grants round when hopefully there will be a clearer picture in relation to its operations and the Covid-19 impact.

Kempton House Day Centre

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

Peacehaven Rangers

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £300.

Friends of Downlands Court

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

Newhaven Cricket Club

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £150.

Sussex Community Association Ltd (SDCA)

The grant application papers were noted and discussed.

It was resolved to recommend a grant of £750.

9 GSC025 DATE OF NEXT MEETING – TO BE AGREED

Clerk to arrange a meeting in October/November 2020

There being no further business, the meeting closed at 20:45.