

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 16th June 2020 at 7.30pm

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

PF489 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF490 PUBLIC QUESTIONS

No members of the public were present.

PF491 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

PF492 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as a member of the LDC CIL Committee.

PF493 TO ADOPT THE MINUTES OF 19th MAY 2020

Item PF486 "Cllr Griffiths noted the need to ensure that allocated CIL monies....." to be changed to read "Cllr Griffiths noted the need to ensure that allocated S.106 monies....."

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

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

1. Finance Officer's report

The Finance Officer's report was received.

2. Bank account summary

Noted and received.

3. Bank Reconciliation statements (for signing)

Noted, received and approved for signing.

4. Income & Expenditure report

The Finance Officer's reports were noted and discussed. The Chairman noted the need for as much clarity as possible in order to ensure that, as far as possible, the impact of Covid-19 measures on the Council's finances is mitigated.

It was noted that the usual methods of monitoring finances were partly negated by the current situation. The Chairman noted that, in these circumstances, there were no real issues to highlight at this stage in the financial year.

The Finance Officer reported on uncashed cheques and the Professional Fees budget.

It was resolved to recommend to Council that the budget of £20K held in Heading '329 Purchase Reserves' is reassigned as 'Covid-19 Recovery Reserves'.

5. Balance Sheet

Noted and received.

6. CIL report

Noted and received.

7. List of payments (for approval)

Noted, received and approved for signing.

8. Lessees/Hirers – COVID-19 rents situation/review – statement of credits/debits.

The loss of income reports were noted and discussed.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 16th JUNE 2020

The Finance Officer gave an update on the financial position in regard to renters and lessees. Clerk to speak to Mrs Papanicolaou regarding the current financial position of the Gateway Café.

The Finance Officer's report on the write-off element for the CATS Club rent refund was noted and discussed. The Chairman stated that the refund had already been authorized. The Clerk noted that the additional write-off element was the result of rebalancing this account over several financial years.

PF495 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

It was agreed that the suggested review of financial spending limits is postponed during the current financial situation.

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

Cllr Gallagher referred to the notes of the WP meeting held on the 11th June 2020, which had been circulated with the meeting papers.

Cllr Gallagher briefed the meeting on CIL funds available, proposed projects, time limited CIL funds, s.106 funds and the 'Expression of Interest' being prepared for the next round of allocations from LDC CIL monies.

A number of the proposed projects were discussed in detail.

It was resolved to revisit the WP's Terms-of-Reference. The Clerk gave a briefing on the status of WP's and the Chairman noted that the WP's Terms-of-Reference are contained in the Committee's meeting minutes, not formally in the Council's Standing Orders.

PF497 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE AND TO AGREE ACTIONS

Cllr Griffiths introduced the minutes of the Sub-Committee's meeting held on the 9th June 2020 and the proposed grant awards for Round 1 2020/21.

It was resolved to recommend the grant awards to Council as proposed by the Sub-Committee.

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.

PF498 AGED DEBT ANALYSIS

The Finance Officer's reports were received, noted and discussed.

It was noted that, due to the Covid-19 situation, there was no real positional change, but that the situation will be more actively managed as soon as Council facilities are open again.

PF499 TO DISCUSS MOVING FORWARD IN EMPLOYING A SENIOR PROJECTS OFFICER

The Chairman set out the financial considerations in this matter and the need for reassurance regarding the impact on Council's finances.

The Clerk set out the legal position and gave a briefing on the recruitment process to-date.

These matters, along with the benefits of filling this vacancy immediately, were discussed in detail and it was agreed that the Clerk will proceed as already authorized and make the job offer to the successful candidate straight away.

It was noted that a part of the Project Officer's work will be on the Neighbourhood Development Plan, which is a joint project with Telscombe Town Council (TTC). It was agreed that a financial arrangement would need to be in place to account for the TTC share of this work.

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

There being no further business, the meeting closed at 20:40.

Agenda Item:	PF506.1
Committee:	Policy and Finance
Date:	21 July 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 3 (June 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 30th June. 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 21.2% of the budgeted expenditure has been spent so far, and 48.7% of the budgeted income has been received as at the end of month 3 (June)

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 2021, 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 – 30th June 2020
- Bank reconciliation statement for cashbook 3 – 30th June 2020
- Bank reconciliation statement for cashbook 3 – 30th June 2020
- Detailed income and expenditure month 3 – 30th June 2020
- Detailed balance sheet month 3 (30th June)



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PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
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Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 July 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£460,472.33
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,111.88
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

July dated trans

+ 6595.73

→ + 51.60

- 1039.38

= 466080.28

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Your Business Current Account

At a glance

27 Jun - 03 Jul 2020

Date	Description	Money out £	Money In £	Balance £
27 Jun	Start Balance			50,000.00
29 Jun	<input checked="" type="checkbox"/> Cheque Issued Ref: 204714	1,511.15	<input checked="" type="checkbox"/>	48,488.85
	<i>Giro</i> Direct Credit From Rainbow Child Care Ref: Sent From Monzo		600.60 <input checked="" type="checkbox"/>	49,089.45
	<i>Giro</i> Direct Credit From Dimensions UK Ref: CN983 11093 11352		570.21 <input checked="" type="checkbox"/>	49,659.66
	<i>Giro</i> Transfer From Account 30701211		340.34	50,000.00
30 Jun	<input checked="" type="checkbox"/> Cheque Issued Ref: 204710	345.60	<input checked="" type="checkbox"/>	49,654.40
	<i>Giro</i> Transfer From Account 30701211		345.60	50,000.00
1 Jul	<i>Giro</i> Transfer to Account 30701211	1,039.38		48,960.62
	<input checked="" type="checkbox"/> Direct Credit From P-Haven + T FBL Ref: 11415 + 11417		1,039.38	50,000.00
2 Jul	<input checked="" type="checkbox"/> Cheque Issued Ref: 204684	6,577.91		43,422.09
	<input checked="" type="checkbox"/> Cheque Issued Ref: 204712	17.82		43,404.27
	<i>Giro</i> Transfer From Account 30701211		6,595.73	50,000.00
3 Jul	<input checked="" type="checkbox"/> Cheque Issued Ref: 204711	51.60		49,948.40
	<i>Giro</i> Transfer From Account 30701211		51.60	50,000.00
3 Jul	Balance carried forward			50,000.00
	Total Payments/Receipts	9,543.46	9,543.46	

Start balance	£50,000.00
Money out	£9,543.46
► Commission charges	£0.00
► Interest paid	£0.00
Money In	£9,543.46
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

788671

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Date	Description	Money out £	Money In £	Balance £
	Balance brought forward from previous page			471,102.83
23 Jun	Giro to 10701173 Automatic	187.20		470,915.63
25 Jun	Giro to 10701173 Automatic	19,888.21		451,027.42
26 Jun	Giro to 10701173 Automatic	2,500.00		448,527.42
29 Jun	Giro to 10701173 Automatic	340.34		448,187.08
30 Jun	Giro to 10701173 Automatic	345.60		447,841.48
	Giro Direct Credit From Lewes District Cou Ref: 100225		18,238.80	466,080.28
1 Jul	Giro From 10701173 Automatic		1,039.38	467,119.66
2 Jul	Giro to 10701173 Automatic	6,595.73		460,523.93
3 Jul	Giro to 10701173 Automatic	51.60		460,472.33
3 Jul	Balance carried forward			460,472.33
	Total Payments/Receipts	47,379.58	20,122.38	

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Credit interest rates

Current rates Correct at the time of printing
Effective from 08 Jan 2020

Balance	Gross %	AER %
▶ £1 - £99,999	0.100	0.100
▶ £100,000 - £999,999	0.200	0.200
▶ £1,000,000+	0.300	0.300

Barclays Base Rate Information

Rate effective from 19 Mar 2020 was	0.100%
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Banking terms explained

Gross This is the rate of interest payable without the deduction of tax. AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.


Bank Reconciliation Statement as at 30/06/2020
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/06/2020		50,000.00
Current Account	30/06/2020		466,080.28
			<u>516,080.28</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
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
12/05/2020	120206	MUNTHAHA MURSHED	50.00
12/05/2020	120206	MUNTHAHA MURSHED	-50.00
13/05/2020	120217	Tony Allen	32.80
22/05/2020	204684	EAST SUSSEX PENSION FUND	6,577.91
02/06/2020	204696	FRIENDS OF NEWHAVEN FOODBANK	1,000.00
02/06/2020	204697	DAVID SIMPSON	40.35
09/06/2020	204705	ZOE MALONE	5.00
17/06/2020	204711	AMADEUS	51.60
17/06/2020	204712	Trade UK	17.82
17/06/2020	204713	Conect Total Communications	467.89
17/06/2020	204715	VW GBR	140.16
24/06/2020	120128	INGEUS	-3,246.65
24/06/2020	204716	Corona Energy	133.69
24/06/2020	204717	AMADEUS	14.09
24/06/2020	204718	Wightman & Parrish Ltd	677.19
24/06/2020	204719	Spaldings Limited	249.52
24/06/2020	204720	Trade UK	11.00
24/06/2020	204721	EAST SUSSEX COUNTY COUNCIL ORB	552.00
24/06/2020	204722	EAST SUSSEX COUNTY COUNCIL	22,782.35
24/06/2020	204723	INGEUS	3,246.65
			<u>37,004.51</u>
			479,075.77

Receipts not Banked/Cleared (Plus)

22/05/2020	204683		-100.00
09/06/2020			-1,700.00
			<u>-1,800.00</u>
			477,275.77
		Balance per Cash Book is :-	477,275.77
		Difference is :-	0.00



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.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£460,472.33
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,111.88
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Bank Reconciliation Statement as at 30/06/2020
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2020		180,111.88
			<u>180,111.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,111.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,111.88
		Balance per Cash Book is :-	180,111.88
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

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	4	500	496			0.7%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1094 Other Customer & Client Receipt	3	1,000	997			0.3%	
1100 Interest Received	97	600	503			16.1%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	384,818	662,460	277,642			58.1%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
General Administration :- Direct Expenditure	17,500	25,100	7,600	0	7,600	69.7%	0
4001 Salaries	74,176	390,000	315,824		315,824	19.0%	
4002 Employer N.I Contributions	6,297	33,685	27,388		27,388	18.7%	
4003 Employer Pension Contributions	15,543	62,514	46,971		46,971	24.9%	
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/Equipmen	0	3,500	3,500		3,500	0.0%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	2,565	7,000	4,435		4,435	36.6%	
4307 Stationery	71	2,500	2,429		2,429	2.8%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	1,635	4,000	2,365		2,365	40.9%	
4314 Audit Fees	180	3,000	2,820		2,820	6.0%	
4315 Insurance	8,804	10,000	1,196		1,196	88.0%	
4321 Bank Charges	48	100	53		53	47.5%	
4322 BACS Charges	6	400	394		394	1.5%	
4323 PDQ Charges	126	800	674		674	15.7%	
4325 Postage	200	2,000	1,800		1,800	10.0%	
4326 Telephones	1,411	6,000	4,589		4,589	23.5%	
4327 Computers	3,826	9,500	5,674		5,674	40.3%	
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	4,800	10,000	5,200		5,200	48.0%	
4342 Subscriptions	3,975	4,500	525		525	88.3%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	
4999 Write Off	2,700	0	(2,700)		(2,700)	0.0%	
General Administration :- Indirect Expenditure	126,363	576,999	450,636	0	450,636	21.9%	0
Net Income over Expenditure	240,955	60,361	(180,594)				

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
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)				
<u>120 Marketing</u>							
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				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	231	5,000	4,769		4,769	4.6%	
Neighbourhood Plan :- Indirect Expenditure	231	5,000	4,769	0	4,769	4.6%	0
Net Expenditure	(231)	(5,000)	(4,769)				
<u>200 Planning & Highways</u>							
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	2,500	2,500	0	2,500	0.0%	0

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

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	9	500	491		491	1.8%	
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	8,678	10,761	2,083	0	2,083	80.6%	0
Net Expenditure	(8,678)	(13,261)	(4,583)				
<u>300</u> <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	3,203	4,400	1,197		1,197	72.8%	
4203 Fuel	523	5,600	5,077		5,077	9.3%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	3,991	11,300	7,309	0	7,309	35.3%	0
Net Expenditure	(3,991)	(11,300)	(7,309)				
<u>310</u> <u>Sports Park</u>							
1025 Rent & Service Charge	4,509	15,000	10,491			30.1%	
1039 S/P Cats	(2,300)	3,600	5,900			(63.9%)	
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	5,843	30,700	24,857			19.0%	0
4101 Repair/Alteration of Premises	114	0	(114)		(114)	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	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	609	7,300	6,691		6,691	8.3%	
4164 Trade Refuse	1,084	4,500	3,416		3,416	24.1%	
4171 Grounds Maintenance Costs	3,187	7,800	4,613		4,613	40.9%	
Sports Park :- Indirect Expenditure	6,534	29,100	22,566	0	22,566	22.5%	0
Net Income over Expenditure	(691)	1,600	2,291				
<u>315</u> <u>Big Park</u>							
4101 Repair/Alteration of Premises	3,770	0	(3,770)		(3,770)	0.0%	10,000
4121 Rents	2,730	12,000	9,270		9,270	22.8%	
4131 Rates	501	2,500	1,999		1,999	20.0%	
4141 Water Services	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4166 Skip Hire	240	1,000	760		760	24.0%	
4173 Fertilisers & Grass Seed	0	4,750	4,750		4,750	0.0%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	<u>7,241</u>	<u>25,250</u>	<u>18,009</u>	<u>0</u>	<u>18,009</u>	<u>28.7%</u>	<u>10,000</u>
Net Expenditure	<u>(7,241)</u>	<u>(25,250)</u>	<u>(18,009)</u>				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>2,759</u>						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,065	8,480	6,415			24.4%	
Gateway Cafe :- Income	<u>2,065</u>	<u>8,480</u>	<u>6,415</u>			<u>24.4%</u>	<u>0</u>
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	<u>(1,323)</u>	<u>900</u>	<u>2,223</u>	<u>0</u>	<u>2,223</u>	<u>(147.0%)</u>	<u>0</u>
Net Income over Expenditure	<u>3,388</u>	<u>7,580</u>	<u>4,192</u>				
<u>320 Play Areas</u>							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	<u>47</u>	<u>0</u>	<u>(47)</u>	<u>0</u>	<u>(47)</u>		<u>0</u>
Net Expenditure	<u>(47)</u>	<u>0</u>	<u>47</u>				
<u>330 Amenity Area</u>							
1044 Hire of the Dell	(630)	5,000	5,630			(12.6%)	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	<u>(610)</u>	<u>6,950</u>	<u>7,560</u>			<u>(8.8%)</u>	<u>0</u>
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	38	2,000	1,962		1,962	1.9%	
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	<u>38</u>	<u>15,500</u>	<u>15,462</u>	<u>0</u>	<u>15,462</u>	<u>0.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	15	4,710	4,695		4,695	0.3%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	78	2,500	2,422		2,422	3.1%	
4171 Grounds Maintenance Costs	880	10,000	9,120		9,120	8.8%	
4301 Purchase of Furniture/Equipmen	0	3,000	3,000		3,000	0.0%	
Amenity Area :- Indirect Expenditure	<u>973</u>	<u>21,960</u>	<u>20,987</u>	<u>0</u>	<u>20,987</u>	<u>4.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,621)</u>	<u>(30,510)</u>	<u>(28,889)</u>				

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
355 The Hub							
1084 Sports Pavilion	908	16,000	15,092			5.7%	
The Hub :- Income	908	16,000	15,092			5.7%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4101 Repair/Alteration of Premises	206	0	(206)		(206)	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	492	9,500	9,008	0	9,008	5.2%	0
Net Income over Expenditure	416	6,000	5,584				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	1,625	6,000	4,375			27.1%	
1072 C/H Copper Room	2,933	12,650	9,718			23.2%	
1075 C/H Charles Neville	176	10,200	10,024			1.7%	
1076 C/H Main Hall	(239)	25,600	25,839			(0.9%)	
1077 C/H Anzac Room	(161)	12,700	12,861			(1.3%)	
1078 C/H Main Kitchen	354	1,250	896			28.4%	
1079 C/H Anzac Kitchen	(23)	700	723			(3.3%)	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	256	1,300	1,044			19.7%	
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	6,883	84,050	77,167			8.2%	0
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	525	10,000	9,475		9,475	5.3%	
4111 Electricity	(70)	8,000	8,070		8,070	(0.9%)	
4112 Gas	745	4,000	3,255		3,255	18.6%	
4122 Service Charge	448	15,500	15,052		15,052	2.9%	

Detailed Income & Expenditure by Budget Heading 14/07/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	137	1,500	1,363		1,363	9.2%	
4162 Cleaning Materials	644	2,500	1,856		1,856	25.8%	
4163 Personal Hygiene	1,156	2,500	1,344		1,344	46.2%	
4168 Water Dispenser	98	120	22		22	82.0%	
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	5,006	78,920	73,914	0	73,914	6.3%	0
Net Income over Expenditure	1,468	3,130	1,662				
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				

Detailed Income & Expenditure by Budget Heading 14/07/2020

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	399,907	820,640	420,733			48.7%	
Expenditure	176,180	830,500	654,320	0	654,320	21.2%	
Net Income over Expenditure	<u>223,727</u>	<u>(9,860)</u>	<u>(233,587)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>233,727</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 14/07/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	32,625	
105	VAT Control A/c	2,150	
118	Deposit Aqua	50	
201	Current Bank A/c	424,575	
202	Reserve Account	180,112	
210	Petty Cash	520	
	Total Current Assets		640,032
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,838	
566	Deposits Received	922	
	Total Current Liabilities		2,760
	Net Current Assets		637,273
	Total Assets less Current Liabilities		637,273
	<u>Represented by :-</u>		
301	Current Year Fund	223,727	
310	General Reserves	96,357	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	157,463	
355	Big Park	59,080	
357	Pavillon Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		637,273

A/c Code					Annual Budget	0	
Centre					Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				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 5		47,435.42

List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	Reserve Account	INVESTEC	144.00		INVESTEC
01/06/2020	DVLA	120137	260.00		TAX FOR PEUGEOT
02/06/2020	Wightman & Parrish Ltd	204686	40.68		DISINFECTANT WIPES
02/06/2020	DIA SYSTEMS LIMITED	204687	537.25		FRONT OFFICE PERSPEX SCREENS
02/06/2020	Rigby Taylor	204688	386.90		BREAKER BIOLINKS
02/06/2020	AMADEUS	204689	269.33		STATIONARY
02/06/2020	SOUTHCOAST LOCKSMITHS LTD	204690	48.47		CYLINDER KEY
02/06/2020	Corona Energy	204691	149.32		GAS SUPPLY - APRIL
02/06/2020	P.E.F.C	204692	2,500.00		MAYORS DONATION
02/06/2020	KNOW DEMENTIA	204693	2,500.00		MAYORS DONATION
02/06/2020	KEMPTON HOUSE DAY CENTRE	204694	2,500.00		MAYORS DONATION
02/06/2020	CTLA	204695	2,500.00		MAYORS DONATION
02/06/2020	FRIENDS OF NEWHAVEN	204696	1,000.00		MAYORS DONATION
02/06/2020	C.E.F	204698	103.80		PLUG/CLIP ON SETT
02/06/2020	Chris Bartholomew Electrical C	204699	108.00		LIGHT REPLACEMENT/FIXING
02/06/2020	Aquaid South Coast	204700	118.08		ANNUAL CHARGE FOR WATER
02/06/2020	Corona Energy	204701	570.19		JAN SUPPLY
02/06/2020	DAVID SIMPSON	204697	40.35		VAT PART OF PAYMENT
02/06/2020	Barclays	204702	44.50		claire lacey credit card
02/06/2020	SECRETARY OUTSOURCE	204703	118.75		SECRETARY OUTSOURCE
04/06/2020	02	DD	84.06		MAY MOBILE BILL
04/06/2020	Northstar IT	DD1	90.00		ANNUAL DOMAIN
05/06/2020	Barclays	DD2	3.00		14 APR / 12 MAY
08/06/2020	The Fuelcard People	DD3	104.66		DIESEL - HK66WMJ
09/06/2020	C.A.T.S CLUB	204704	1,700.00		REFUND OF OVERPAYMENTS
09/06/2020	ZOE MALONE	204705	5.00		REFUND OF PMT TOWARDS CAR TAX
09/06/2020	Brewers and Sons Ltd	204706	193.81		PAINT
09/06/2020	STAR FUELS	204707	451.26		RED DIESEL - 6/06/20
09/06/2020	Vitax Limited	204708	137.20		BOWLS CLUB - PUMP
09/06/2020	Spy AlarmsLtd	204709	192.00		QUARTERLY FIRE MAINTENANCE
09/06/2020	CATS CLUB	204704	-1,700.00		REFUND TO CATS CLUB
10/06/2020	Barclays	DD4	42.00		PDQ MACHINE
15/06/2020	The Fuelcard People	DD	1.20		CARBON COUNT
17/06/2020	East Sussex Security	204710	345.60		MAINTENANCE RENEWAL
17/06/2020	AMADEUS	204711	51.60		FILES / PADS
17/06/2020	Trade UK	204712	17.82		BARK
17/06/2020	Conect Total Communications	204713	467.89		TELEPHONE / WIFI CHGS
17/06/2020	Lewes District Council	204714	1,511.15		NNDR - JULY
17/06/2020	VW GBR	204715	140.16		WEIGHT WATCHERS - ROOM REFUND
22/06/2020	EDF	DD	95.24		MAY ELECTRICITY
24/06/2020	EAST SUSSEX COUNTY COUNCIL	20174	-762.00		CANCEL CHEQUE
24/06/2020	EAST SUSSEX COUNTY COUNCIL	20177A	-12,169.55		CANCEL CHEQUE
24/06/2020	east sussex county council	120193	-10,402.80		CANCEL CHEQUE
24/06/2020	INGEUS	120128	-3,246.65		CANCEL CHEQUE
24/06/2020	Corona Energy	204716	133.69		GAS - MAY-JUNE
24/06/2020	AMADEUS	204717	14.09		ENVELOPES
24/06/2020	Wightman & Parrish Ltd	204718	677.19		CLEANING PRODUCTS

List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2020	Spaldings Limited	204719	249.52		VARIOUS MATERIALS
24/06/2020	Trade UK	204720	11.00		PLANTS FOR BOAT ON COAST ROAD
24/06/2020	EAST SUSSEX COUNTY COUNCIL	204721	552.00		ENERGY SERVICES - 2020/21
24/06/2020	EAST SUSSEX COUNTY COUNCIL	204722	22,782.35		CHQ REISSUE GRASS CUTS / S LIG
24/06/2020	INGEUS	204723	3,246.65		REISSUE CHQ
25/06/2020	JUNE SALARIES	JUNE PAY	19,694.40		JUNE SALARIES
30/06/2020	Reserve Account	30/06/2020	18,238.80		TO MOVE FUNDS TO CORRECT ACC
Total Payments			56,891.96		

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Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Customer A/c	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/06/2020	11356	DEBBIE HARWOOD	DEBBIE HAR		20.00	0.00	20.00	1050	330	20.00	Invoice No:-11356
31/05/2020	11357	EDDIE GREGORY	EDDIE GREG		90.00	18.00	108.00	1044	330	90.00	Invoice No:-11357
09/06/2020	11358	OPEN HOUSE	OPEN HOUSE		30.00	6.00	36.00	1044	330	30.00	Invoice No:-11358
09/06/2020	11359	BAIT BUCKET	BAIT BUCKE		30.00	6.00	36.00	1044	330	30.00	Invoice No:-11359
09/06/2020	11360	CAROLINE REID	CAROLINE R		98.77	19.74	118.51	1080	360	98.77	Invoice No:-11360
09/06/2020	11361	WENDY VECK	W VECK		56.44	11.28	67.72	1080	360	56.44	Invoice No:-11361
09/06/2020	11362	CHURCH	ST LAU		14.11	2.82	16.93	1080	360	14.11	Invoice No:-11362
09/06/2020	11363	PEACEHAVEN COM ORCHA	P/H ORCHAR		28.22	5.64	33.86	1080	360	28.22	Invoice No:-11363
09/06/2020	11364	EVANGELICAL	PH EVANGCH		14.11	2.82	16.93	1080	360	14.11	Invoice No:-11364
09/06/2020	11365	CTLA	CTLA		14.11	2.82	16.93	1080	360	14.11	Invoice No:-11365
09/06/2020	11366	HORT	HORTICULT		28.22	5.64	33.86	1080	360	28.22	Invoice No:-11366
09/06/2020	11367	MENCAP	MENCAP		14.11	2.82	16.93	1080	360	14.11	Invoice No:-11367
09/06/2020	11368	SUSSEX PET RESUE	SX PET RES		28.22	5.64	33.86	1080	360	28.22	Invoice No:-11368
12/06/2020	11369	PEACEHAVEN COM ORCHA	P/H ORCHAR		52.02	10.40	62.42	1076	360	52.02	Invoice No:-11369
12/06/2020	11370	ROTARY CLUB	ROTARY CLU		52.02	10.40	62.42	1076	360	52.02	Invoice No:-11370
12/06/2020	11371	ROBERT PARKES	ROBERT PAR		52.02	10.40	62.42	1076	360	52.02	Invoice No:-11371
09/06/2020	CN1354	CAROLINE REID	CAROLINE R		-98.77	-19.75	-118.52	1080	360	-98.77	Invoice No:-CN1354
09/06/2020	CN1355	WENDY VECK	W VECK		-56.44	-11.29	-67.73	1080	360	-56.44	Invoice No:-CN1355
09/06/2020	CN1356	CHURCH	ST LAU		-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1356
09/06/2020	CN1357	PEACEHAVEN COM ORCHA	P/H ORCHAR		-28.22	-5.64	-33.86	1080	360	-28.22	Invoice No:-CN1357
09/06/2020	CN1358	HORT	HORTICULT		-28.22	-5.64	-33.86	1080	360	-28.22	Invoice No:-CN1358
09/06/2020	CN1359	EVANGELICAL	PH EVANGCH		-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1359
10/06/2020	CN1360	CTLA	CTLA		-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1360
10/06/2020	CN1361	MENCAP	MENCAP		-14.11	-2.82	-16.93	1080	360	-14.11	Invoice No:-CN1361
10/06/2020	CN1362	SUSSEX PET RESUE	SX PET RES		-28.22	-5.64	-33.86	1080	360	-28.22	Invoice No:-CN1362
12/06/2020	CN1363	PEACEHAVEN COM ORCHA	P/H ORCHAR		-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1363
12/06/2020	CN1364	ROTARY CLUB	ROTARY CLU		-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1364
12/06/2020	CN1365	ROBERT PARKES	ROBERT PAR		-52.02	-10.40	-62.42	1076	360	-52.02	Invoice No:-CN1365
12/06/2020	11372	WEIGHT WATCHERS	WEIGHT WAT		143.00	28.60	171.60	1076	360	143.00	Invoice No:-11372
12/06/2020	11373	THE DEANS TEA CLUB	THE DEANS		64.48	12.90	77.38	1076	360	55.98	Invoice No:-11373
							1078		360	8.50	Invoice No:-11373

12/06/2020	11374	STEPHANIE MULLINS	STEPHANIE	59.60	11.90	71.50	1077	360	59.60	Invoice No:-11374
12/06/2020	11375	U3A SINGING	U3A SINGIN	46.65	9.35	56.00	1077	360	46.65	Invoice No:-11375
12/06/2020	11376	ARTS & CRAFTS	GLO/WELL	108.10	21.60	129.70	1077	360	93.30	Invoice No:-11376
							1079	360	14.80	Invoice No:-11376
12/06/2020	11377	ZOE GILES	ZOE GILES	102.10	20.40	122.50	1077	360	102.10	Invoice No:-11377
12/06/2020	11378	ANDY PAYNE	ANDY PAYNE	27.70	5.55	33.25	1075	360	27.70	Invoice No:-11378
12/06/2020	11379	WI	MAHJONG	43.20	8.65	51.85	1075	360	43.20	Invoice No:-11379
12/06/2020	11380	MR ELLMER	ELLMER	674.38	134.92	809.30	1076	360	674.38	Invoice No:-11380
12/06/2020	11381	BADMINTON TUES	BADTUES	51.40	10.30	61.70	1076	360	51.40	Invoice No:-11381
12/06/2020	11382	BADMINTON PM	BAD PM	41.50	8.30	49.80	1076	360	41.50	Invoice No:-11382
12/06/2020	11383	PLAYERS	P/H PLAYER	907.03	181.37	1,088.40	1076	360	607.52	Invoice No:-11383
							1078	360	47.17	Invoice No:-11383
							1075	360	142.18	Invoice No:-11383
							1081	360	110.16	Invoice No:-11383
12/06/2020	11384	MARIA LIDON	MARIA LIDO	63.80	12.80	76.60	1075	360	63.80	Invoice No:-11384
12/06/2020	11385	WI	PEACEHAVEN	32.24	6.45	38.69	1077	360	27.99	Invoice No:-11385
							1078	360	4.25	Invoice No:-11385
12/06/2020	11386	YOGA (DAY)	SAVOULLA	25.48	5.08	30.56	1075	360	25.48	Invoice No:-11386
12/06/2020	11387	WHIST	WHIST	90.16	18.04	108.20	1077	360	73.16	Invoice No:-11387
							1078	360	17.00	Invoice No:-11387
12/06/2020	11388	HIDDEN HEARING LTD	HIDDEN HEA	44.32	8.86	53.18	1075	360	44.32	Invoice No:-11388
12/06/2020	11389	SCRABBLE USA	SCRABBLE U	40.00	8.00	48.00	1077	360	40.00	Invoice No:-11389
12/06/2020	11390	DOWNLAND QUILTERS	DOWNLAND Q	114.89	22.97	137.86	1077	360	107.23	Invoice No:-11390
							1079	360	7.66	Invoice No:-11390
12/06/2020	11391	PSALTY RINGERS	BELL RINGI	40.64	8.12	48.76	1075	360	40.64	Invoice No:-11391
12/06/2020	11392	WEIGHT WATCHERS	WEIGHT WAT	119.20	23.84	143.04	1077	360	119.20	Invoice No:-11392
12/06/2020	11393	KNOW DEMENTIA	KNOW DEMEM	100.76	20.16	120.92	1077	360	100.76	Invoice No:-11393
12/06/2020	11394	MRS ITSUKA	MRS ITSUKA	194.78	38.96	233.74	1076	360	135.22	Invoice No:-11394
							1078	360	35.56	Invoice No:-11394
12/06/2020	11395	CHURCH	JAMES G	183.60	36.72	220.32	1077	360	24.00	Invoice No:-11394
12/06/2020	11396	TAI CHI NEW	TIA CHI NE	61.28	12.24	73.52	1077	360	183.60	Invoice No:-11395
12/06/2020	11397	NAT BLOOD SERVICE	BLOOD DON	90.86	18.18	109.04	1076	360	61.28	Invoice No:-11396
							1075	360	85.68	Invoice No:-11397
12/06/2020	11398	SEW HAPPY QUILTERS 2	SEW QUILT	51.05	10.21	61.26	1077	360	5.18	Invoice No:-11397
12/06/2020	11399	MERIDIAN	LACE	30.63	6.13	36.76	1077	360	51.05	Invoice No:-11398
12/06/2020	11400	FIBRO	FIBRO	19.04	3.81	22.85	1077	360	30.63	Invoice No:-11399
							1077	360	19.04	Invoice No:-11400

12/06/2020	11401	WI	MERIDIAN	30.56	6.11	36.67	1077	360	27.60	Invoice No:-11401
12/06/2020	11402	NETBALLS	NET/BALL	54.55	0.00	54.55	1079	360	2.96	Invoice No:-11401
12/06/2020	11403	MR STAFFORD	MR STAFFOR	94.80	0.00	94.80	1061	310	54.55	Invoice No:-11402
12/06/2020	CN1366	MR STAFFORD	MR STAFFOR	-94.80	0.00	-94.80	1061	310	94.80	Invoice No:-11403
12/06/2020	CN1367	NETBALL3	NET/BALL	-54.55	0.00	-54.55	1061	310	-94.80	Invoice No:-CN1366
12/06/2020	CN1368	WI	MERIDIAN	-30.56	-6.11	-36.67	1077	360	-54.55	Invoice No:-CN1367
12/06/2020	CN1369	FIBRO	FIBRO	-19.04	-3.81	-22.85	1077	360	-30.56	Invoice No:-CN1368
12/06/2020	CN1370	MERIDIAN	LACE	-30.63	-6.13	-36.76	1077	360	-19.04	Invoice No:-CN1369
12/06/2020	CN1371	SEW HAPPY QUILTERS 2	SEW QUILT	-51.05	-10.21	-61.26	1077	360	-30.63	Invoice No:-CN1370
12/06/2020	CN1372	TAI CHI NEW	TIA CHI NE	-61.26	-12.25	-73.51	1077	360	-51.05	Invoice No:-CN1371
12/06/2020	CN1373	CHURCH	JAMES G	-183.60	-36.72	-220.32	1077	360	-61.26	Invoice No:-CN1372
12/06/2020	CN1374	MRS ITSUKA	MRS ITSUKA	-194.78	-38.96	-233.74	1076	360	-183.60	Invoice No:-CN1373
12/06/2020	CN1375	KNOW DEMENTIA	KNOW DEMEM	-100.76	-20.15	-120.91	1077	360	-194.78	Invoice No:-CN1374
12/06/2020	CN1376	WEIGHT WATCHERS	WEIGHT WAT	-119.20	-23.84	-143.04	1077	360	-100.76	Invoice No:-CN1375
12/06/2020	CN1377	PSALTY RINGERS	BELL RINGI	-40.64	-8.13	-48.77	1075	360	-119.20	Invoice No:-CN1376
12/06/2020	CN1378	DOWNLAND QUILTERS	DOWNLAND Q	-114.89	-22.98	-137.87	1077	360	-40.64	Invoice No:-CN1377
12/06/2020	CN1379	SCRABBLE USA	SCRABBLE U	-40.00	-8.00	-48.00	1077	360	-114.89	Invoice No:-CN1378
12/06/2020	CN1380	HIDDEN HEARING LTD	HIDDEN HEA	-44.32	-8.86	-53.18	1075	360	-40.00	Invoice No:-CN1379
12/06/2020	CN1381	WHIST	WHIST	-90.16	-18.03	-108.19	1077	360	-44.32	Invoice No:-CN1380
12/06/2020	CN1382	YOGA (DAY)	SAVOULLA	-25.48	-5.10	-30.58	1075	360	-90.16	Invoice No:-CN1381
12/06/2020	CN1383	WI	PEACEHAVEN	-32.24	-6.45	-38.69	1077	360	-25.48	Invoice No:-CN1382
12/06/2020	CN1384	MARIA LIDON	MARIA LIDO	-63.80	-12.76	-76.56	1075	360	-32.24	Invoice No:-CN1383
12/06/2020	CN1385	PLAYERS	P/H PLAYER	-907.03	-181.41	-1,088.44	1076	360	-63.80	Invoice No:-CN1384
12/06/2020	CN1386	BADMINTON PM	BAD PM	-41.50	-8.30	-49.80	1076	360	-907.03	Invoice No:-CN1385
12/06/2020	CN1387	BADMINTON TUES	BADTUES	-51.40	-10.28	-61.68	1076	360	-41.50	Invoice No:-CN1386
12/06/2020	CN1388	MR ELLMER	ELLMER	-674.38	-134.88	-809.26	1076	360	-51.40	Invoice No:-CN1387
12/06/2020	CN1389	WI	MAHJONG	-43.20	-8.64	-51.84	1075	360	-674.38	Invoice No:-CN1388
12/06/2020	CN1390	ANDY PAYNE	ANDY PAYNE	-27.70	-5.54	-33.24	1075	360	-43.20	Invoice No:-CN1389
12/06/2020	CN1391	ZOE GILES	ZOE GILES	-102.10	-20.42	-122.52	1077	360	-27.70	Invoice No:-CN1390
12/06/2020	CN1392	ARTS & CRAFTS	GLO/WELL	-108.10	-21.62	-129.72	1077	360	-102.10	Invoice No:-CN1391
12/06/2020	CN1393	USA SINGING	USA SINGIN	-46.65	-9.33	-55.98	1077	360	-108.10	Invoice No:-CN1392
12/06/2020	CN1394	STEPHANIE MULLINS	STEPHANIE	-59.60	-11.92	-71.52	1077	360	-46.65	Invoice No:-CN1393
12/06/2020	CN1395	WEIGHT WATCHERS	WEIGHT WAT	-143.00	-28.60	-171.60	1076	360	-59.60	Invoice No:-CN1394
12/06/2020	CN1396	CATS CLUB	CATS CLUB	-2,700.00	0.00	-2,700.00	4999	100	-143.00	Invoice No:-CN1395
12/06/2020	CN1397	CATS CLUB NEW	CATS NEW	-1,100.00	0.00	-1,100.00	1039	310	-2,700.00	Invoice No:-CN1396
12/06/2020	CN1398	CATS CLUB NEW	CATS NEW	-1,700.00	0.00	-1,700.00	1039	310	-1,100.00	Invoice No:-CN1397
										Invoice No:-CN1398

12/06/2020	11409	GEORGE	POPE	354.48	0.00	354.48	1084	355	354.48	Invoice No:-11409
12/06/2020	11410	DAMIKA GEARING	DAMIKA GEA	40.75	0.00	40.75	1084	355	40.75	Invoice No:-11410
12/06/2020	11411	DANCE	ANNELI	81.52	0.00	81.52	1084	355	81.52	Invoice No:-11411
12/06/2020	11412	ARTS	MARTIAL	189.20	0.00	189.20	1084	355	189.20	Invoice No:-11412
12/06/2020	CN1402	DAMIKA GEARING	DAMIKA GEA	-40.75	0.00	-40.75	1084	355	-40.75	Invoice No:-CN1402
12/06/2020	CN1399	ARTS	MARTIAL	-189.20	0.00	-189.20	1084	355	-189.20	Invoice No:-CN1399
12/06/2020	CN1400	DANCE	ANNELI	-81.52	0.00	-81.52	1084	355	-81.52	Invoice No:-CN1400
12/06/2020	CN1401	GEORGE	POPE	-354.48	0.00	-354.48	1084	355	-354.48	Invoice No:-CN1401
12/06/2020	11404	CHILD CARE NURSERY	RAINBOW	214.50	0.00	214.50	1084	355	214.50	Invoice No:-11404
12/06/2020	11405	CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60	1084	355	171.60	Invoice No:-11405
12/06/2020	11406	CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60	1084	355	171.60	Invoice No:-11406
12/06/2020	11407	CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60	1084	355	171.60	Invoice No:-11407
12/06/2020	11408	CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60	1084	355	171.60	Invoice No:-11408
25/06/2020	11413	CATS CLUB NEW	CATS NEW	100.00	0.00	100.00	1039	310	100.00	Invoice No:-11413
25/06/2020	11414	GATEWAY CAFE	GATWAY CAF	688.35	137.67	826.02	1025	316	688.35	Invoice No:-11414
25/06/2020	11415	FOOTBALL NEW ACCOUNT	F/BALL NEW	928.26	0.00	928.26	1025	310	928.26	Invoice No:-11415
25/06/2020	11416	DIMESIONS	DIMESIONS	541.66	108.33	649.99	1070	360	541.66	Invoice No:-11416
25/06/2020	11417	FOOTBALL NEW ACCOUNT	F/BALL NEW	692.78	0.00	692.78	1025	310	692.78	Invoice No:-11417
25/06/2020	11418	TELEFONICA	PHONEMAST	4,250.00	850.00	5,100.00	1041	310	4,250.00	Invoice No:-11418
25/06/2020	CN1403	TELEFONICA	PHONEMAST	-4,250.00	-850.00	-5,100.00	1041	310	-4,250.00	Invoice No:-CN1403
30/06/2020	10200A	FUNERAL	COOP	15.00	0.00	15.00	1046	430	15.00	CORRECT LEDGER
30/06/2020	10200Z	FUNERALCARE	CO-OP F/C	-15.00	0.00	-15.00	1046	430	-15.00	CORRECT LEDGER
30/06/2020	11056C	P/H ORCHARD TREASURE	P / H ORCH	-7.20	0.00	-7.20	1078	360	-7.20	ledger correction
30/06/2020	11056A	PEACEHAVEN COM ORCHA	P/H ORCHAR	7.20	0.00	7.20	1078	360	7.20	ledger correction
				-1,322.69	307.07	-1,015.62				
		To be paid:								
		CHILD CARE NURSERY	RAINBOW	214.50	0.00	214.50				
		CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60				
		CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60				
		CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60				
		CHILD CARE NURSERY	RAINBOW	171.60	0.00	171.60				
		CATS CLUB NEW	CATS NEW	100.00	0.00	100.00				
		GATEWAY CAFE	GATWAY CAF	688.35	137.67	826.02				
		FOOTBALL NEW ACCOUNT	F/BALL NEW	928.26	0.00	928.26				
		DIMESIONS	DIMESIONS	541.66	108.33	649.99				
		FOOTBALL NEW ACCOUNT	F/BALL NEW	692.78	0.00	692.78				

-1,322.69

-1,015.62

-1,322.69 307.07

Invoices Loss of Income for June

5,215.09

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.

13th July 2020

Agenda Item: PF509
Committee: Policy & Finance
Date: 21/07/2020
Title: Repair/replacement of PTC CCTV Equipment
Report Author(s): Town Clerk
Purpose of Report: To seek funding for the Repair/replacement of PTC CCTV Equipment

Summary of recommended actions

1. To note the contents of the report.
2. To agree funding for this work.

Introduction

The CCTV at Centenary park has been neglected and now has only 3 cameras working properly and many cables chewed through by rodents.

Background

The CCTV at Centenary park was installed in 2017 by Sats4u, the installation had a one year service/warranty attached to it with an option to have a service contract after this time, the service contract was not set up at this time by the previous management.

The system has a PTZ camera which rotates to cover the park area, this camera has seized up and cannot be repaired, the other cameras have issues due to rodents eating cables etc.

Analysis

The sea air is very corrosive, and this has caused a lot of the issues, if a service contract had been in place this would not have been such an issue. The L&A approved starting a service contract with Sats4u just before the lockdown, this was not implemented at that time and once the lockdown had eased the parks officer asked for a site visit, the resulting visit found the issues with the system.

Extract from the Draft Council meeting minutes of 30th June 2020:-

C629 Report by Cllr Symonds on the development of CCTV in the Town.

The Clerk's report on the status of current PTC CCTV equipment was noted and discussed.

It was noted that the cost of repairs/replacement of existing CCTV kit will cost around £2,300.

Cllr Griffiths highlighted the benefit of the full functionality of the PTC CCTV in relation to public safety. It was resolved that Cllr Griffiths will submit a paper to the next meeting of the Policy & Finance Committee which will then have the authority to approve this expenditure if agreed.

Implications

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

<u>Financial</u>	Cost for repairs/replacements £2303.80
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	This equipment plays an important part in this area.
<u>Climate</u>	None.

Appendices/Background papers

Sats4u quote.

QUOTE



To **Peacehaven Town Council**
Attention: Leisure and Amenities Manager
Meridian Centre
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Quote Number QU-0133
Reference CCTV camera and cable replacement
Date 22 June 2020
Expiry 22 July 2020

From SATS4U
Attention: Accounts Department
23b Clifton Road
Newhaven
East Sussex
BN9 0BA
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
CCTV Main PTZ camera replacement to same quality	1.00	840.90	840.90
CCTV PTZ replacement arm and box	1.00	56.00	56.00
CCTV 2 x IP cameras on hub building	2.00	149.80	299.60
CCTV camera to cafe area change and backing plate	1.00	145.30	145.30
cctv cable and connections cable changes through rodent damage all eaten through	2.00	79.00	158.00
Supply of sundries - connectors	1.00	44.00	44.00

Telephone - labour 2 x engineers for a 2 day period	2.00	380.00	760.00
Deposit Request is system price plus cable £1598.00	1.00	0.00	0.00
		Subtotal	2,303.80
		Total No VAT	0.00
		Total GBP	2,303.80

Terms

All Quotes are valid for a period of 3 months, unless otherwise specified in your written quotation

Please send payment for Deposit to

To pay by BACS please send payment to:

Nicholas Callow

Lloyds Bank

Sort Code : 309089

Acct No : 30462460

Registered Office: 23b Clifton Road, Newhaven, East Sussex, BN9 0BA, United Kingdom

Agenda Item: PF510
Committee: P&F
Date: 21st July 2020
Title: Budget Virement
Report Authors: Finance Officer
Purpose of Report: To authorise virement of budgets / amend Earmarked Reserves

Summary of recommended actions

1. To note the contents of this report.
2. To agree to move funds from existing budgets and use an earmarked reserve

Introduction

Budgets for this year were set with a view to receiving income. So far this year we have received very little income due to COVID-19, however we have made some small savings in areas where we thought we would spend.

Background

Some expenditure has been / will be made for some high value services which we did not account for.

Analysis

We have recently undertook some mower repairs for the value of £2,912 – this doesn't leave much for vehicle repairs for the rest of the year and I would like to propose that we move some, if not all the earmarked reserves of £4,000 for P/H Youth Task Group to cover this expenditure.

The sink at the café needs replacing, this was identified in the last financial year, however this was not accrued for. The quote to replace / remove the existing sink is £2,371 for which we have nothing set aside to do this. I propose that we vire across £1,218 from the cleaning costs code for the café toilets, of which we didn't clean during April and May to cover some of the costs of this repair.

Implications

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

<u>Financial</u>	No change – just movement of existing funds
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A