

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
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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. C Gallagher,
Cllr. I Sharkey, Cllr. A Goble, Cllr. S Griffiths, Cllr. A Seabrook, Cllr A Milliner

11th November 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom),
on **Tuesday 17th November 2020 at 7:30pm**



Tony Allen, Town Clerk

A G E N D A

PF553 CHAIRMAN'S ANNOUNCEMENTS

PF554 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

PF555 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF556 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF557 TO ADOPT THE MINUTES OF 21st OCTOBER 2020

PF558 TO APPOINT A VICE-CHAIRMAN FOR THE COMMITTEE

PF559 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

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

PF560 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT

PF561 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

PF562 TO CONSIDER THE FOLLOWING PROPOSALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE:-

1. To approve the resurfacing of the Centenary Park car park as part of a future CIL/S.106 project.
2. To approve the replacement of a vehicle & machinery over two years using capital reserves funding.
3. To approve sand pit & retaining wall works at The Dell using PTC CIL funding.
4. To approve the purchase of a new shredder & new gates for the outdoor gym using capital reserves funding.

PF563 GRANTS SUB-COMMITTEE:-

1. To note the draft minutes of the meeting held on the 11th November 2020.
2. To approve recommended grants for Round 2 2020/21.

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.*

PF564 AGED DEBT ANALYSIS

PF565 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

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PF566 DATE OF NEXT MEETING – MONDAY 18th January 2021 at 7.30pm

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Wednesday 21st October 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, 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, Sen. Projects Officer Michelle Edser.
One member of the public was also present.

PF537 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF538 PUBLIC QUESTIONS

There were no public questions.

PF539 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr L Duhigg (Vice-Chair of Committee); noted that Cllr Duhigg had stepped down from the Committee.

PF540 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths re. Item PF551, as a friend of one of the contractors concerned.

PF541 TO ADOPT THE MINUTES OF 22nd SEPTEMBER 2020

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

PF542 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Chairman reported that he and the Finance Officer had been working on defining the loss of Council income, particularly in relation to Community House.

It was noted that, at the end of Q2, it was possible to establish patterns of expenditure and for daily 'savings' figures to be calculated. The Chairman gave a detailed breakdown of some of these figures, noting that a comparison with the last six months of the previous financial year had been carried out, in order to identify any one-off/large payments that may become due later in the current financial year.

The Chairman thanked the Finance Officer for her assistance and hard work in achieving a more balanced picture of the Council's finances, noting the financial performance in Q3 will be crucial.

5. Balance Sheet

Received and noted.

6. CIL report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the September 2020 payments amounting to £67,350.55 as scheduled in the meeting papers.

8. Apportioning income from filming etc. companies

It was resolved that the budget code for income from filming should sit under the CCE budget heading and not under general admin. Heading. Noted that any monies remaining at the end of the financial year will pass into general reserves.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21st October 2020

PF543 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT

The Finance Officer's report was noted and discussed.

It was resolved to adopt the approach and methodology as proposed.

The Chairman stated that Committees needed to establish work programmes for 2021/22 and look at the remainder of the current financial year, particularly with regard to the possible capitalization of some projects.

PF544 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

The ongoing role of the WP was discussed, and it was noted that its usefulness was mainly in relation to large CIL/S.106 bids/projects.

The Clerk noted that, with the Senior Projects Officer Finance Officer leading in these matters, and working with the Finance Officer, Parks Officer & Councillors, CIL/S.106 monitoring and expenditure was now under control.

It was resolved that the CIL/S.106 WP will be convened at each round of the LDC CIL bidding invitations, and additionally as required for other larger projects.

1. To approve CIL funding for a pathway from Flint Way to Centenary Park

The Clerk's report was noted and discussed.

It was resolved that the council's CIL fund will be used to finance this new pathway and that the Finance Officer will see if this can be recovered from s.106 monies.

PF545 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

The Clerk's report was noted and discussed.

The Clerk referred to a circulated revised specification for the laptops and related items, plus other equipment identified. It was noted that demand for laptops was outstripping supply and specifications varied with availability. The laptops now available were of a higher specification than those in the original specification but were better in performance, more future proof and very competitively priced for the level of quality.

It was noted that, in this case, three quotes had not been obtained. The Clerk noted that this was due to the fact that the Council must operate with equipment approved and supported by its IT contractor, NorthStar IT, and the limited availability of these items.

It was resolved to purchase the laptops and related items, plus other equipment identified, as specified at a cost of £4,052.98.

The Chairman thanked Officers for their forbearance in this matter.

PF546 TO APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT

The Clerk's report was noted and discussed.

Clerk to investigate the set up for the offsite backups of financial and other data.

It was resolved to adopt the Financial Risk Assessment.

PF547 TO APPROVE THE 2021/22 ESCC GRASS CUTTING CONTRACT

The Clerk's report was noted and discussed.

Clerk to investigate the position with the current contract with ESCC in view of Covid-19 measures it has in place.

Clerk to refer his paper to the Planning & Highways Committee for further discussion and agreement.

[The member of the public left the meeting].

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.

PF548 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

The Chairman reported that the Council's exposure to debt had reduced over the last year or so from around

10% to 2.46%.

The Finance Officer reported that, as hirers were returning, past debt was being settled.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 21st October 2020

PF549 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

The Clerk's report was noted and discussed in detail.

It was noted that the Council is able to accurately identify the charges involved.

It was resolved to hold individual meetings with the hirers concerned to discuss and agree the way forward in this matter.

PF550 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The Clerk's and the Finance Officer's reports were noted and discussed.

It was resolved to hold individual meetings with the hirers concerned to discuss and agree the way forward relating to additional Council support.

[Cllr Griffiths left the meeting].

PF551 TO DISCUSS & REVIEW COUNCIL'S EMPLOYMENT OF SUB-CONTRACTORS

The Clerk's report was noted and discussed.

It was resolved to extend the Council's contractor's contract until the end of March 2021.

PF552 DATE OF NEXT MEETING – TUESDAY 17th November 2020 at 7.30pm

There being no further business, the meeting closed at 20:37.

Agenda Item:	PF559-1
Committee:	Policy and Finance
Date:	17 th November 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 October 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 45.2% of the budgeted expenditure has been spent so far, and 92.8% of the budgeted income has been received as at the end of month 8 (Oct 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 October 2020
- Bank reconciliation statement for cashbook 1 – 31st October 2020
- Bank reconciliation statement for cashbook 2 – 31st October 2020
- Detailed income and expenditure month 8 (Oct 2020)
- Detailed balance sheet month 8 (Oct 2020)



THE OFFICIALS
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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 30 October 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£550,147.30
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Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£180,159.50
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Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

**Bank Reconciliation Statement as at 31/10/2020
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	31/10/2020		50,000.00
Current Account	31/10/2020		550,147.30
			<u>600,147.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2020	120062	SEAHAVEN FIBROMYALGIA	145.54
03/03/2020	120126	Corona Energy	732.85
02/06/2020	204697	DAVID SIMPSON	40.35
14/10/2020	120276	B & S CHAINS Ltd	330.00
14/10/2020	120277	CVS TYRES LTD	259.92
14/10/2020	120278	KPS (COMPOSTING SERVICES LTD)	110.00
21/10/2020	120345	AMP Services	832.21
21/10/2020	120349	Madison Web Solutions Limited	286.80
21/10/2020	120350	B & S CHAINS Ltd	95.95
23/10/2020	120353	L&N CONSULTANCY LIMITED	1,702.80
			<u>4,536.42</u>
			595,610.88
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020	204683		-100.00
23/10/2020			40.00
			<u>-60.00</u>
			595,550.88
Balance per Cash Book is :-			595,550.88
Difference is :-			0.00

Bank Reconciliation Statement as at 30/10/2020
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	31/10/2020		180,159.50
			<u>180,159.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,159.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,159.50
		Balance per Cash Book is :-	180,159.50
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

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	54,828	0	(54,828)			0.0%	
1013 Income from Photocopying	45	500	455			9.0%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	144	600	456			24.0%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	1,250	1,000	(250)			125.0%	
General Administration :- Income	718,500	662,460	(56,040)			108.5%	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	187,140	390,000	202,860		202,860	48.0%	
4002 Employer N.I Contributions	16,445	33,685	17,240		17,240	48.8%	
4003 Employer Pension Contributions	37,939	62,514	24,575		24,575	60.7%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	302	5,000	4,698		4,698	6.0%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	10	3,500	3,490		3,490	0.3%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	3,673	7,000	3,327		3,327	52.5%	
4307 Stationery	161	2,500	2,339		2,339	6.4%	
4311 Professional Fees - Legal	17	3,000	2,983		2,983	0.6%	
4312 Professional Fees - Other	2,270	4,000	1,730		1,730	56.8%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	165	400	235		235	41.3%	
4323 PDQ Charges	306	800	494		494	38.2%	
4325 Postage	737	2,000	1,263		1,263	36.8%	
4326 Telephones	3,327	6,000	2,673		2,673	55.4%	
4327 Computers	10,590	9,500	(1,090)		(1,090)	111.5%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
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 10/11/2020

Month No: 7

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	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	287,204	576,999	289,795	0	289,795	49.8%	0
Net Income over Expenditure	413,796	60,361	(353,435)				
<u>110 Civic Events</u>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
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	(17)	2,400	2,417	0	2,417	(0.7%)	0
4331 Mayor's Allowance	350	1,500	1,150		1,150	23.3%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	(15)	0	15		15	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	354	3,750	3,397	0	3,397	9.4%	0
Net Expenditure	(337)	(6,150)	(5,814)				
<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	239	2,000	1,761		1,761	11.9%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	388	3,000	2,612	0	2,612	12.9%	0
Net Income over Expenditure	296	2,800	2,504				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	3,787	5,000	1,213		1,213	75.7%	
Neighbourhood Plan :- Indirect Expenditure	3,787	5,000	1,213	0	1,213	75.7%	0
Net Expenditure	(3,787)	(5,000)	(1,213)				

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

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	630	1,092	462		462	57.7%	
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	9,322	10,761	1,439	0	1,439	86.6%	0
Net Expenditure	(9,322)	(13,261)	(3,939)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	4,631	4,400	(231)		(231)	105.3%	
4203 Fuel	1,810	5,600	3,790		3,790	32.3%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	110	700	590		590	15.6%	
Grounds Team General Exp :- Indirect Expenditure	6,815	11,300	4,485	0	4,485	60.3%	0
Net Expenditure	(6,815)	(11,300)	(4,485)				
310 Sports Park							
1025 Rent & Service Charge	11,670	15,000	3,330			77.8%	
1039 S/P Cats	(800)	3,600	4,400			(22.2%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,011	2,500	1,489			40.4%	
1061 S/P Court Hire	829	5,300	4,471			15.6%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	17,160	30,700	13,540			55.9%	0
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	2,024	6,000	3,976		3,976	33.7%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	2,436	7,300	4,864		4,864	33.4%	
4164 Trade Refuse	2,246	4,500	2,254		2,254	49.9%	
4171 Grounds Maintenance Costs	4,658	7,800	3,142		3,142	59.7%	
Sports Park :- Indirect Expenditure	14,192	29,100	14,908	0	14,908	48.8%	0
Net Income over Expenditure	2,967	1,600	(1,367)				

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

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	4,936	0	(4,936)		(4,936)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
4131 Rates	1,002	2,500	1,498		1,498	40.1%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	2,631	4,750	2,119		2,119	55.4%	
4303 Machinery Mtce/Lease	476	4,500	4,025		4,025	10.6%	
Big Park :- Indirect Expenditure	19,813	25,250	5,437	0	5,437	78.5%	10,000
Net Expenditure	(19,813)	(25,250)	(5,437)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(9,813)						
316 Gateway Cafe							
1025 Rent & Service Charge	2,906	8,480	5,574			34.3%	
Gateway Cafe :- Income	2,906	8,480	5,574			34.3%	0
4101 Repair/Alteration of Premises	265	0	(265)		(265)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	265	900	635	0	635	29.5%	0
Net Income over Expenditure	2,641	7,580	4,939				
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	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,440	6,950	5,510			20.7%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
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	161	15,500	15,339	0	15,339	1.0%	0

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

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	408	4,710	4,302		4,302	8.7%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	189	2,500	2,311		2,311	7.6%	
4171 Grounds Maintenance Costs	1,642	10,000	8,358		8,358	16.4%	
4301 Purchase of Furniture/Equipmen	(171)	3,000	3,171		3,171	(5.7%)	
Amenity Area :- Indirect Expenditure	2,069	21,960	19,891	0	19,891	9.4%	0
Net Income over Expenditure	(790)	(30,510)	(29,720)				
<u>355 The Hub</u>							
1084 Sports Pavilion	3,703	16,000	12,297			23.1%	
The Hub :- Income	3,703	16,000	12,297			23.1%	0
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	401	500	99	0	99	80.2%	0
4101 Repair/Alteration of Premises	354	0	(354)		(354)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	711	1,500	789		789	47.4%	
4112 Gas	354	1,500	1,146		1,146	23.6%	
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	1,596	9,500	7,904	0	7,904	16.8%	0
Net Income over Expenditure	1,706	6,000	4,294				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	3,792	6,000	2,208			63.2%	
1072 C/H Copper Room	8,798	12,650	3,853			69.5%	
1075 C/H Charles Neville	338	10,200	9,862			3.3%	
1076 C/H Main Hall	1,110	25,600	24,490			4.3%	
1077 C/H Anzac Room	3	12,700	12,697			0.0%	
1078 C/H Main Kitchen	715	1,250	535			57.2%	
1079 C/H Anzac Kitchen	35	700	665			5.1%	
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	17,033	84,050	67,017			20.3%	0

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

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	857	10,000	9,143		9,143	8.6%	
4102 Maintenance of Buildings	447	0	(447)		(447)	0.0%	
4111 Electricity	680	8,000	7,320		7,320	8.5%	
4112 Gas	1,066	4,000	2,934		2,934	26.7%	
4122 Service Charge	1,425	15,500	14,075		14,075	9.2%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	1,733	16,000	14,267		14,267	10.8%	
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	1,157	2,500	1,343		1,343	46.3%	
4163 Personal Hygiene	1,730	2,500	770		770	69.2%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	10,759	78,920	68,161	0	68,161	13.6%	0
Net Income over Expenditure	5,866	3,130	(2,736)				
<u>430 Summer Fair</u>							
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				
<u>440 Christmas Market</u>							
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

Detailed Income & Expenditure by Budget Heading 10/11/2020

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	<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	761,426	820,640	59,214			92.8%	
Expenditure	375,065	830,500	455,435	0	455,435	45.2%	
Net Income over Expenditure	<u>386,361</u>	<u>(9,860)</u>	<u>(396,221)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>396,361</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 10/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	25,014	
105	VAT Control A/c	9,944	
118	Deposit Aqua	50	
201	Current Bank A/c	595,451	
202	Reserve Account	180,160	
210	Petty Cash	520	
	Total Current Assets		811,139
	<u>Current Liabilities</u>		
501	Creditors	2,270	
506	Mayor's Appeal	1,634	
515	PAYE	4,388	
516	NIC	6,303	
517	Pension Control	8,508	
566	Deposits Received	1,172	
	Total Current Liabilities		24,274
	Net Current Assets		786,865
	Total Assets less Current Liabilities		786,865
	<u>Represented by :-</u>		
301	Current Year Fund	386,361	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	177,604	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		786,865

A/c Code	352	CIL				Annual Budget	0
Centre		(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		157,462.81
5	19/08/2020	SA01	Purchase Ledger	CCTV DEPOSIT		1,598.00	
5	19/08/2020	CATE	Purchase Ledger	REPLACE SINK UNIT		1,185.50	
6	21/09/2020	CATE	Purchase Ledger	CAFE SINK REPLACEMENT		1,185.50	
6	24/09/2020	SA01	Purchase Ledger	CCTV INSTALLATION		705.80	
6	25/09/2020	150	Journal	MOVE CIL FUNDS			33,182.73
6	25/09/2020	AR01	Purchase Ledger	SUPPLY & INSTALL SEWAGE PUMPS		5,492.00	
7	08/10/2020	SUS1	Purchase Ledger	FLINT WAY PATH		2,875.00	
		Account	CIL		Account Totals	13,041.80	190,645.54
		Centre			Net Balance Month 8		177,603.74

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
7	30/10/2020		Cashbook	CIL RECEIPT			7,392.95
		Account	CIL Income		Account Totals	0.00	54,828.37
		Centre	General Administration		Net Balance Month 8		54,828.37

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	Barclays	DD	3.00		13 AUG/13 SEPT CHARGES
06/10/2020	Northstar IT	DD1	1,077.34		OCTOBER MONTHLY SUPPORT
07/10/2020	Wightman & Parrish Ltd	120268	147.55		CLEANING PRODUCTS
07/10/2020	Lewes District Council	120269	167.00		NNDR OCT
07/10/2020	Mend-All Catering Services Ltd	120270	233.16		REPLACED FALTY PCB
07/10/2020	Spaldings Limited	120271	115.18		PLASTIC LEAF RAKE
07/10/2020	Acacia Groundcare Equipment Re	120272	560.70		DISC SEEDER
07/10/2020	KPS (COMPOSTING SERVICES	120273	25.00		GREEN WASTE
12/10/2020	Barclays	DD	62.00		PDQ CHARGES - SEPT
12/10/2020	The Fuelcard People	DD1	97.91		FUEL CHARGES
14/10/2020	TOTAL GAS & POWER	120274	52.15		AUGUST GAS
14/10/2020	SUSSEX DRIVEWAYS (PAVING)	120275	3,450.00		FLINT WAY PATH
14/10/2020	B & S CHAINS Ltd	120276	330.00		ZIP WIRE PARTS DELL & BIG PARK
14/10/2020	CVS TYRES LTD	120277	259.92		GEAR LINKAGE GY06PPX
14/10/2020	KPS (COMPOSTING SERVICES	120278	110.00		GREEN WASTE AUGUST
14/10/2020	Tansleys Printers Limited	120279	31.20		ADVERTISE HERE POSTER
14/10/2020	Interserve FS UK Ltd	120280	337.77		FIRE EQUIP INSPECTION
14/10/2020	Caroline Reid	120341	609.00		OCTOBER CLEANING
14/10/2020	PHS Group	DD2	463.40		PERSONAL HYGIENE PRODUCTS
15/10/2020	Farrington Property Developmen	120342	4,404.00		UNIT 14 & YARD
16/10/2020	Business Sream	120343	1,076.77		AUG-OCT WASTE SERVICES
16/10/2020	Northstar IT	DD3	50.40		MONTHLY SUPPORT
19/10/2020	The Fuelcard People	DD4	60.74		GY06PPX FUEL
21/10/2020	R.J.Meaker Fencing Ltd	120344	76.00		HANDSAW
21/10/2020	AMP Services	120345	832.21		BOWLS MOWER PARTS
21/10/2020	Conect Total Communications	120346	652.10		OCTOBER TELEPHONE CHGS
21/10/2020	BRITISH GAS	120347	1,045.01		SEPT ELECTRICITY
21/10/2020	Ricoh Capital Ltd	120348	1,261.61		PHOTOCOPIER OCT - DEC
21/10/2020	Madison Web Solutions Limited	120349	286.80		data file for nov e-news
21/10/2020	B & S CHAINS Ltd	120350	95.95		RUBBER BUFFER
21/10/2020	STAR FUELS	120351	858.71		june-oct fuel
22/10/2020	EDF	DD5	93.54		STREET LIGHTS - SEPT
23/10/2020	L&N CONSULTANCY LIMITED	120353	1,702.80		CONSULTANCY WORK - SEPTEMBER
23/10/2020	OCTOBER SALARIES	OCT SALARI	28,226.41		OCTOBER SALARIES
23/10/2020	Barclays	DD	50.00		BACS OVER LIMIT
Total Payments			48,905.33		

List of Payments made between 01/11/2020 and 10/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	HMRC	120352	18.15		VAT OWED J
04/11/2020	VICTORIA ONIS	120354	69.94		STUDY DESK
04/11/2020	SECRETARY OUTSOURCE	120355	125.00		NDP MINUTES
04/11/2020	EAST SUSSEX PENSION FUND	120356	8,508.01		OCTOBER SALARIES
04/11/2020	HMRC	120357	10,690.26		OCTOBER SALARIES
04/11/2020	Tony Allen	120358	22.49		DIGITAL MARKETING TRAINING
04/11/2020	PPL PRS Ltd	120359	1,654.09		MUSIC LICENCE
04/11/2020	Sats4u	120360	20.00		CCTV MONTHLY SERVICE
04/11/2020	M.D.J Light Brothers Ltd	120361	288.00		SKIP HIRE
04/11/2020	TOTAL GAS & POWER	120362	57.84		SEPTEMBER GAS
04/11/2020	CONTEGO SAFETY SOLUTIONS	120363	131.44		GROUNDSTEAM UNIFORM
04/11/2020	Corona Energy	120364	96.26		SEPTEMBER GAS
04/11/2020	LAND REGISTRY	120365	4.00		LAND REGISTRY
04/11/2020	Everwell Occupational Health It	120366	354.00		28/10 TELEPHONE CONSULT
04/11/2020	HMRC	120352	-18.15		TO CORRECT PERIOD
04/11/2020	L&N CONSULTANCY LIMITED	120367	1,980.00		OCTOBER CONSULTANCY
Total Payments			<u>24,001.33</u>		

Agenda Item: PF563
Committee: Policy & Finance
Date: 17/11/2020
Title: Working from home
Report Authors: Town Clerk
Purpose of Report: To seek approval for the purchase of supplementary items

Summary of recommended actions

To note the contents of this report.

To authorise the purchase of additional items required for those staff working from home.

Introduction

The Council has a duty of care for its staff, including those working from home.

Health & Safety needs to be assessed for those working from home.

Background

An assessment was made for the requirements for those staff working from home.

Laptop PC's have now been provided which have made a significant improvement.

Subsequently, an HSE Display Screen Assessment (DSE) was conducted for those staff working from home.

Analysis

The attached spreadsheet lists the additional items required for those staff working from home.

Implications

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

<u>Financial</u>	Cost to provide additional items is £468.25.
<u>Legal</u>	The Council has a duty of care for its staff, including those working from home in relation to their Health & Safety needs
<u>Environmental and sustainability</u>	None.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

Spreadsheet listing the additional items required for those staff working from home.

PTC STAFF WORKING FROM HOME HSE/DSE SURVEY REQUIREMENTS

Name	Equipment needed	Cost
Tony Allen	FITUEYES Standing Desk Converter Height Adjustable Ergonomic	124.99
Debbie Donovan	Wrist/arm rest/support	7.99
	Large screen 24"	119.00
	Footrest	16.30
	SAD light	31.99
Vicky Onis	Computer chair	100.00
	Work station	59.99
Michelle Edser	None	
Matt Gunn	None	
Kevin Bray	Wrist/arm rest/support	7.99

PTC STAFF WORKING FROM HOME HSE/DSE SURVEY REQUIREMENTS

Karen Bray	None
Zoe malone	None
TOTAL	468.25

Notes

https://www.amazon.co.uk/FITUEYES-Standing-Converter-Workstation-SD308001WB-Black/dp/B07G7VSBTJ/ref=sr_1_5?dchild=1&keywords=pc+stand+for+standing+up&qid=1605083716&quartzVehicle=121-1650&replacementKeywords=pc+stand+for+standing&sr=8-5

https://www.amazon.co.uk/Umitive-Support-Keyboard-Ergonomic-Computer/dp/B08DJ36H1N/ref=sr_1_5?_encoding=UTF8&c=ts&dchild=1&keywords=Wrist+Rests&qid=1604329121&s=officeproduct&sr=1-5&ts_id=430477031

From NorthStar IT

<https://www.amazon.co.uk/Q-Connect-KF17981-Economy-Footrest-Black/dp/B01AUH2OHE>

https://www.amazon.co.uk/Daylight-Seasonal-Affective-Disorder-Portable/dp/B08KCZSJ89/ref=sr_1_6?_encoding=UTF8&c=ts&dchild=1&keywords=SAD+Lights&qid=1604327747&s=drugstore&sr=1-6&ts_id=9897749031

<https://www.argos.co.uk/product/4657112>

<https://www.therange.co.uk/furniture/office-furniture/computer-desks/industrial-study-desk/#317315>

https://www.amazon.co.uk/Umitive-Support-Keyboard-Ergonomic-Computer/dp/B08DJ36H1N/ref=sr_1_5?_encoding=UTF8&c=ts&dchild=1&keywords=Wrist+Rests&qid=1604329121&s=officeproduct&sr=1-5&ts_id=430477031

PTC STAFF WORKING FROM HOME HSE/DSE SURVEY REQUIREMENTS

Agenda Item:

Committee: Policy and Finance

Date:

Title: Centenary overflow car park

Report Author: Kevin Bray

Purpose of Report: to recommend for Cil Funding

Summary of recommended actions

1. The committee are asked to recommend resurfacing the overflow car park as part of a Cil funded project next year.

Introduction

The Leisure, amenities and environment committee have recommended that resurfacing the overflow car park with a tarmac type surface should be considered as a future project.

Background

The current overflow car park is made from Bredon sand and grass with no marked-out spaces, this means there is a problem with erratic parking with cars being blocked in etc during busy times.

The area was not originally meant for daily parking, but due to the popularity of the park the area is used every day for parking.

The cycle hub has been granted permission to install a slabbed area and pathways outside their containers by the L&A committee and a border and gate are to be installed stopping any unauthorised vehicle traffic to access the park. This will reduce the potential parking by approximately 6 spaces.

Analysis

By installing a tarmac type car park in the area, we can maximise the usage and put a stop to the erratic parking, we will also be able to allocate disabled spaces nearer to the café as part of the project.

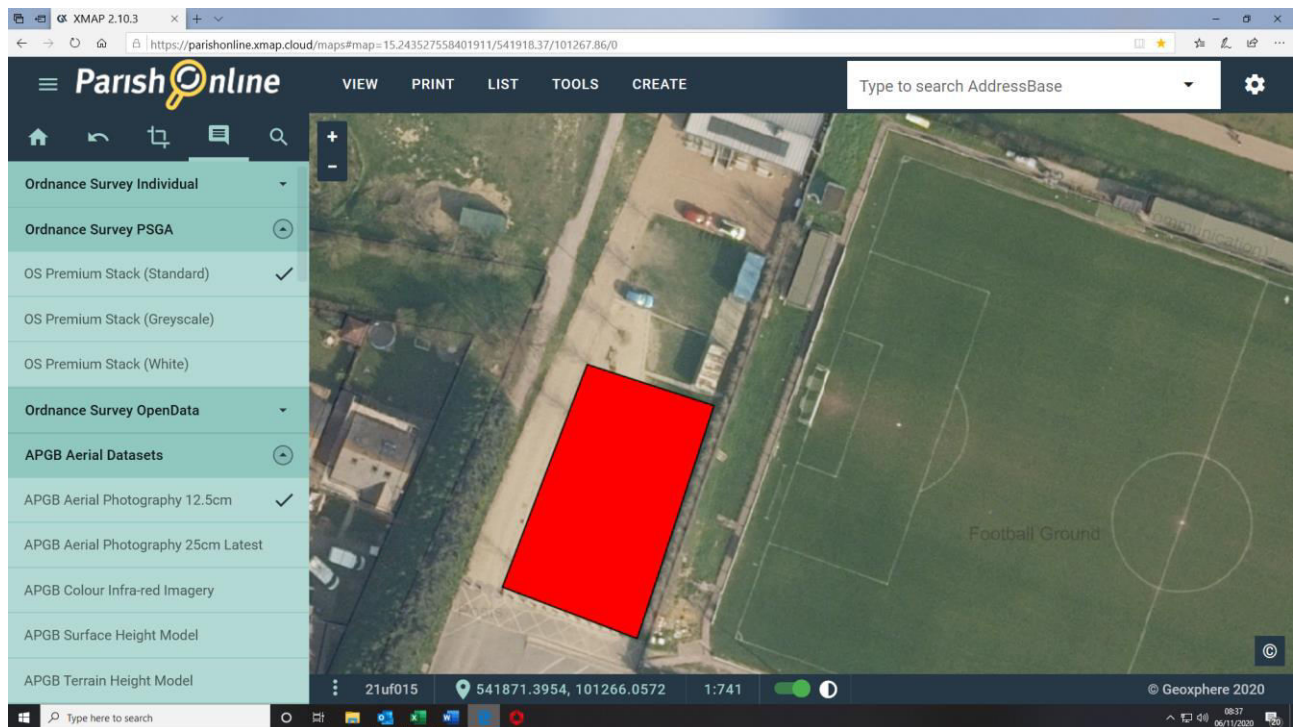
Costs will be sort once the project is agreed to proceed.park

Implications

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

<u>Financial</u>	To be part of a CIL bid to LDC
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Agenda Item:

Committee: Policy and finance.

Date: 17th November 2020

Title: Electric vehicle and machinery purchasing

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. The committee are asked to agree to purchasing a new electric van, two battery pedestrian rotary mowers and three battery strimmer's over the next two years.

Introduction

Cllr Seabrook wrote a report for the L&A committee outlining why the council should purchase an electric power van and battery powered mowers etc (the report is attached). The L&A committee decide to recommend that these be purchased over the next two years.

Background

The parks officer was asked to look at the fleet two years ago and provide an outline idea of how long the machinery and vehicles had left the excel file below shows the results.

Analysis

The town council has been reluctant to renew vehicles and machinery on a regular basis in the past and this has led to the fleet aging and getting near to the end of its viable working life. If this continues there could be a future issue with machines failing and needing replacing all at the same time.

These items could be bought outright with the capital reserve or in the case of the electric vehicle could be leased, although this would need to be funded from the annual budget.

There is also a chance that some of the cost could be met from 106 money held for Centenary Park if they are to be used on the park i.e. the rotary mowers are for the maintenance of the paly areas.

Implications

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

<u>Financial</u>	The cost could come from Capital reserve if bought outright.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

COUNCILLOR SEABROOK'S ORIGINAL REPORT

Summary of recommended actions

1. To recommend replacement of:
 - a. Peugeot Partner Van with an Electric vehicle which could be either purchased or leased.
 - b. Two Hand roller mowers which should have been replaced in 2018
 - c. Hover Mower which should have been replaced in 2018
 - d. Three Strimmer's.

Introduction

There are a number of pieces of equipment that are used by the grounds team and a vehicle that are near or beyond their recommended replacement dates.

Background

This has been discussed at the Climate Change Working Party and it is desirable to replace equipment with carbon neutral alternatives where possible such as an electric van replacement for the Diesel Peugeot Partner van. Other pieces of equipment could be replaced with battery versions where technically feasible / practical.

Analysis

A copy of the plant inventory together with recommended best practice renewal dates is attached. The new equipment if purchased (rather than leased) could be capitalised and the funds taken from the Capital Reserve.

If approved, officers will need to obtain quotes for the equipment and report to the Policy and Finance Committee for final approval. Clearly equipment can be kept going for longer by increasing maintenance and spending money on spare parts if available, but this will result in a much larger expense in a few years' time as other equipment will also need replacing.

Implications

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

<u>Financial</u>	The capital Reserve can be used to purchase this equipment. If the vehicle is leased this will need to be budgeted for each year but has the advantage of lower initial costs.
<u>Legal</u>	All health and safety issues will need to be considered. Appropriate training will need to be provided to staff. The asset register will need to be updated to ensure that insurance cover is provided.
<u>Environmental and sustainability</u>	The replacement equipment should have at least a ten-year lifecycle. Electric vehicles have fewer moving parts and should be more reliable as well as requiring less maintenance.
<u>Crime and disorder</u>	None
<u>Climate</u>	Peacehaven Town Council is committed to be Carbon Neutral by 2030. Replacing equipment with electrically powered versions will help significantly in meeting this target. If fossil fuel powered equipment is purchased, we must then consider carbon offsetting such as planting more trees.

Type	vehicles	year	life expectancy	fuel type	Recommended best practice renewal dates	Current mileage / hours	Comments	Replacement Cost
Vehicle	Peugeot partner van	2006	2021	diesel	2011 5 years	51,000 miles		
Mower	Hand roller mowers x 2	2012	2021	petrol	should have been replaced in 2018			
Mower	hover mower	2012	2021	petrol	should have been replaced in 2018			
Other	strimmers x 3	2019	2021	petrol	renew spring 2021			
Vehicle	Kubota tractor	2002	2022	diesel	2012 10 years or 1000 hours	2624 hours	needs welding works	
Ride on Mower	Ransomes 2130 triple mower	2003	2024	diesel	2013 10 years or 1000 hours	3400 hours	refurbished 2020 at a cost of £4000	
Ride on Mower	Ransomes 966 rotary mower	1996	2022	diesel	2001 5 years or 1000 hours	1540 hours	surplus to requirements can be traded in when purchasing other equipment.	
Ride on Mower	Kubota G18 rotary collector mower.	1998	2022	diesel	2003 5 years or 1000 hours	1540 hours		
Other	hedge cutters x 2	2017	2022	petrol	renew spring 2022			
Other	chainsaw	2015	2024	petrol	could last longer as little used.			
Ride on Mower	Kubota F3890 rotary mower	2016	2023	diesel	2021 5 years or 1000 hours	521 hours		
Other	blowers x 2	2018	2023	petrol	renew spring 2023			
Other	groundsman aerator	2006	2025	petrol	could last longer as little used.			
Other	generator	1998	2025	petrol	could last longer as little used.		older one currently broken down	
Other	generator	2017	2025	petrol	could last longer as little used.			
Vehicle	Kawasaki mule	2016	2026	petrol	5 years 2021	520 hours		
Vehicle	Ford transit	2016	2031	diesel	2021 5 years	11000 miles		
Mower	allet C24 bowling green mower	2008		petrol	can keep this going for now			

Agenda Item:

Committee: Policy and Finance.

Date: 17th November 2020

Title: Dell play area work

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

- 1.** To decide to pay for the dell retaining wall works from PTC held CIL funds, quotes for the works to be bought to committee before approval is given.

Introduction

The Dell play area was created in 2009 and has a wooden retaining wall around the sand pit, this is made from wood and has now got significant rot, the plan is to replace this with recycled plastic logs.

Background

We were hoping the sand pit wall could be replaced using 106 money set aside for the park, it has now become apparent this fund cannot be used for this as it is ringfenced for inclusive play equipment and infrastructure.

As the work is now becoming urgent, we are looking to use PTC CIL money for this project.

Analysis

The L&A committee decided to reduce the sand area by 4 meters at the same time as doing the works this would allow space for more play equipment to be installed using the 106-money held by LDC

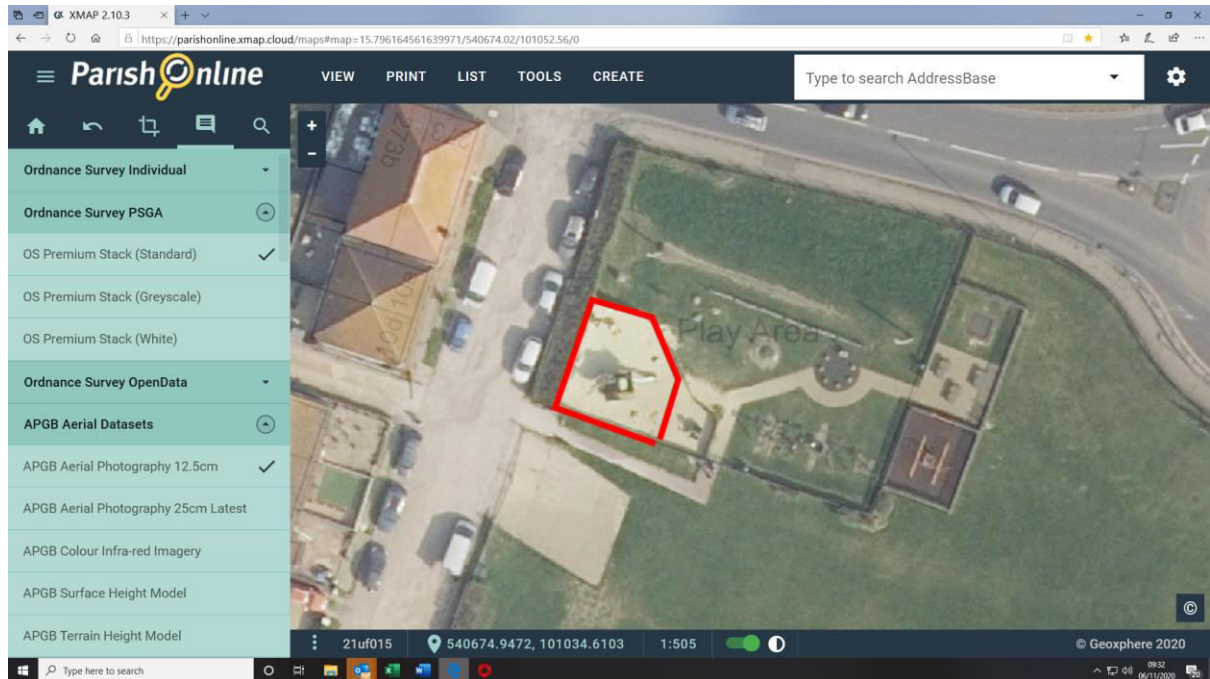
Implications

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

<u>Financial</u>	Costs to be sought once permission to fund the works is given, the quotes will be brought back to the committee for approval.
<u>Legal</u>	
<u>Environmental and sustainability</u>	Using recycled plastic logs
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Red line indicating the proposed recycled plastic log fencing



Agenda Item:

Committee: Policy and Finance.

Date: 17th November 2020

Title: purchase funding

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. The committee are asked to decide that funding for the shredder and two gate should come from the capital reserve.

Introduction

In previous L&A meetings we have reported the need for a shredder and two new gates for the outdoor gymnasium, but funding these has been an issue.

Background

It has been suggested that these could be funded by the capital reserve funds held by PTC

Analysis

These items would ideally be purchased this year and the policy and finance committee are asked to fund these items from the capital reserve

New shredder £11,000 (this is a rough quote; demonstrations with full quotes will be sought and bought to committee for approval).

Gates- £2000 (the self-closing mechanism is beyond repair).

Implications

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

<u>Financial</u>	To be funded by the capital reserve
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

THE ORIGINAL REPORT TO L&A

Summary of recommended actions

1. Recommend purchasing a new shredder or second-hand shredder for the grounds team now (if funds can be found)
or
2. To continue to take our green waste to Ringmer for this year and budget for a new or used shredder next year.

Introduction

The groundstaff produce green waste and this needs to be recycled into usable mulch

Background

When the beddingham green waste site shut down we found the nearest site we could take green waste is in Isfield, this is a 30-mile roundtrip and takes just an hour if not busy. During the year we would be using this around 20 times a year.

Analysis

We have a few things to consider, reducing the time driving on the road will reduce chances of an RTA, the environmental impact of driving 30 miles each time, plus the time taken

- Co2 emitted by truck is approximately 411 grams per mile = 12,300 grams per trip x 20 = 246,600 grams co2 per year.
- A chipper would use petrol 2392 grams of CO₂/litre of **petrol**. (ref google.com) and use approximately ½ litre per hour of use and to shred a truck load would take about 1 hour, 20 x 2392 = 47,840grams co2 per year.

Any mulch produced would be used on shrub beds etc.

Costs are : new £11,000 and decent second-hand model £7000, The machine would need to have auto feed and be capable of taking smaller hedge cuttings as well as branches, the best machine would be sort out by having demo's to make sure it the correct machine for us.

I would recommend purchasing a shredder, a second-hand machine would be suitable if maintained yearly, due to the usage being relatively low as we are not permanently tree felling and hedge cutting.

Implications

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

<u>Financial</u>	The cost of purchasing and annual servicing of the chipper. Training for staff
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	This would help reduce the co2 produced by the groundstaff

Appendices/Background papers

Example of machine.



- Engine

22hp Honda 4 stroke

- Fuel

Unleaded Petrol

- Tank Cap

18 litres (4 gallons)

- Weight

608kg

- Length

2935mm (tray up) 3475mm (tray down)

- Width

1266mm

- Height

2108mm

- Max dia. infeed

152mm (6")

- Throughput

Up to 3.5 tonnes per hour

- Feed Method

Twin hydraulic rollers c/w Auto Feed Control

- Blades

2 x 109mm double sided, fully hardened

<u>ORGANISATION</u>	<u>Amount approved by Council for 2020/21 First round</u>	<u>2020/21 Amount Requested second round</u>	<u>Summary of reasons for grant request</u>	<u>Approved Yes / No</u>	<u>Amount approved by Council for 2020/21</u>	<u>Comments on Decision</u>
CTLA	£ 6,000.00	£ 2,000.00	to cover costs for a reversing camera for vehicles and for fitting.	N	£ -	
Citizens Advice Lewes District	£ 11,500.00					
Wave Leisure						
Air Ambulance	£ 750.00					
Peacehaven & District Residents Association	£ 100.00					
Havens Community Club	£ 500.00					
East Sussex Hearing Resource Centre	£ 250.00					
Seahaven Fibromyalgia, ME & CFS Support Groups	£ 137.04					
Peacehaven Horticultural Society	£ 250.00	£ 500.00	To support costs with room hire, to enable the group to gather for gardening talks, quiz nights.	N	£ -	room hire already covered for this year
CATS Club		£ 480.00	to pay for first aid training for ten members of staff to renew certificates. To also fund positive behaviours training.	Y	£ 480.00	
Kempton House Day Centre	£ 750.00	£ 500.00	to pay for plants and raised bedding	Y	£ 500.00	
Peacehaven Rangers (older Girl Guides)	£ 300.00					
Friends of Downlands	£ 750.00					
Newhaven Cricket Club	£ 150.00					
Sussex Community Association Ltd (SDCA)	£ 750.00					
Havens Community cars	£ 500.00					
Chichester Diocesan Association for Family Support		£ 750.00	Funding will cover the costs of the Peacehaven Support Practitioner, enabling her to support vulnerable and isolated families at home.	Y	£ 750.00	
Intergration Access & Advice (INAA) Referral Community Group.		£ 1,500.00	To support the charity's running costs, rent, telephone, interentm stationary, travelling expenses. Residents of Peacehaven have benefited from the service since 2006.	Y	£ 250.00	Insufficient information, no other grants, Is it sustainable. £250 to offset against room hire
Friends of Meridian		£ 1,000.00	To supplement school trips for all students, to enable those students to join in who may not get the opportunity within their family.	N	£ -	Look on an application in April favourably as long as trips rae going ahead.
Rotary club Newhaven		£ 200.00	To suppost costs for hampers for the elderly in Newhaven, Peacehaven and Telscombe, who are now unable to attend the annual Christmas party, because of Covid.	Y	£ 200.00	
Project Peacehaven & Newhaven Youth Theatre		£ 870.00	To support costs with renting a rehearsal room, insurance, scripts/printing, a film producer.	N	£ -	Insufficient information. Will this actually go ahead? Reapply in April. Do they meet our criteria for eligibility?
Develop Outdoors CIC		£ 500.00	Forest School project -To support funding to deliver a number of forest school workshops to residents, to help purchase some equipment that will enhance the forest school experience and to run a workshop one day a week in every school holiday for the next year for up to 20 children.	Y	£ 250.00	Limited information.Apply again in April
Develop Outdoors CIC		£ 940.00	Christmas Craft Workshop -To support a project aimed at older and socially isolated people in Peacehaven. To help towards a series of Christmas craft workshops.	N	£ -	Retrospective application
The Deans Senior Club		£ 1,000.00	due to covid, has been lack of donations as clubs have been closed.would like the CH Hall free of charge, to enable the club to get up and running, members are very lonely and become more isolated. There has been the added cost of PPE and newsletters to help people in isolation.	Y	£ 250.00	Towards Hall Hire. Reapply in April
The Deans Senior Club		£ 5,160.00	The grant to cover running costs for the 75 peacehaven members who attend clubs in peacehaven. Hall hire, refreshments & Cake, monthly event/entertainment.	Y	£ 500.00	Maximum amount
Peacehaven & Telscombe Football Club		£ 1,000.00	To enable the club to offer Grass roots football to children of all ages.. Covering costs for training facilities across 12 months of the year.	Y	£ 750.00	Maximum amount
TOTALS	£ 22,687.04	£ 16,400.00			£ 3,930.00	