

Agenda Item:	PF520-1
Committee:	Policy and Finance
Date:	22 September 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 August 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 31.4% of the budgeted expenditure has been spent so far, and 89.7% of the budgeted income has been received as at the end of month 5 (August 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 – 31st August 2020
- Bank reconciliation statement for cashbook 1 – 31st August 2020
- Bank reconciliation statement for cashbook 2 – 31st August 2020
- Detailed income and expenditure month 5 (August 2020)
- Detailed balance sheet month 5 (August 2020)

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PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
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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 28 August 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£662,262.07
.....	
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 31/08/2020
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	31/08/2020		50,000.00
Current Account	31/08/2020		662,262.07
			<u>712,262.07</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
28/02/2020 120062 SEAHAVEN FIBROMYALGIA	145.54
03/03/2020 120126 Corona Energy	732.85
05/03/2020 120128 INGEUS	3,246.75
02/06/2020 204697 DAVID SIMPSON	40.35
24/06/2020 120128 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	-3,246.65
24/06/2020 204723 INGEUS	3,246.65
29/07/2020 120303 ssalc Limited	36.00
12/08/2020 120321 INGEUS	3,246.65
12/08/2020 120322 BIONEMA LTD	337.50
12/08/2020 120324 ssalc Limited	144.00
12/08/2020 120321 INGEUS	-3,246.65
19/08/2020 120327 Wightman & Parrish Ltd	379.87
19/08/2020 120328 FEATURE ARCHITECTURAL FABRICAT	1,695.07
19/08/2020 120329 Conect Total Communications	468.42
19/08/2020 120330 Trade UK	11.17
19/08/2020 120331 Sats4u	1,598.00
19/08/2020 120332 MICHAEL RIPLEY	16.95
27/08/2020 120333 ROYAL BRITISH LEGION POPPY APP	18.50
27/08/2020 120334 HMRC	6,258.56
27/08/2020 120335 EAST SUSSEX PENSION FUND	6,822.16
27/08/2020 120337 Corona Energy	81.38
27/08/2020 120338 COLLIER TURF CARE LTD	1,680.00
27/08/2020 120339 PKF Littlejohn LLP	1,920.00
27/08/2020 120340 Wightman & Parrish Ltd	49.38
27/08/2020 120221 CATERCRAFT SUPPLIES LTD	1,422.60
27/08/2020 120222 Mailserve LTD	279.60
27/08/2020 120223 C.E.F	8.69
27/08/2020 120224 Codec Facilities Ltd	644.97
	<u>24,891.66</u>
	687,370.41

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
27/08/2020	-100.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	-200.00
	<u>687,170.41</u>
Balance per Cash Book is :-	687,170.41
Difference is :-	0.00

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Your balances on 07 August 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£372,764.32
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 31/08/2020
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	31/08/2020		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

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020		50,000.00
Current Account	31/07/2020		372,843.38
			<hr/> 422,843.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2019 204650 KATIE DEELEY		50.00	
17/01/2020 120098 SHANNON FRANKLIN		50.00	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
03/03/2020 120126 Corona Energy		732.85	
05/03/2020 120128 INGEUS		3,246.75	
13/05/2020 120217 Tony Allen		32.80	
02/06/2020 204697 DAVID SIMPSON		40.35	
24/06/2020 120128 INGEUS		-3,246.65	
24/06/2020 204723 INGEUS		3,246.65	
09/07/2020 120292 HAVENS COMMUNITY CARS		500.00	
14/07/2020 120295 MUNTHAHA MURSHED		50.00	
14/07/2020 120298 C.B.Winters & Sons Ltd		48.60	
29/07/2020 120299 TRAVIS PERKINS Trading Company		44.60	
29/07/2020 120300 ScottishPower Group		100.97	
29/07/2020 120301 Tony Allen		129.60	
29/07/2020 120302 Spaldings Limited		65.10	
29/07/2020 120303 ssalc Limited		36.00	
29/07/2020 120304 Wightman & Parrish Ltd		278.01	
29/07/2020 120305 Business Sream		656.37	
29/07/2020 120306 Rialtas Business Solutions Ltd		70.80	
29/07/2020 120307 Conect Total Communications		468.14	
29/07/2020 120308 Trade UK		17.15	
29/07/2020 120309 Corona Energy		78.75	
29/07/2020 120310 Tansleys Printers Limited		106.80	
29/07/2020 120311 HELP FOR HEROES		205.65	
29/07/2020 120312 EAST SUSSEX PENSION FIND		6,577.96	
29/07/2020 120313 HMRC		5,817.62	
			<hr/> 19,550.41
			403,292.97
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
			<hr/> -100.00
			403,192.97
Balance per Cash Book is :-			403,192.97
Difference is :-			0.00

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Your balances on 28 August 2020

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Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£662,262.07
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Sort Code 20-49-76 • Account No 30701211	

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

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**Bank Reconciliation Statement as at 31/08/2020
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	31/08/2020		50,000.00
Current Account	31/08/2020		662,262.07
			<u>712,262.07</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/11/2019 204650 KATIE DEELEY	50.00
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19/08/2020 120327 Wightman & Parrish Ltd	379.87
19/08/2020 120328 FEATURE ARCHITECTURAL FABRICAT	1,695.07
19/08/2020 120329 Conect Total Communications	468.42
19/08/2020 120330 Trade UK	11.17
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27/08/2020 120334 HMRC	6,258.56
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27/08/2020 120224 Codec Facilities Ltd	644.97
	<u>24,891.66</u>
	687,370.41

Receipts not Banked/Cleared (Plus)

22/05/2020 204683	-100.00
27/08/2020	-100.00

Date: 03/09/2020

Peacehaven Town Council

Page 2

Time: 09:24

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Current Bank A/c**

User: ZM

<u>Amount</u>	<u>Balances</u>
	-200.00
	<u>687,170.41</u>
Balance per Cash Book is :-	687,170.41
Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

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	644,160	644,160	0			100.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	4	500	496			0.7%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	103	1,000	897			10.3%	
1100 Interest Received	97	600	503			16.1%	
1301 Filming	1,050	0	(1,050)			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	708,318	662,460	(45,858)			106.9%	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	124,577	390,000	265,423		265,423	31.9%	
4002 Employer N.I Contributions	10,631	33,685	23,054		23,054	31.6%	
4003 Employer Pension Contributions	26,086	62,514	36,428		36,428	41.7%	
4004 Overtime	40	5,000	4,960		4,960	0.8%	
4011 Training	280	5,000	4,720		4,720	5.6%	
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	1,805	4,000	2,195		2,195	45.1%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,804	10,000	1,196		1,196	88.0%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	59	400	341		341	14.8%	
4323 PDQ Charges	203	800	597		597	25.4%	
4325 Postage	553	2,000	1,447		1,447	27.6%	
4326 Telephones	2,305	6,000	3,695		3,695	38.4%	
4327 Computers	3,971	9,500	5,529		5,529	41.8%	
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	4,034	4,500	466		466	89.7%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	3,800	0	(3,800)		(3,800)	0.0%	
General Administration :- Indirect Expenditure	196,413	576,999	380,586	0	380,586	34.0%	0
Net Income over Expenditure	494,405	60,361	(434,044)				
<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	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	19	3,750	3,732	0	3,732	0.5%	0
Net Expenditure	(19)	(6,150)	(6,132)				
<u>120 Marketing</u>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	684	7,000	6,316			9.8%	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	123	1,000	877		877	12.3%	
Marketing :- Indirect Expenditure	123	3,000	2,877	0	2,877	4.1%	0
Net Income over Expenditure	561	2,800	2,239				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	1,537	5,000	3,463		3,463	30.7%	
Neighbourhood Plan :- Indirect Expenditure	1,537	5,000	3,463	0	3,463	30.7%	0
Net Expenditure	(1,537)	(5,000)	(3,463)				

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
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
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	450	1,092	642		642	41.2%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,143	10,761	1,618	0	1,618	85.0%	0
Net Expenditure	(9,143)	(13,261)	(4,118)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	3,647	4,400	753		753	82.9%	
4203 Fuel	636	5,600	4,964		4,964	11.4%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	4,548	11,300	6,752	0	6,752	40.2%	0
Net Expenditure	(4,548)	(11,300)	(6,752)				
310 Sports Park							
1025 Rent & Service Charge	8,090	15,000	6,911			53.9%	
1039 S/P Cats	(1,000)	3,600	4,600			(27.8%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(143)	2,500	2,643			(5.7%)	
1061 S/P Court Hire	(103)	5,300	5,403			(2.0%)	
Sports Park :- Income	11,093	30,700	19,607			36.1%	0
4101 Repair/Alteration of Premises	114	0	(114)		(114)	0.0%	
4111 Electricity	1,102	6,000	4,898		4,898	18.4%	
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	1,218	7,300	6,082		6,082	16.7%	
4164 Trade Refuse	1,084	4,500	3,416		3,416	24.1%	
4171 Grounds Maintenance Costs	4,535	7,800	3,265		3,265	58.1%	
Sports Park :- Indirect Expenditure	9,560	29,100	19,540	0	19,540	32.9%	0
Net Income over Expenditure	1,533	1,600	67				

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	3,807	0	(3,807)		(3,807)	0.0%	10,000
4111 Electricity	96	0	(96)		(96)	0.0%	
4121 Rents	6,400	12,000	5,600		5,600	53.3%	
4131 Rates	501	2,500	1,999		1,999	20.0%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	1,400	4,750	3,350		3,350	29.5%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	12,554	25,250	12,696	0	12,696	49.7%	10,000
Net Expenditure	(12,554)	(25,250)	(12,696)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(2,554)						
316 Gateway Cafe							
1025 Rent & Service Charge	1,529	8,480	6,951			18.0%	
Gateway Cafe :- Income	1,529	8,480	6,951			18.0%	0
4101 Repair/Alteration of Premises	90	0	(90)		(90)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	90	900	810	0	810	10.0%	0
Net Income over Expenditure	1,439	7,580	6,141				
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	47	0	(47)	0	(47)		0
Net Expenditure	(47)	0	47				
330 Amenity Area							
1044 Hire of the Dell	1,140	5,000	3,860			22.8%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,160	6,950	5,790			16.7%	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	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	38	15,500	15,462	0	15,462	0.2%	0

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

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	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	1,356	10,000	8,644		8,644	13.6%	
4301 Purchase of Furniture/Equipmen	(193)	3,000	3,193		3,193	(6.4%)	
Amenity Area :- Indirect Expenditure	1,257	21,960	20,703	0	20,703	5.7%	0
Net Income over Expenditure	(135)	(30,510)	(30,375)				
355 The Hub							
1084 Sports Pavilion	1,509	16,000	14,491			9.4%	
The Hub :- Income	1,509	16,000	14,491			9.4%	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	479	1,500	1,021		1,021	31.9%	
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	862	9,500	8,638	0	8,638	9.1%	0
Net Income over Expenditure	647	6,000	5,353				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	2,708	6,000	3,292			45.1%	
1072 C/H Copper Room	5,865	12,650	6,785			46.4%	
1075 C/H Charles Neville	277	10,200	9,923			2.7%	
1076 C/H Main Hall	(150)	25,600	25,750			(0.6%)	
1077 C/H Anzac Room	(81)	12,700	12,781			(0.6%)	
1078 C/H Main Kitchen	625	1,250	625			50.0%	
1079 C/H Anzac Kitchen	1	700	699			0.1%	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	280	1,300	1,020			21.5%	
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	11,487	84,050	72,563			13.7%	0

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	542	10,000	9,458		9,458	5.4%	
4111 Electricity	(52)	8,000	8,052		8,052	(0.7%)	
4112 Gas	897	4,000	3,103		3,103	22.4%	
4122 Service Charge	448	15,500	15,052		15,052	2.9%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	656	16,000	15,344		15,344	4.1%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,019	2,500	1,481		1,481	40.8%	
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	6,318	78,920	72,602	0	72,602	8.0%	0
Net Income over Expenditure	4,760	3,130	(1,630)				
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%	

Detailed Income & Expenditure by Budget Heading 09/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	735,781	820,640	84,859			89.7%	
Expenditure	260,418	830,500	570,082	0	570,082	31.4%	
Net Income over Expenditure	<u>475,363</u>	<u>(9,860)</u>	<u>(485,223)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>485,363</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 09/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	19,999	
105	VAT Control A/c	4,386	
118	Deposit Aqua	50	
201	Current Bank A/c	683,961	
202	Reserve Account	180,112	
210	Petty Cash	520	
	Total Current Assets		889,028
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,897	
566	Deposits Received	1,122	
	Total Current Liabilities		3,018
	Net Current Assets		886,010
	Total Assets less Current Liabilities		886,010
	<u>Represented by :-</u>		
301	Current Year Fund	475,248	
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	154,679	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		886,010

A/c Code	1010	CIL Income				Annual Budget	0
Centre	100	General Administration				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 7		47,435.42

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Wightman & Parrish Ltd	204724	493.49		FIRE RETARDANT PEDAL BINS
01/07/2020	ANDY BEAMS	204725	320.00		ADHOC FINANCE SUPPORT MAY/JUNE
01/07/2020	Spaldings Limited	204726	31.32		CLEAR SAFETY GOGGLES
01/07/2020	Sats4u	204727	502.00		CCTV RESTORATION
01/07/2020	DIA SYSTEMS LIMITED	204728	325.73		PERSPEX SCREENS
01/07/2020	CASTLE WATER	204729	335.58		WATER SERVICES 01 APR - 31 MAY
01/07/2020	Society Of Local Council Clerk	204730	308.00		TONY ALLEN MEMBERSHIP
01/07/2020	M.D.J Light Brothers Ltd	204731	288.00		SKIP HIRE
01/07/2020	SECRETARY OUTSOURCE	204732	112.50		MINUTES FOR NP GROUP 11/06
01/07/2020	EAST SUSSEX PENSION FUND	204733	6,577.96		JUNE SALARIES
01/07/2020	HMRC	204734	5,818.02		JUNE SALARIES
06/07/2020	Barclays	DD1	3.00		BACS FILE CHARGES
07/07/2020	02	DD	84.06		JUNE MOBILE BILL
09/07/2020	C.E.F	204735	234.63		FLOOR SIGNS / ARROWS
09/07/2020	Zurich Municipal	204736	9,860.41		INSURANCE - JUNE 20 - JUNE 21
09/07/2020	Cinemobile	204737	408.75		CATS SCREENING 19/02/20
09/07/2020	Rigby Taylor	204738	414.90		PARTS FOR BOWLING GREEN
09/07/2020	Brewers and Sons Ltd	204739	101.69		PAINT
09/07/2020	Ernest Doe & Sons Ltd	204740	3,495.37		MOWER REPAIRS
09/07/2020	CTLA	120281	6,000.00		CTLA - GRANT
09/07/2020	CITIZENS ADVICE	120282	11,500.00		CITIZENS ADVICE -GRANT
09/07/2020	AIR AMBULANCE	120283	750.00		AIR AMBULANCE GRANT
09/07/2020	P/H & DISTRICT RESIDENTS	120284	100.00		P/H RESIDENTS - GRANT
09/07/2020	HAVENS COMMUNITY CLUB	120285	500.00		HAVENS COMM CLUB - GRANT
09/07/2020	EAST SUSSEX HEARING	120286	250.00		EAST SUSSEX HEARING RESOURCE
09/07/2020	KEMPTON HOUSE DAY CENTRE	120287	750.00		KEMPTON HOUSE - GRANT
09/07/2020	PEACEHAVEN RANGERS	120288	300.00		PEACEHAVEN RANGERS - GRANT
09/07/2020	FRIENDS OF DOWNLANDS	120289	750.00		FRIENDS OF DOWNLANDS - GRANTS
09/07/2020	NEWHAVEN CRICKET CLUB	120290	150.00		NEWHAVEN CRICKET CLUB - GRANT
09/07/2020	SUSSEX COMMUNITY ASSOC	120291	750.00		SCDA - GRANT
09/07/2020	HAVENS COMMUNITY CARS	120292	500.00		HAVENS COMMUNITY CARS - GRANT
09/07/2020	Trade UK	120293	46.03		CABLETIES / NAILS FOR SIGNS
09/07/2020	MICHAEL RIPLEY	120294	31.99		MICHAEL RIPLEY
10/07/2020	Barclays	DD2	42.00		42.00
13/07/2020	The Fuelcard People	DD3	2.40		FUELCARD
14/07/2020	MUNTHAHA MURSHED	120295	50.00		DEPOSIT REFUND
14/07/2020	Ricoh Capital Ltd	120296	1,238.93		PHOTOCOPIER RENTAL
14/07/2020	Caroline Reid	120297	609.00		JULY CLEANING
14/07/2020	C.B.Winters & Sons Ltd	120298	48.60		TURF FOR S/P
22/07/2020	EDF	DD	93.54		JUNE ELECTRICITY
24/07/2020	JULY SALARIES	JULY PAY	19,694.80		JULY SALARIES
29/07/2020	TRAVIS PERKINS Trading	120299	44.60		TIMBER / FENCE POST
29/07/2020	ScottishPower Group	120300	100.97		ELECTRICITY - APR - JULY 2020
29/07/2020	Tony Allen	120301	129.60		RISK ASSESSMENT TRAINING
29/07/2020	Spaldings Limited	120302	65.10		KUBOTA PRODUCTS - MOWER REPAIR
29/07/2020	ssalc Limited	120303	36.00		FINANCE WEBINAR 21/07/20
29/07/2020	Wightman & Parrish Ltd	120304	278.01		TO CLEAR ACCOUNT

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/07/2020	Business Sream	120305	656.37		WASTE SERVICES DEC 19 - JUN 19
29/07/2020	Rialtas Business Solutions Ltd	120306	70.80		MAKING TAX DIGITAL
29/07/2020	Conect Total Communications	120307	468.14		TELEPHONE CHARGES - JULY
29/07/2020	Trade UK	120308	17.15		POLYSTYRENE SHEET
29/07/2020	Corona Energy	120309	78.75		GAS JUNE-JULY
29/07/2020	Tansleys Printers Limited	120310	106.80		CAR BOOT BANNER
29/07/2020	HELP FOR HEROES	120311	205.65		YOUTH MAYOR PROCEEDS
29/07/2020	EAST SUSSEX PENSION FIND	120312	6,577.96		JULY SALARIES
29/07/2020	HMRC	120313	5,817.62		JULY SALARIES
03/08/2020	Investec Asset Finance	DD	144.00		LEASE RENTAL - AUG -OCT 2020
03/08/2020	Barclays	DD1	3.00		BACS FILE CHARGES
04/08/2020	SECRETARY OUTSOURCE	120315	143.75		SECRETARY OUTSOURCE
04/08/2020	L&N CONSULTANCY LIMITED	120316	2,178.00		NDP WORK - JULY 2020
04/08/2020	AMP Services	120317	346.05		SCARIFIER BLADE
04/08/2020	Caroline Reid	120318	609.00		S/P CLEANING
04/08/2020	Tansleys Printers Limited	120319	40.80		CAR BOOT POSTERS
04/08/2020	CVS TYRES LTD	120320	122.28		DELI S366 TURF TYRES
05/08/2020	02	DD2	52.21		JULY MOBILE CHARGES
10/08/2020	The Fuelcard People	DD	133.06		FUEL - GY06PPX & HK66WMJ
10/08/2020	Barclays	DD	42.00		july pdq chgs
12/08/2020	INGEUS	120321	3,246.65		REPLACEMENT CHQ
12/08/2020	BIONEMA LTD	120322	337.50		PRODUCT FOR BOWLS GREEN
12/08/2020	PROLUDIC LTD	120323	406.85		FIXTURES FOR DELL PLAYGROUND
12/08/2020	ssalc Limited	120324	144.00		EFFECTIVE COMMUNICATIONS WEBIN
12/08/2020	Lewes District Council	120325	110.00		COLLECTION OF FLY TIPPING
12/08/2020	INGEUS	120321	-3,246.65		ORIG CHQ CASHED!
12/08/2020	R Poplett holdings	120326	4,404.00		UNIT 14 & YARD W/C 23/07/20
19/08/2020	Wightman & Parrish Ltd	120327	379.87		CLEANING MATERIALS
19/08/2020	FEATURE ARCHITECTURAL	120328	1,695.07		FIX GATEWAT CAFE DOORS
19/08/2020	Conect Total Communications	120329	468.42		AUG TEL CHARGES
19/08/2020	Trade UK	120330	11.17		SEALANT / UNIBOND
19/08/2020	Sats4u	120331	1,598.00		CCTV DEPOSIT
19/08/2020	MICHAEL RIPLEY	120332	16.95		CLEANING MATERIALS
27/08/2020	ROYAL BRITISH LEGION POPPY	120333	18.50		WREATH
27/08/2020	HMRC	120334	6,258.56		AUGUST SALARIES
27/08/2020	EAST SUSSEX PENSION FUND	120335	6,822.16		EAST SUSSEX PENSION FUND
27/08/2020	Corona Energy	120337	81.38		GAS SUPPLY - JULY-AUG
27/08/2020	COLLIER TURF CARE LTD	120338	1,680.00		FERTILISER
27/08/2020	PKF Littlejohn LLP	120339	1,920.00		AUDIT FEES YEAR END 31/03/20
27/08/2020	Wightman & Parrish Ltd	120340	49.38		FOAM HAND SANITISER
27/08/2020	CATERCRAFT SUPPLIES LTD	120221	1,422.60		REPLACE SINK UNIT
27/08/2020	Mailserve LTD	120222	279.60		ROYAL MAIL TARIFF UPDATE
27/08/2020	C.E.F	120223	8.69		GRID SWITCH/INSULATED TAPE
27/08/2020	Codec Facilities Ltd	120224	644.97		MEMORIAL BENCH
Total Payments			121,098.04		

PEACEHAVEN TOWN COUNCIL

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

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

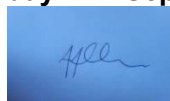
Councillors on this Committee:

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

16th September 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on **Tuesday 22nd September 2020 at 7:30pm**



Tony Allen, Town Clerk

AGENDA

PF515 CHAIRMAN'S ANNOUNCEMENTS

PF516 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.

PF517 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF518 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF519 TO ADOPT THE MINUTES OF 21st JULY 2020

PF520 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)

PF521 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

PF522 TO NOTE THE 2019/20 EXTERNAL AUDIT REPORT

PF523 TO NOTE AND DISCUSS AN HISTORICAL ANOMALY IN THE CIL ACCOUNTING

PF524 TO NOTE THE FINANCIAL EFFECT OF THE IMPLEMENTATION OF THE ANNUAL PAY SCALE INCREASES AND APPROVED INCREMENTS

PF525 TO NOTE THE USE OF THE RBS BUDGETING FACILITY FOR DEVELOPING THE 2021/22 BUDGET

PF526 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

PF527 PTC WEB SITE ACCESSIBILITY - TO AUTHORISE THE PURCHASE OF THE BROWSEALLOUD PLUG-IN

PF528 ANNUAL REVIEW OF ASSET REGISTER

PF529 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE

PF530 TO DISCUSS THE LDC REQUEST FOR PAYMENT OF PREVIOUS ELECTIONS FEES

PF531 TO CONSIDER ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

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.*

PF532 AGED DEBT ANALYSIS

PF533 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

PF534 TO APPROVE HALF-YEARLY WRITE-OFFS

PF535 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS

PF536 DATE OF NEXT MEETING – TUESDAY 13th October 2020 at 7.30pm

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 once the COVID-19 situation has stabilised.
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.
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>	Completed. To be carried out as part of the annual 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 Autumn 2020 insurance policy review process.

11th September 2020

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

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

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

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

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

26th May 2020

and recorded as minute reference:

C608.a.iv

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

peacehaventowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

PEACEHAVEN TOWN COUNCIL
ENTER NAME OF AUTHORITY

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

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

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

SIGNATURE REQUIRED

Date

27/05/2020

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

26/05/2020

as recorded in minute reference:

C608.a.v

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

SIGNATURE REQUIRED

Agenda Item:

Committee: Policy & Finance

Date: 22 September 2020

Title: CIL receipts

Report Authors: Zoe Malone

Purpose of Report: To note and agree CIL

Summary of recommended actions

To note the missing CIL receipt from April 2018 and discuss and agree what the best solution is.

Introduction

LDC require an annual report for CIL monies to show what we have received and what we have spent. They are currently looking at 2018/19.

Background

We received an amount from CIL in April 2018 for £33,182.73. This was unfortunately allocated to the Lewes Grants account code and then would have been subsequently swallowed up in the general reserves for that year.

Analysis

There are four options;

- 1) We transfer from the general reserves to balance the CIL account
- 2) We identify costs made in this period and claim them against this CIL payment so in effect we 100% spent it
- 3) We show the payment on the CIL report to Lewes but leave our accounts as they are – remembering to adjust the figures each year to include the £33k.
- 4) To include this in the budget for 2021/22 to redress this.

Implications

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

<u>Financial</u>	£33,182.73 of CIL monies meant for infrastructure improvement has been misallocated.
<u>Legal</u>	N/A

<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Rehana Azam, GMB
Jim Kennedy, Unite
Jon Richards, UNISON

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

24 August 2020

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES' PAY AGREEMENT 2020-21

Pay

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2020**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award will now be implemented.

The new pay rates are attached at **Annex 1**. The new rates for allowances, up-rated by 2.75 per cent, are set out at **Annex 2**.

The NJC has also agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine - can meet the challenge of the Government's target for the National Living Wage in the coming years.

Annual Leave

The NJC has also agreed that from **1 April 2020**, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.

The National Agreement Part 2 Para 7.2 will therefore, with effect from **1 April 2020**, be amended to read as follows:

7.2 Annual Leave

The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

Stress and Mental Health

The NJC has further agreed that the Joint Secretaries will begin discussions on “a *comprehensive joint national review of the workplace causes of stress and mental health*”

Yours sincerely,

Naomi
Cooke

Naomi Cooke



Rehana Azam



Jim Kennedy



Jon Richards

ANNEX 1

SCP	01-Apr-19		01-Apr-20	
	per annum	per hour	per annum	per hour
1	£17,364	£9.00	£17,842	£9.25
2	£17,711	£9.18	£18,198	£9.43
3	£18,065	£9.36	£18,562	£9.62
4	£18,426	£9.55	£18,933	£9.81
5	£18,795	£9.74	£19,312	£10.01
6	£19,171	£9.94	£19,698	£10.21
7	£19,554	£10.14	£20,092	£10.41
8	£19,945	£10.34	£20,493	£10.62
9	£20,344	£10.54	£20,903	£10.83
10	£20,751	£10.76	£21,322	£11.05
11	£21,166	£10.97	£21,748	£11.27
12	£21,589	£11.19	£22,183	£11.50
13	£22,021	£11.41	£22,627	£11.73
14	£22,462	£11.64	£23,080	£11.96
15	£22,911	£11.88	£23,541	£12.20
16	£23,369	£12.11	£24,012	£12.45
17	£23,836	£12.35	£24,491	£12.69
18	£24,313	£12.60	£24,982	£12.95
19	£24,799	£12.85	£25,481	£13.21
20	£25,295	£13.11	£25,991	£13.47
21	£25,801	£13.37	£26,511	£13.74
22	£26,317	£13.64	£27,041	£14.02
23	£26,999	£13.99	£27,741	£14.38
24	£27,905	£14.46	£28,672	£14.86
25	£28,785	£14.92	£29,577	£15.33
26	£29,636	£15.36	£30,451	£15.78
27	£30,507	£15.81	£31,346	£16.25
28	£31,371	£16.26	£32,234	£16.71
29	£32,029	£16.60	£32,910	£17.06
30	£32,878	£17.04	£33,782	£17.51
31	£33,799	£17.52	£34,728	£18.00
32	£34,788	£18.03	£35,745	£18.53
33	£35,934	£18.63	£36,922	£19.14
34	£36,876	£19.11	£37,890	£19.64
35	£37,849	£19.62	£38,890	£20.16
36	£38,813	£20.12	£39,880	£20.67
37	£39,782	£20.62	£40,876	£21.19
38	£40,760	£21.13	£41,881	£21.71
39	£41,675	£21.60	£42,821	£22.20
40	£42,683	£22.12	£43,857	£22.73
41	£43,662	£22.63	£44,863	£23.25
42	£44,632	£23.13	£45,859	£23.77
43	£45,591	£23.63	£46,845	£24.28

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2020
£37.07

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2020
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2020
£1,324

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2020
£215

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2020
£156

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2020
£898

Outer Fringe Area:

1 April 2020
£626

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2020
£29.83

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2020

£898

Outer Fringe Area:

1 April 2020

£626

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>General Administration</u>									
1001	Precept	536,289	536,289	644,160	644,160	0	0	0	0	0
1005	Grants - Lewes DC	30,176	30,176	0	0	0	0	0	0	0
1010	CIL Income	0	130,410	0	47,435	0	0	0	0	0
1013	Income from Photocopying	500	413	500	7	0	0	0	0	0
1016	Housing Benefit Claims LDC	3,000	16,229	15,200	15,469	0	0	0	0	0
1017	Foodliner Sales	1,500	537	0	0	0	0	0	0	0
1050	Allotment Rent	0	600	0	0	0	0	0	0	0
1094	Other Customer & Client Receip	1,300	300	1,000	103	0	0	0	0	0
1100	Interest Received	250	1,293	600	97	0	0	0	0	0
1301	Filming	0	650	0	1,050	0	0	0	0	0
1309	Other Income	300	662	1,000	0	0	0	0	0	0
1999	Suspense Account	0	10	0	0	0	0	0	0	0
Total Income		573,315	717,568	662,460	708,322	0	0	0	0	0
4010	CIL Expenditure	0	6,871	0	0	0	0	0	0	0
4340	Support Services	0	0	2,500	0	0	0	0	0	0
4345	CTLA Service Level Agreement	0	0	6,000	6,000	0	0	0	0	0
4346	CAB Service Level Agreement	0	0	11,500	11,500	0	0	0	0	0
4347	Climate Change Actions	0	0	5,100	0	0	0	0	0	0
Direct Expenditure		0	6,871	25,100	17,500	0	0	0	0	0
4001	Salaries	331,117	363,513	390,000	124,577	0	0	0	0	0
4002	Employer N.I Contributions	45,694	25,776	33,685	10,631	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4003	Employer Pension Contributions	65,614	57,859	62,514	26,086	0	0	0	0	0
4004	Overtime	6,000	5,369	5,000	40	0	0	0	0	0
4011	Training	3,000	1,860	5,000	280	0	0	0	0	0
4212	Mileage Costs	1,000	273	1,000	0	0	0	0	0	0
4301	Purchase of Furniture/Equipmen	4,500	61	3,500	0	0	0	0	0	0
4302	Purchase of Materials	3,500	0	2,500	0	0	0	0	0	0
4306	Printing	7,000	6,075	7,000	2,622	0	0	0	0	0
4307	Stationery	2,000	2,026	2,500	130	0	0	0	0	0
4311	Professional Fees - Legal	3,000	8,958	3,000	0	0	0	0	0	0
4312	Professional Fees - Other	4,000	42,066	4,000	1,805	0	0	0	0	0
4314	Audit Fees	3,000	2,659	3,000	1,780	0	0	0	0	0
4315	Insurance	12,800	9,575	10,000	8,804	0	0	0	0	0
4321	Bank Charges	100	58	100	51	0	0	0	0	0
4322	BACS Charges	600	473	400	59	0	0	0	0	0
4323	PDQ Charges	500	605	800	203	0	0	0	0	0
4325	Postage	1,750	1,782	2,000	553	0	0	0	0	0
4326	Telephones	4,080	4,692	6,000	2,305	0	0	0	0	0
4327	Computers	7,500	12,619	9,500	3,971	0	0	0	0	0
4329	Advertising	0	134	0	0	0	0	0	0	0
4331	Mayor's Allowance	1,500	1,500	0	0	0	0	0	0	0
4333	Members Allowance	4,250	2,250	3,500	0	0	0	0	0	0
4334	Members Training	2,500	1,960	1,500	0	0	0	0	0	0
4341	Grants	21,020	18,046	10,000	4,800	0	0	0	0	0
4342	Subscriptions	4,000	3,577	4,500	4,034	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4343	Contributions to Provisions	6,000	6,000	0	0	0	0	0	0	0
4444	Election Costs	9,050	0	6,000	0	0	0	0	0	0
4900	Miscellaneous Expenses	0	50	0	0	0	0	0	0	0
4999	Write Off	0	3,714	0	3,800	0	0	0	0	0
Overhead Expenditure		555,075	583,528	576,999	196,530	0	0	0	0	0
100 Net Income over Expenditure		18,240	127,170	60,361	494,292	0	0	0	0	0
6000	plus Transfer from EMR	0	6,871	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	130,410	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		18,240	3,631	60,361	494,292	0		0		
110	Civic Events									
4348	Civic Gifts	0	0	200	0	0	0	0	0	0
4349	Civic Training	0	0	500	0	0	0	0	0	0
4350	Town Twinning	0	0	1,200	0	0	0	0	0	0
4351	Youth Mayor	0	0	500	0	0	0	0	0	0
Direct Expenditure		0	0	2,400	0	0	0	0	0	0
4331	Mayor's Allowance	0	0	1,500	0	0	0	0	0	0
4332	Mayor's Reception	1,200	200	1,250	0	0	0	0	0	0
4335	Civic Expenses	1,700	1,395	0	0	0	0	0	0	0
4336	Civic Service	0	0	250	0	0	0	0	0	0
4338	Remembrance Services	0	0	500	19	0	0	0	0	0
4339	London Bridge	0	0	250	0	0	0	0	0	0
Overhead Expenditure		2,900	1,595	3,750	19	0	0	0	0	0

Continued on next page

12:15

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(2,900)</u>	<u>(1,595)</u>	<u>(6,150)</u>	<u>(18)</u>	<u>0</u>		<u>0</u>		
120	<u>Marketing</u>									
1045	Event Sponsorship	0	495	0	0	0	0	0	0	0
1048	E-News Advertising	0	0	500	60	0	0	0	0	0
1049	Banner Board	0	0	6,500	624	0	0	0	0	0
	Total Income	<u>0</u>	<u>495</u>	<u>7,000</u>	<u>684</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4352	Annual Report	0	0	200	0	0	0	0	0	0
4353	Banner Board	0	0	1,000	0	0	0	0	0	0
	Direct Expenditure	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4328	Website	1,500	373	2,000	0	0	0	0	0	0
4329	Advertising	1,000	512	1,000	123	0	0	0	0	0
4330	Newsletter	1,500	95	0	0	0	0	0	0	0
	Overhead Expenditure	<u>4,000</u>	<u>980</u>	<u>3,000</u>	<u>123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(4,000)</u>	<u>(485)</u>	<u>2,800</u>	<u>561</u>	<u>0</u>		<u>0</u>		
130	<u>Neighbourhood Plan</u>									
4337	Neighbourhood Plan	5,000	0	5,000	1,616	0	0	0	0	0
	Overhead Expenditure	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>1,616</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>0</u>	<u>(5,000)</u>	<u>(1,616)</u>	<u>0</u>		<u>0</u>		
200	<u>Planning & Highways</u>									

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4851	Noticeboards	0	0	1,300	0	0	0	0	0	0
4852	Monument & War Memorial	0	0	600	0	0	0	0	0	0
4853	Street Furniture	0	0	600	0	0	0	0	0	0
Direct Expenditure		0	0	2,500	0	0	0	0	0	0
4101	Repair/Alteration of Premises	1,000	200	500	9	0	0	0	0	0
4111	Electricity	1,000	1,077	1,092	450	0	0	0	0	0
4171	Grounds Maintenance Costs	500	175	500	14	0	0	0	0	0
4850	Grass Cutting Contract	10,140	10,141	8,669	8,669	0	0	0	0	0
Overhead Expenditure		12,640	11,593	10,761	9,143	0	0	0	0	0
Movement to/(from) Gen Reserve		(12,640)	(11,593)	(13,261)	(9,143)	0		0		
300	<u>Grounds Team General Exp</u>									
4151	Fixtures & Fittings	0	162	0	0	0	0	0	0	0
4164	Trade Refuse	0	78	0	0	0	0	0	0	0
4202	Repairs/Maintenance of Vehicle	4,000	3,951	4,400	3,647	0	0	0	0	0
4203	Fuel	5,600	3,674	5,600	636	0	0	0	0	0
4204	Road Fund License	540	260	600	265	0	0	0	0	0
4205	Hire/Lease of Vehicles	600	0	0	0	0	0	0	0	0
4304	Catering	100	60	0	0	0	0	0	0	0
4305	Uniform	550	580	700	0	0	0	0	0	0
Overhead Expenditure		11,390	8,765	11,300	4,548	0	0	0	0	0
Movement to/(from) Gen Reserve		(11,390)	(8,765)	(11,300)	(4,548)	0		0		
310	<u>Sports Park</u>									

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1025	Rent & Service Charge	15,000	14,094	15,000	8,090	0	0	0	0	0
1039	S/P Cats	3,600	3,540	3,600	-1,000	0	0	0	0	0
1041	S/P Telephone Masts	4,300	4,250	4,300	4,250	0	0	0	0	0
1043	S/P Football Pitches	2,000	2,711	2,500	-143	0	0	0	0	0
1061	S/P Court Hire	5,200	5,388	5,300	-103	0	0	0	0	0
1094	Other Customer & Client Receip	6,250	0	0	0	0	0	0	0	0
Total Income		36,350	29,982	30,700	11,093	0	0	0	0	0
4101	Repair/Alteration of Premises	1,560	1,014	0	147	0	0	0	0	0
4111	Electricity	2,000	7,147	6,000	1,102	0	0	0	0	0
4131	Rates	0	0	0	1,172	0	0	0	0	0
4141	Water Services	2,000	3,759	3,500	336	0	0	0	0	0
4161	Cleaning Costs	5,000	6,716	7,300	1,827	0	0	0	0	0
4164	Trade Refuse	4,400	5,418	4,500	1,084	0	0	0	0	0
4171	Grounds Maintenance Costs	7,100	7,241	7,800	4,608	0	0	0	0	0
Overhead Expenditure		22,060	31,295	29,100	10,275	0	0	0	0	0
Movement to/(from) Gen Reserve		14,290	(1,314)	1,600	818	0		0		
315	<u>Big Park</u>									
1005	Grants - Lewes DC	25,000	0	0	0	0	0	0	0	0
1043	S/P Football Pitches	0	520	0	0	0	0	0	0	0
1094	Other Customer & Client Receip	2,000	180	0	0	0	0	0	0	0
Total Income		27,000	700	0	0	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

12:15

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4101	Repair/Alteration of Premises	1,000	4,449	0	3,807	0	0	0	0	0
4111	Electricity	0	116	0	96	0	0	0	0	0
4121	Rents	12,000	10,920	12,000	6,400	0	0	0	0	0
4131	Rates	1,700	3,352	2,500	501	0	0	0	0	0
4141	Water Services	500	0	500	0	0	0	0	0	0
4151	Fixtures & Fittings	200	0	0	0	0	0	0	0	0
4166	Skip Hire	1,000	680	1,000	350	0	0	0	0	0
4173	Fertilisers & Grass Seed	4,000	3,018	4,750	1,400	0	0	0	0	0
4302	Purchase of Materials	500	150	0	0	0	0	0	0	0
4303	Machinery Mtce/Lease	1,500	955	4,500	0	0	0	0	0	0
Overhead Expenditure		22,400	23,640	25,250	12,554	0	0	0	0	0
315 Net Income over Expenditure		4,600	-22,940	-25,250	-12,554	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
Movement to/(from) Gen Reserve		4,600	(22,940)	(25,250)	(2,554)	0		0		
316 Gateway Cafe										
1025	Rent & Service Charge	7,340	8,110	8,480	1,529	0	0	0	0	0
1200	Income from Recharges	1,140	0	0	0	0	0	0	0	0
Total Income		8,480	8,110	8,480	1,529	0	0	0	0	0
4101	Repair/Alteration of Premises	850	1,930	0	265	0	0	0	0	0
4111	Electricity	900	303	900	0	0	0	0	0	0
4112	Gas	400	0	0	0	0	0	0	0	0
4302	Purchase of Materials	1,000	0	0	0	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4326	Telephones	420	350	0	0	0	0	0	0	0
	Overhead Expenditure	3,570	2,583	900	265	0	0	0	0	0
	Movement to/(from) Gen Reserve	4,910	5,527	7,580	1,264	0		0		
320	<u>Play Areas</u>									
4101	Repair/Alteration of Premises	1,000	1,330	0	47	0	0	0	0	0
4111	Electricity	500	0	0	0	0	0	0	0	0
4141	Water Services	0	71	0	0	0	0	0	0	0
4161	Cleaning Costs	1,000	0	0	0	0	0	0	0	0
4301	Purchase of Furniture/Equipmen	600	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,100	1,401	0	47	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,100)	(1,401)	0	(47)	0		0		
330	<u>Amenity Area</u>									
1044	Hire of the Dell	5,000	4,888	5,000	1,140	0	0	0	0	0
1050	Allotment Rent	1,950	1,060	1,950	20	0	0	0	0	0
1094	Other Customer & Client Receip	4,900	0	0	0	0	0	0	0	0
	Total Income	11,850	5,948	6,950	1,160	0	0	0	0	0
4104	Vandalism Repairs	0	0	5,000	0	0	0	0	0	0
4105	Tree Works	0	0	5,000	0	0	0	0	0	0
4106	Signage	0	0	2,000	38	0	0	0	0	0
4107	Climate Change Actions	0	0	1,000	0	0	0	0	0	0
4108	Tree Planting	0	0	2,500	0	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Direct Expenditure		0	0	15,500	38	0	0	0	0	0
4101	Repair/Alteration of Premises	3,000	1,315	4,710	15	0	0	0	0	0
4141	Water Services	1,600	1,488	1,750	0	0	0	0	0	0
4164	Trade Refuse	2,500	848	2,500	78	0	0	0	0	0
4171	Grounds Maintenance Costs	15,000	2,023	10,000	1,356	0	0	0	0	0
4301	Purchase of Furniture/Equipmen	3,000	3,453	3,000	-193	0	0	0	0	0
Overhead Expenditure		25,100	9,125	21,960	1,257	0	0	0	0	0
Movement to/(from) Gen Reserve		(13,250)	(3,177)	(30,510)	(135)	0		0		
355	The Hub									
1084	Sports Pavilion	15,700	15,926	16,000	1,564	0	0	0	0	0
Total Income		15,700	15,926	16,000	1,564	0	0	0	0	0
4175	Music Licence	0	0	500	0	0	0	0	0	0
Direct Expenditure		0	0	500	0	0	0	0	0	0
4101	Repair/Alteration of Premises	0	624	0	354	0	0	0	0	0
4103	Annual Servicing Costs	1,500	1,230	1,500	0	0	0	0	0	0
4111	Electricity	1,500	1,893	1,500	479	0	0	0	0	0
4112	Gas	1,500	1,629	1,500	128	0	0	0	0	0
4131	Rates	2,240	769	1,000	0	0	0	0	0	0
4151	Fixtures & Fittings	0	9	0	0	0	0	0	0	0
4171	Grounds Maintenance Costs	4,000	1,763	4,000	177	0	0	0	0	0
4303	Machinery Mtce/Lease	120	0	0	0	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		10,860	7,918	9,500	1,137	0	0	0	0	0
Movement to/(from) Gen Reserve		4,840	8,008	6,000	427	0		0		
360	<u>Community House</u>									
1069	C/H Police Room	1,500	1,365	2,250	1,556	0	0	0	0	0
1070	C/H Phoenix Room	5,800	5,190	6,000	2,708	0	0	0	0	0
1072	C/H Copper Room	11,500	11,500	12,650	5,865	0	0	0	0	0
1075	C/H Charles Neville	10,000	6,566	10,200	277	0	0	0	0	0
1076	C/H Main Hall	23,800	20,733	25,600	-150	0	0	0	0	0
1077	C/H Anzac Room	8,500	10,818	12,700	-81	0	0	0	0	0
1078	C/H Main Kitchen	1,200	1,068	1,250	625	0	0	0	0	0
1079	C/H Anzac Kitchen	600	448	700	1	0	0	0	0	0
1080	C/H Foyer	200	2,225	2,300	0	0	0	0	0	0
1081	C/H Equipment Hire	700	1,004	1,300	280	0	0	0	0	0
1085	Caretaking Recharge	1,600	0	1,600	0	0	0	0	0	0
1090	Storage Income	0	0	0	250	0	0	0	0	0
1091	Cinema Income	2,500	5,149	4,500	0	0	0	0	0	0
1092	Electricity Feed-in Tariff	8,200	486	1,000	157	0	0	0	0	0
1200	Income from Recharges	2,000	750	2,000	0	0	0	0	0	0
Total Income		78,100	67,303	84,050	11,487	0	0	0	0	0
4167	Cinema Costs	0	0	2,000	409	0	0	0	0	0
Direct Expenditure		0	0	2,000	409	0	0	0	0	0
4101	Repair/Alteration of Premises	5,000	9,284	10,000	612	0	0	0	0	0

Continued on next page

Peacehaven Town Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4102	Maintenance of Buildings	0	0	0	166	0	0	0	0	0
4111	Electricity	5,500	8,295	8,000	-52	0	0	0	0	0
4112	Gas	2,500	3,192	4,000	897	0	0	0	0	0
4122	Service Charge	31,000	28,200	15,500	448	0	0	0	0	0
4131	Rates	15,000	15,467	15,800	0	0	0	0	0	0
4141	Water Services	7,200	10,504	16,000	656	0	0	0	0	0
4151	Fixtures & Fittings	500	352	2,500	1,213	0	0	0	0	0
4161	Cleaning Costs	1,000	1,866	1,500	232	0	0	0	0	0
4162	Cleaning Materials	2,500	1,355	2,500	1,019	0	0	0	0	0
4163	Personal Hygiene	2,000	2,367	2,500	1,156	0	0	0	0	0
4168	Water Dispenser	0	0	120	98	0	0	0	0	0
4171	Grounds Maintenance Costs	0	596	0	0	0	0	0	0	0
4305	Uniform	500	370	500	109	0	0	0	0	0
4600	Cinema Costs	0	4,558	0	0	0	0	0	0	0
Overhead Expenditure		72,700	86,404	78,920	6,554	0	0	0	0	0
Movement to/(from) Gen Reserve		5,400	(19,101)	3,130	4,524	0		0		
400	<u>Water Leak</u>									
1441	Water Leak Refund	0	60,080	0	0	0	0	0	0	0
Total Income		0	60,080	0	0	0	0	0	0	0
4141	Water Services	0	6,648	0	0	0	0	0	0	0
Overhead Expenditure		0	6,648	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	53,432	0	0	0		0		

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Peacehaven Town Council
Annual Budget - By Centre

12:15

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
430	<u>Summer Fair</u>									
1045	Event Sponsorship	0	125	500	0	0	0	0	0	0
1046	Stall Income (Events)	0	1,400	1,400	0	0	0	0	0	0
1094	Other Customer & Client Receip	0	815	800	0	0	0	0	0	0
	Total Income	0	2,340	2,700	0	0	0	0	0	0
4329	Advertising	0	248	350	0	0	0	0	0	0
4500	Event Staff Overtime	0	1,086	1,150	0	0	0	0	0	0
4900	Miscellaneous Expenses	0	1,006	1,200	0	0	0	0	0	0
	Overhead Expenditure	0	2,340	2,700	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
440	<u>Christmas Market</u>									
1045	Event Sponsorship	0	239	1,000	0	0	0	0	0	0
1046	Stall Income (Events)	0	800	1,000	0	0	0	0	0	0
1094	Other Customer & Client Receip	0	0	300	0	0	0	0	0	0
	Total Income	0	1,039	2,300	0	0	0	0	0	0
4501	Carol Concert	0	0	160	0	0	0	0	0	0
	Direct Expenditure	0	0	160	0	0	0	0	0	0
4329	Advertising	0	0	300	0	0	0	0	0	0
4500	Event Staff Overtime	0	0	1,000	0	0	0	0	0	0
4900	Miscellaneous Expenses	0	1,039	700	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	1,039	2,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	140	0	0		0		
Total Budget Income	750,795	909,490	820,640	735,839	0	0	0	0	0
Expenditure	750,795	785,725	830,500	262,015	0	0	0	0	0
Net Income over Expenditure	0	123,765	-9,860	473,824	0	0	0	0	0
plus Transfer from EMR	0	6,871	0	10,000	0	0	0	0	0
less Transfer to EMR	0	130,410	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	226	(9,860)	483,824	0		0		

NOTES FOLLOWING CIL AND S106 WORKING PARTY MEETING 9th September 2020

Working Party from Policy and Finance

Attendees Finance Officer, Cllr Cathy Gallagher , Town Clerk, SPO

Parks Officer , Cllrs Sharkey

Apologies Councillor Cheta.

Michelle Edser introduced herself and confirmed that she would be taking forward the 2 projects for full application to LDC.

She had not had a response from Emma Kemp, CIL Officer at LDC

The 2 Two Projects are :

The Dell drinking water dispenser Circa £9K

The DDA pathway for the entrance to Centenary Park. Circa £40K

The Parks Officer had passed to SPO information available but firm specifications and quotes needed. Also the need to send 3 quotes to LDC? Or do they work on PTC accepted quote.?

Long conversation about S106 , which has now been confirmed as under the monitoring of this Working Party. Of most interest is the £48K for Disabled on the Dell and £500K .

Since the meeting Emma Kemp has produced an up to date list. Finance Officer had produced a short form application form for Town pot of CIL monies

Finance Officer confirmed

£157K in Earmarked Reserves

£47 K in Current year fund.

A further financial report will be drawn up

CLlr Cathy Gallagher

Agenda Item: PF**

Committee: Policy and Finance

Date: 22nd September 2020

Title: PTC Web Site Accessibility Compliance

Report Author: Tony Allen, Town Clerk

Purpose of Report: To invite the Committee to approve the purchase of the Browse Aloud 'plug-in' licence.

Summary of recommended actions

1. To **note** the contents of the report and attached quote document
2. To **approve** required Licence purchase

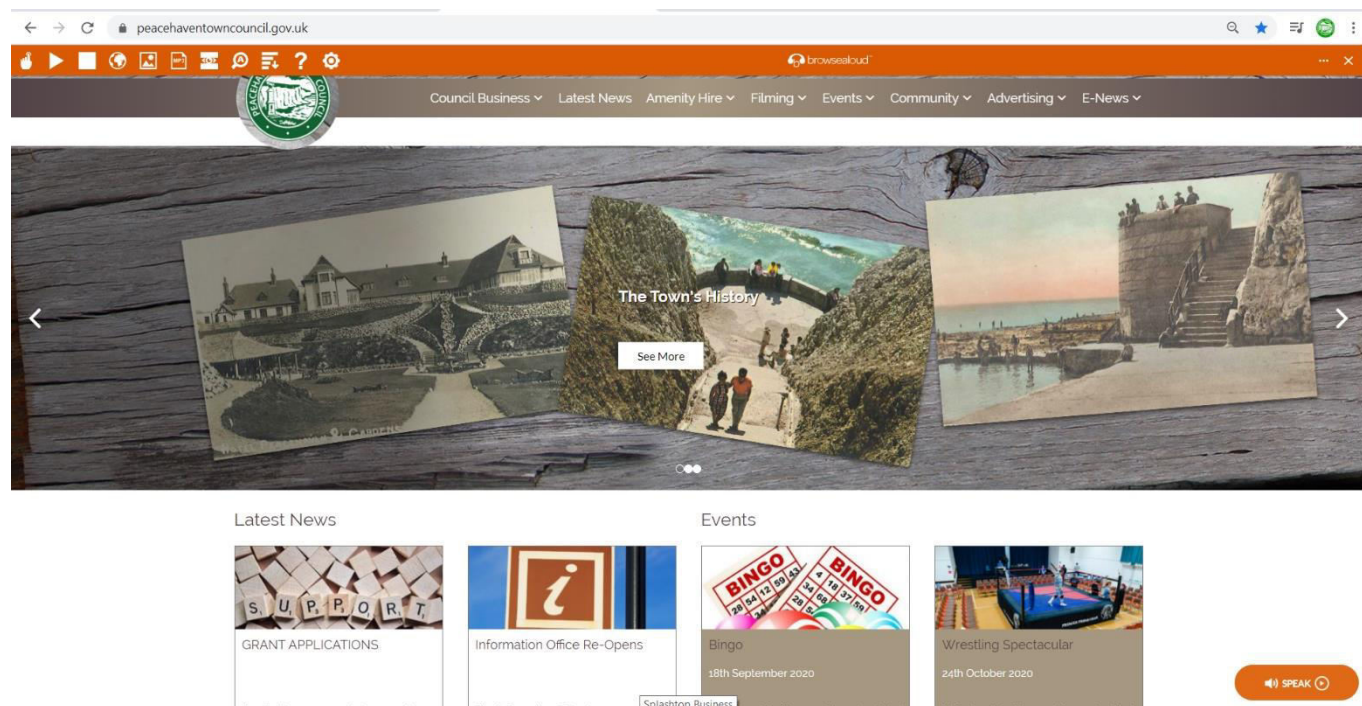
Introduction

New regulations came into force for public sector bodies on 23 September 2018. They say we must make our website more accessible by making it 'perceivable, operable, understandable and robust'.

Existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020.

Background

The Marketing Assistant and Town clerk have been researching the best solution for the website for over a year. There is currently a very small amount of options available to the town council to improve our website accessibility. The Browsealoud plugin created by TextHelp is currently the industry standard tool for improving website accessibility with over 4000 users across the local council, charitable and healthcare sectors across the uk. The Browsealoud plugin is currently the only affordable solution which currently meets all the regulation requirements. Browsealoud have kindly given Peacehaven Town Council a 90 day trial period and we have found that the tool works incredibly well on our website.



Analysis

Making a website or mobile app accessible means making sure it can be used by as many people as possible.

This includes those with:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing

New regulations came into force for public sector bodies on 23 September 2018. They say we must make our website more accessible by making it 'perceivable, operable, understandable and robust'. The full name of the regulations is the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The 2018 regulations build on our existing obligations to people who have a disability under the Equality Act 2010. These say that all UK service providers must consider 'reasonable adjustments' for disabled people.

All public sector bodies have to meet the 2018 requirements.

The Government Digital Service will be responsible for monitoring that public sector bodies comply with the 2018 accessibility regulations.

The regulations will be enforced by the Equality and Human Rights Commission (in Great Britain).

The Browse Aloud 'plug-in' is extensively used in the public sector, including many councils in Sussex. It is the industry standard and the one chosen by our web site developers (Madison Solutions) for use with their software.

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

<u>Financial</u>	A one-year Licence will cost £900 (inc. VAT). A two-year Licence will cost £1674 (inc. VAT). A three-year License will cost £2,394 (inc. VAT).
<u>Legal</u>	Existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020.
<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.
<u>Climate</u>	There are no direct climatic impacts.

Appendices/Background papers – Texthelp Ltd quote.

POLICY AND FINANCE COMMITTEE

TERMS OF REFERENCE

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

Terms of Reference

1. Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
2. Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
3. Be responsible for matters not specifically delegated to any other standing committee
4. Make appropriate decisions in respect of community and other grants/subsidies
5. Be responsible for ensuring risk assessments are undertaken as appropriate
6. Be responsible for ensuring the council has adequate insurance
7. Be responsible for the Council's Asset register.
8. Be responsible for the Council's insurance requirements.
9. Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
10. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
11. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
12. Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
13. Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
14. To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
15. To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
16. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery



Lewes District Council

INVOICE

Invoice To:

Peacehaven Town Council
Town Council Offices
Meridian Centre
Meridian Way
Peacehaven BN10 8BB

Invoice No.	6221239
Invoice Date	05 Mar 2020
VAT Registration No.	GB 191 5946 32
Section Name	Financial Services (dcfm)
Contact Telephone	01273 471600 opt 1 ext8300

Customer No:	300290
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Description	VAT	VAT Rate	Amount (excluding VAT)
Expenses incurred in the Elections held on 8th March 2018 and 2nd August 2018	£0.00	0.00	£13,062.84
Net Total			£13,062.84
Total VAT			£0.00
Total			£13,062.84

Payment Terms: Full Settlement By Return

Payment Methods are detailed overleaf



9826 1138 2006 2212 398

Please use this barcode to pay at a Post Office or Pay Point



Lewes District Council

INVOICE

Invoice To:

Peacehaven Town Council
Town Council Offices
Meridian Centre
Meridian Way
Peacehaven BN10 8BB

Invoice No.	6221240
Invoice Date	05 Mar 2020
VAT Registration No.	GB 191 5946 32
Section Name	Financial Services (dcfm)
Contact Telephone	01273 471600 opt 1 ext8300

Customer No:	300290
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Description	VAT	VAT Rate	Amount (excluding VAT)
Expenses incurred in the Elections held on 2nd May 2019	£0.00	0.00	£17,050.00
Net Total			£17,050.00
Total VAT			£0.00
Total			£17,050.00

Payment Terms: Full Settlement By Return

Payment Methods are detailed overleaf



9826 1138 2006 2212 406

Please use this barcode to pay at a Post Office or Pay Point

Finance Officer

From: Christmas, Sharon <Sharon.Christmas@lewes-eastbourne.gov.uk>
Sent: 18 March 2020 09:59
To: Finance Officer
Cc: Bryce, Kim
Subject: Peacehaven accounts
Attachments: Peacehaven 080318.xls; Peacehaven020519.xlsx

Hi Zoe

Sorry for the delay with the information that you requested. I attach the breakdown of charges that you requested regarding the two invoices that have been sent to you. For the election dated 2nd May I have also included the figures for 2015, for comparison and so that you can see the amount that the District absorbed, as the costs exceeded the capped amount. Please note, there were some items such as Management fee and transportation of screens etc, that were incurred in 2015, but as the amount had already exceeded the cap, they were not included.

I apologise that the 2018 election figures have taken such a long time to be prepared. In April 2018 we started using a new financial system and it took a while for the figures to be transferred over from the old system to the new one.

Kind regards

Sharon Christmas
Senior Finance Officer
Lewes District Council and Eastbourne Borough Council
T: 01273 085277
Sharon.christmas@lewes-eastbourne.gov.uk
www.lewes-eastbourne.gov.uk

Lewes District Council

Peacehaven Town Council - Peacehaven East

Thursday 2 August 2018 (Voting electorate 4,410)

£

Fees

Returning Officer	431.65
Deputy Returning Officer	189.00
Presiding Officers	618.00
Poll Clerks	247.50
Counting Assistants	257.50
Senior Counting Assistant	291.35
Postal Vote Staff	160.00

Clerical

Clerical Assistance	355.10
Management Fee	500.00

Travelling

Presiding Officers and Poll Clerks	80.10
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Printing

Ballot Papers	737.80
Poll Cards	495.17
Copies of Register	4.50
Postal Vote Packs	467.44

Polling Stations & Count

Hire of Premises	612.84
Transportation of Polling Screens	216

Administration

Postage for Poll Cards	1415.13
Postage for Postal Votes	465.16
Presiding Officer Sundries Boxes	47.85

Total Expenditure

7,592.09

Lewes District Council

Peacehaven Town Council - Peacehaven West Ward by-election

Thursday 8 March 2018 (Voting Electorate 3402)

£

Fees

Returning Officer	301.58
Deputy Returning Officer	78.64
Presiding Officers	412.00
Poll Clerks	247.50
Counting Assistants	128.70
Senior Counting Assistant	80.63
Postal Vote Staff	30.00

Clerical

Clerical Assistance	232.58
Management Fee	385.00

Travelling

Presiding Officers and Poll Clerks	59.50
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Printing

Ballot Papers	557.06
Poll Cards	267
Copies of Register	4.5
Postal Vote Packs	416.31

Polling Stations & Count

Hire of Premises	452.21
Transportation of Polling Screens	144

Administration

Postage for Poll Cards	1313.52
Postage for Postal Votes	328.12
Presiding Officer Sundries Boxes	31.9

Total Expenditure

5,470.75

Lewes District Council

Peacehaven Parish Council Election

2019

2015

2 May 2019 (Voting Electorate 7,799)

Fees

Returning Officer	£	671.64
Deputy Returning Officer	£	-
Presiding Officer	£	849.00
Poll Clerk	£	801.00
Counting Assistants	£	1,070.79
Postal Vote Assistants	£	354.97
Training	£	-

Clerical

Clerical Assistance	£	335.70
Miscellaneous Jobs	£	97.68
Management Fee	£	935.00

Travelling

Deputy Returning Officer, Presiding Officer Poll Clerk and Counting Assistants	£	180.62
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Printing

Ballot Papers	£	1,742.27
Poll Cards	£	315.48
Notices of Election, Candidates Guides, Letters etc	£	236.35
Copies of Register	£	10.05
Postal Vote Packs (inc inserts)	£	1,774.26

Polling Stations

Hire of Premises	£	1,514.02
Transportation of Polling Screens etc	£	247.00

Administration

Postage for Poll Cards	£	4,055.48
Postage for Postal Votes	£	1,118.90
General Stationery, General Postage	£	314.37
Miscellaneous equipment/expenditure	£	435.25
	£	17,059.83

£

£	944.00
£	254.40
£	679.00
£	900.00
£	3,212.53
£	225.50
£	348.06

£	556.90
£	129.39

£	174.44
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£	2,181.35
£	106.77
£	148.92
£	2,221.41

£	637.23
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£	1,943.75
£	1,576.71
£	2.83
£	278.46
£	16,521.65

Max

£17,050

£15,500 Max

PEACEHAVEN TOWN COUNCIL

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

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

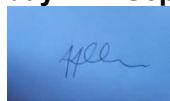
Councillors on this Committee:

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

16th September 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on **Tuesday 22nd September 2020 at 7:30pm**



Tony Allen, Town Clerk

AGENDA

PF515 CHAIRMAN'S ANNOUNCEMENTS

PF516 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.

PF517 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF518 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF519 TO ADOPT THE MINUTES OF 21st JULY 2020

PF520 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)

PF521 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

PF522 TO NOTE THE 2019/20 EXTERNAL AUDIT REPORT

PF523 TO NOTE AND DISCUSS AN HISTORICAL ANOMALY IN THE CIL ACCOUNTING

PF524 TO NOTE THE FINANCIAL EFFECT OF THE IMPLEMENTATION OF THE ANNUAL PAY SCALE INCREASES AND APPROVED INCREMENTS

PF525 TO NOTE THE USE OF THE RBS BUDGETING FACILITY FOR DEVELOPING THE 2021/22 BUDGET

PF526 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

PF527 PTC WEB SITE ACCESSIBILITY - TO AUTHORISE THE PURCHASE OF THE BROWSEALLOUD PLUG-IN

PF528 ANNUAL REVIEW OF ASSET REGISTER

PF529 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE

PF530 TO DISCUSS THE LDC REQUEST FOR PAYMENT OF PREVIOUS ELECTIONS FEES

PF531 TO CONSIDER ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

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.*

PF532 AGED DEBT ANALYSIS

PF533 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

PF534 TO APPROVE HALF-YEARLY WRITE-OFFS

PF535 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS

PF536 DATE OF NEXT MEETING – TUESDAY 13th October 2020 at 7.30pm