

PEACEHAVEN TOWN COUNCIL

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

Councillors on this Committee:

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

7th April 2021

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom),
on **TUESDAY 13th April 2021 at 7:30pm**



Tony Allen, Town Clerk

A G E N D A

PF602 CHAIRMAN'S ANNOUNCEMENTS

PF603 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

PF604 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF605 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF606 TO ADOPT THE PUBLIC MINUTES OF 2nd MARCH 2021

PF607 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 & S.106 report
7. List of payments (for approval)
8. Review of external contracts & their ongoing authorisations.

PF608 TO APPROVE THE SLA WITH CTLA

PF609 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)

PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER

PF612 TO CONSIDER CLIMATE CHANGE WP PAPER FOR COMMUNITY HOUSE

PF613 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

- i. To receive the meeting minutes of the 22nd February 2021
- ii. To receive the meeting minutes of the 8th March 2021
- iii. To note the draft meeting minutes of the 22nd March 2021
- iv. To authorise payment of grants as proposed.

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.*

PF614 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MARCH 2021

PF615 AGED DEBT ANALYSIS

PF616 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

PF617 DATE OF NEXT MEETING – Tuesday 18th May 2021 at 7.30pm

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 2nd March 2021 at 7.30pm

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

PF584 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF585 PUBLIC QUESTIONS

No members of the public were present.

PF586 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members were present.

PF587 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths re. Item PF600, as a friend of one of the contractors concerned.

PF588 TO ADOPT THE PUBLIC MINUTES OF 18th January 2021

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

[It was resolved to take Item PF595 at this point]

PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)

The Parks Officer's report was noted and discussed.

The Parks Officer reported on the required tree works and the responses to the request for a quote from four companies.

Two firm quotes had been received; from companies that had been used before and had performed good works.

It was resolved that, in view of the almost identical quotes, the Parks Officer would choose the company which can perform the required works the earliest, so that they can be completed ahead of the bird nesting season.

[The Parks Officer left the meeting].

PF589 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer stated that she will be talking to Committee Chairmen and Officers regarding accruals and earmarked reserves (EMR's) to be carried forward to the new financial year.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Finance Officer's reports were received and noted.

The Chairman reported that the end of year position was still looking strong, noting that the final figures were subject to remaining expenditure, EMR's and accruals.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 2nd March 2021

It was resolved to approve the January 2021 payments amounting to £60,043.20, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

9. Accruals & earmarked reserves to be carried forward to 2021/22

The report showing all EMR categories and current amounts was noted.

It was noted that the sourcing of a new supplier for the Council's utilities was still being investigated.

PF590 TO RECEIVE AN UPDATE ON THE ESTABLISHMENT OF SLA'S WITH CTLA & WCAB

The circulated draft SLA with Lewes CA was discussed. It was resolved to adopt this SLA as drafted.

The Clerk reported that the first draft of the SLA with CTLA is expected very shortly.

PF591 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

It was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

PF592 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS

The Clerk reported that the circulated document now included a more detailed definition of small and large projects and also when the CIL WP should be convened.

It was resolved to adopt this process as documented.

PF593 TO DISCUSS 2021/22 FACILITIES RENT INCREASES

The Finance Officer related the background to this item.

After discussion, it was resolved to defer the review of the annual rent and maintenance increases until September 2021.

Finance Officer to notify those concerned.

PF594 TO DISCUSS CHANGING COUNCIL'S BANKERS

The Clerk's paper was noted and discussed.

It was noted that Unity Trust Bank was used and recommended by a large number of Councils and was seen as an 'ethical' bank.

The Clerk stated that he needed to do more research into appropriate savings accounts and the Bank's investment policy.

Clerk to report in due course.

PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)

[See above.]

PF596 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

i. To receive the meeting minutes of the 8th February 2021

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

ii. To note the draft meeting minutes of the 22nd February 2021

These minutes were noted.

iii. To authorise payment of grants as proposed.

Cllr Griffiths reported that Seahaven Responders had subsequently had a new 4x4 vehicle donated to it. Therefore, the original purpose of the grant awarded, replacement of its current vehicle's clutch, was no longer valid. Seahaven Responders had asked to retain the grant money to go towards its operations. This will be discussed further at the Sub-Committee's next meeting. It was resolved to authorise the remaining proposed grants for Round 1 of the Covid Emergency Community Grants, amounting to £4,035.00, as detailed in the schedule in the meeting papers.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE - 2nd March 2021

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.*

PF597 TO ADOPT THE CONFIDENTIAL MINUTES OF 18th January 2021

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

PF598 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

It was resolved to approve the write-offs, as set out in the circulated paper.

PF599 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

The current arrangements were discussed.

It was resolved that the Council would continue with the current arrangements until the 30th April 2021.

Situation to be reviewed at the Committee's next meeting.

[Cllr Griffiths left the meeting].

PF600 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

Current arrangements were noted and discussed. It was resolved that the current contractual arrangements should be extended until the 30th June 2021.

PF601 DATE OF NEXT MEETING – Tuesday 13th April 2021 at 7.30pm

There being no further business, the meeting closed at 20:32.

Agenda Item:	PF607-1
Committee:	Policy and Finance
Date:	April 2021
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 12 (March 2021). 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 28 February 2021. 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 82.3% of the budgeted expenditure has been spent so far, and 89.4% of the budgeted income has been received as at the end of month 12 (Mar 2021)

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 – 28th February 2021
- Bank reconciliation statement for cashbook 1 – 28th February 2021
- Bank reconciliation statement for cashbook 2 – 28th February 2021
- Detailed income and expenditure month 12 (Mar 2021)
- Detailed balance sheet month 12 (Mar 2021)

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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 26 February 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£377,473.66
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,163.99
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Date: 05/03/2021
Time: 10:16

Peacehaven Town Council

Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: ZM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
			50,000.00
Saver Account	28/02/2021		377,473.66
Current Account	28/02/2021		427,473.66

Unpresented Cheques (Minus)			Amount
02/12/2020	120395	CORONA ENERGY	732.85
08/01/2021	204772	MINISTRY OF DESIGN	600.00
27/01/2021	120411	BRITISH GAS	763.42
04/02/2021	120417	MATTHEW GUNN	9.00
16/02/2021	120421	AMADEUS	104.45
16/02/2021	120422	AVS FENCING SUPPLIES LTD	236.94
16/02/2021	120424	AMP Services	10,410.00
16/02/2021	120425	Conect Total Communications	481.54
16/02/2021	120427	Lewes District Council	13,062.84
16/02/2021	120429	DVLA	265.00
16/02/2021	120430	ANDY PICTON	21.39
24/02/2021	120433	BRITISH GAS	151.31
24/02/2021	120434	BROXAP	831.60
24/02/2021	120435	ssalc Limited	36.00
24/02/2021	120436	C.A.T.S CLUB	2,035.00
24/02/2021	120437	MR TORSTEN C DE LANGE	1,000.00
24/02/2021	120438	P/H PAROCHIAL CHURCH COUNCIL	1,000.00
24/02/2021	120439	FLAGMAKERS	215.12
24/02/2021	120440	AMBULANCE RESPONDER TEAM	1,200.00
24/02/2021	120441	SUSSEX WILDLIFE TRUST	120.00
24/02/2021	120443	Corona Energy	774.82
24/02/2021	120444	BRITISH GAS	765.00
24/02/2021	120445	BRITISH GAS	344.15
			35,160.43
			392,313.23

Receipts not Banked/Cleared (Plus)

22/05/2020	204683	-100.00
16/02/2021		-600.00
		-700.00
		391,613.23

Balance per Cash Book is :- 391,613.23

Difference is :- 0.00

ate: 08/04/2021
me: 14:24




Peacehaven Town Council

Page 1
User: ZM

Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		180,168.48
			<u>180,168.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,168.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,168.48
		Balance per Cash Book is :-	180,168.48
		Difference is :-	0.00

Peacehaven Town Council • Sort Code 20-49-76 • Account No 10701173

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			47,618.60
		1,980.00		45,638.60
1 Apr	 Cheque Issued Ref: 120489		4,351.40	49,990.00
	 Transfer From Account 30701211		10.00	50,000.00
	 Rejection: Sussex County Ref: Payment Returned: Account Closed			50,000.00
1 Apr	Balance carried forward			50,000.00
	Total Payments/Receipts	6,274.41	6,274.41	

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

Bank of England Base Rate Information

Rate effective from 19 Mar
2020 was

0.100%

4361.40

324714.40

320,353.00 Precept,

18/03/2021 Thu	TRANSFER 10 701173	TFR	I/G	£ 2,033.82		£ 327,762.08
19/03/2021 Fri	TRANSFER 10 701173	TFR	I/G	£ 96.00		£ 327,666.08
22/03/2021 Mon	TRANSFER 10 701173	TFR	I/G	£ 1,690.00		£ 325,976.08
23/03/2021 Tue	TRANSFER 10 701173	TFR	I/G	£ 1,977.75		£ 323,998.33
24/03/2021 Wed	TRANSFER 10 701173	TFR	I/G	£ 6.70		£ 323,991.63
25/03/2021 Thu	TRANSFER 10 701173	TFR	I/G	£ 26,773.02		£ 297,218.61
26/03/2021 Fri	TRANSFER 10 701173	TFR	I/G		£ 403.54	£ 297,622.15
29/03/2021 Mon	TRANSFER 10 701173	TFR	I/G	£ 792.35		£ 296,829.80
30/03/2021 Tue	TRANSFER 10 701173	TFR	I/G		£ 207.98	£ 297,037.78
31/03/2021 Wed	TRANSFER 10 701173	TFR	I/G	£ 838.48		£ 296,199.30
01/04/2021 Thu	LEWES DISTR ICT C * 11593 5*Q1 PRECEP T*	TFR	AFT		£ 320,353.00	
01/04/2021 Thu	TRANSFER 10 701173	TFR	I/G	£ 4,351.40		£ 612,200.90

Items per page

All

1 - 22 of 22

1

Date: 08/04/2021

Time: 14:15

Peacehaven Town Council

Page 1

User: ZM

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	31/03/2021		50,000.00
Current Account	31/03/2021		296,199.30
			<hr/> 346,199.30

Unpresented Cheques (Minus)			Amount
08/01/2021	204772	MINISTRY OF DESIGN	600.00
27/01/2021	120411	BRITISH GAS	763.42
04/02/2021	120417	MATTHEW GUNN	9.00
16/02/2021	120430	ANDY PICTON	21.39
03/03/2021	120453	METRO SIGNS 2000	780.00
10/03/2021	120465	RNLI NEWHAVEN	1,000.00
10/03/2021	120475	WILD FLOWER LAWNS	379.81
10/03/2021	120476	ANDY PICTON	57.24
19/03/2021	120480	East Sussex County Council	230.40
19/03/2021	120483	SECRETARY OUTSOURCE	125.00
19/03/2021	120484	PCHelp (SUSSEX)	29.95
24/03/2021	120487	Castle Water Limited	2,362.40
24/03/2021	120489	L&N CONSULTANCY LIMITED	1,980.00
24/03/2021	120490	East Sussex County Council	648.00
24/03/2021	120491	Roger Brown Trophies & Engravi	32.00
24/03/2021	120492	Corona Energy	468.86
24/03/2021	120494	SECRETARY OUTSOURCE	87.50
24/03/2021	120495	SUSSEX COMMUNITY DEVELOPMENT A	1,259.00
24/03/2021	120496	PEACEHAVEN HORTICULTURAL SOCIE	500.00
24/03/2021	120497	PEACHAVEN COMMUNITY ORCHARD	1,000.00
24/03/2021	120498	BRITISH GAS	979.13
30/03/2021	120499	Block Busters Contracts Ltd	150.00
30/03/2021	120500	AMADEUS	156.00
30/03/2021	120501	PROLUDIC LTD	464.74
30/03/2021	120502	AMP Services	84.00
30/03/2021	120503	Sats4u	60.00
30/03/2021	120504	Wightman & Parrish Ltd	200.65
31/03/2021	120505	HMRC	7,844.01
31/03/2021	120506	EAST SUSSEX PENSION FUND	7,008.66
31/03/2021	int	Reserve Account	4.49

29,285.65

316,913.65

Receipts not Banked/Cleared (Plus)

22/05/2020	204683	-100.00
26/03/2021		4.49

-95.51

316,818.14

Balance per Cash Book is :-

316,818.14

Difference is :-

0.00

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Your Business accounts – at a glance

Up-to-date account information

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Your balances on 01 April 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£612,200.90
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,168.48
Sort Code 20-49-76 • Account No 83521656	

287,486.50

This is the end of your account summary.

	612,200.90
MINUS	320,353.00
PLUS	4351.40

296,199.30

Balance at 31/03/2021
in active Saver

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	644,160	644,160	0			100.0%	
1013 Income from Photocopying	90	500	410			17.9%	
1016 Housing Benefit Claims LDC	15,627	15,200	(427)			102.8%	
1050 Allotment Rent	594	0	(594)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	621	600	(21)			103.4%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
General Administration :- Income	667,380	662,460	(4,920)			100.7%	0
4340 Support Services	816	2,500	1,684		1,684	32.6%	
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	5,000	5,100	100		100	98.0%	
General Administration :- Direct Expenditure	23,316	25,100	1,784	0	1,784	92.9%	0
4001 Salaries	335,388	390,000	54,612		54,612	86.0%	
4002 Employer N.I Contributions	29,435	33,685	4,250		4,250	87.4%	
4003 Employer Pension Contributions	65,932	62,514	(3,418)		(3,418)	105.5%	
4004 Overtime	181	5,000	4,819		4,819	3.6%	
4011 Training	4,999	5,000	1		1	100.0%	
4212 Mileage Costs	12	1,000	988		988	1.2%	
4301 Purchase of Furniture/Equipment	538	3,500	2,962		2,962	15.4%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	4,699	7,000	2,301		2,301	67.1%	
4307 Stationery	251	2,500	2,249		2,249	10.1%	
4311 Professional Fees - Legal	3,000	3,000	0		0	100.0%	
4312 Professional Fees - Other	3,924	4,000	76		76	98.1%	
4314 Audit Fees	1,960	3,000	1,040		1,040	65.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	230	400	170		170	57.5%	
4323 PDQ Charges	517	800	283		283	64.6%	
4325 Postage	2,077	2,000	(77)		(77)	103.9%	
4326 Telephones	5,680	6,000	320		320	94.7%	
4327 Computers	15,748	9,500	(6,248)		(6,248)	165.8%	
4333 Members Allowance	2,750	3,500	750		750	78.6%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	16,903	10,000	(6,903)		(6,903)	169.0%	9,135
4342 Subscriptions	5,318	4,500	(818)		(818)	118.2%	
4444 Election Costs	13,063	6,000	(7,063)		(7,063)	217.7%	8,000

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,805	0	(3,805)		(3,805)	0.0%	
General Administration :- Indirect Expenditure	525,393	576,999	51,606	0	51,606	91.1%	17,135
Net Income over Expenditure	118,671	60,361	(58,310)				
6000 plus Transfer from EMR	17,135						
Movement to/(from) Gen Reserve	135,806						
110 Civic Events							
4348 Civic Gifts	89	200	111		111	44.6%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Mayors Badge	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	72	2,400	2,328	0	2,328	3.0%	0
4331 Mayor's Allowance	1,500	1,500	(0)		(0)	100.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	933	0	(933)		(933)	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	2,451	3,750	1,299	0	1,299	65.4%	0
Net Expenditure	(2,524)	(6,150)	(3,626)				
120 Marketing							
1048 E-News Advertising	350	500	150			70.0%	
1049 Banner Board	3,032	6,500	3,468			46.6%	
1301 Filming	490	0	(490)			0.0%	
Marketing :- Income	3,872	7,000	3,128			55.3%	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	862	2,000	1,139		1,139	43.1%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	1,011	3,000	1,990	0	1,990	33.7%	0
Net Income over Expenditure	2,862	2,800	(62)				

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	5,306	5,000	(306)		(306)	106.1%	406
4344 Neighbourhood Plan Grants	409	0	(409)		(409)	0.0%	409
Neighbourhood Plan :- Indirect Expenditure	<u>5,715</u>	<u>5,000</u>	<u>(715)</u>	<u>0</u>	<u>(715)</u>	<u>114.3%</u>	<u>815</u>
Net Expenditure	<u>(5,715)</u>	<u>(5,000)</u>	<u>715</u>				
6000 plus Transfer from EMR	815						
Movement to/(from) Gen Reserve	<u>(4,900)</u>						
<u>200 Planning & Highways</u>							
4851 Noticeboards	1,300	1,300	0		0	100.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>1,300</u>	<u>2,500</u>	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>52.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	437	500	63		63	87.3%	
4111 Electricity	1,077	1,092	15		15	98.6%	
4171 Grounds Maintenance Costs	206	500	294		294	41.3%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>10,389</u>	<u>10,761</u>	<u>372</u>	<u>0</u>	<u>372</u>	<u>96.5%</u>	<u>0</u>
Net Expenditure	<u>(11,689)</u>	<u>(13,261)</u>	<u>(1,572)</u>				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	5,091	4,400	(691)		(691)	115.7%	
4203 Fuel	2,255	5,600	3,345		3,345	40.3%	
4204 Road Fund License	530	600	70		70	88.3%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	<u>8,863</u>	<u>11,300</u>	<u>2,437</u>	<u>0</u>	<u>2,437</u>	<u>78.4%</u>	<u>0</u>
Net Expenditure	<u>(8,863)</u>	<u>(11,300)</u>	<u>(2,437)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	15,107	15,000	(107)			100.7%	
1039 S/P Cats	(300)	3,600	3,900			(8.3%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,498	2,500	1,002			59.9%	
1061 S/P Court Hire	1,351	5,300	3,949			25.5%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	<u>22,106</u>	<u>30,700</u>	<u>8,594</u>			<u>72.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	3,687	6,000	2,313		2,313	61.5%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	2,698	3,500	802		802	77.1%	
4161 Cleaning Costs	5,481	7,300	1,819		1,819	75.1%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,778	7,800	4,022		4,022	48.4%	
Sports Park :- Indirect Expenditure	21,441	29,100	7,659	0	7,659	73.7%	0
Net Income over Expenditure	665	1,600	935				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	2,844	0	(2,844)		(2,844)	0.0%	10,693
4111 Electricity	107	0	(107)		(107)	0.0%	
4112 Gas	1,197	0	(1,197)		(1,197)	0.0%	
4121 Rents	13,740	12,000	(1,740)		(1,740)	114.5%	
4131 Rates	3,367	2,500	(867)		(867)	134.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	6,055	4,750	(1,305)		(1,305)	127.5%	
4303 Machinery Mtce/Lease	2,242	4,500	2,258		2,258	49.8%	
Big Park :- Indirect Expenditure	30,142	25,250	(4,892)	0	(4,892)	119.4%	10,693
Net Expenditure	(30,142)	(25,250)	4,892				
6000 plus Transfer from EMR	10,693						
Movement to/(from) Gen Reserve	(19,449)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	6,348	8,480	2,132			74.9%	
Gateway Cafe :- Income	6,348	8,480	2,132			74.9%	0
4101 Repair/Alteration of Premises	(70)	0	70		70	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(70)	900	970	0	970	(7.7%)	0
Net Income over Expenditure	6,417	7,580	1,163				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,296	1,950	654			66.5%	
Parks & Open Spaces :- Income	2,786	6,950	4,164			40.1%	0

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	5,000	5,000	0		0	100.0%	
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	50	2,500	2,451		2,451	2.0%	
Parks & Open Spaces :- Direct Expenditure	5,211	15,500	10,289	0	10,289	33.6%	0
4101 Repair/Alteration of Premises	1,304	4,710	3,406		3,406	27.7%	
4141 Water Services	106	1,750	1,644		1,644	6.0%	
4164 Trade Refuse	394	2,500	2,106		2,106	15.8%	
4171 Grounds Maintenance Costs	2,182	10,000	7,818		7,818	21.8%	387
4301 Purchase of Furniture/Equipmen	1,233	3,000	1,767		1,767	41.1%	
Parks & Open Spaces :- Indirect Expenditure	5,219	21,960	16,741	0	16,741	23.8%	387
Net Income over Expenditure	(7,644)	(30,510)	(22,866)				
6000 plus Transfer from EMR	387						
Movement to/(from) Gen Reserve	(7,257)						
355 The Hub							
1084 Sports Pavilion	7,254	16,000	8,746			45.3%	
The Hub :- Income	7,254	16,000	8,746			45.3%	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	679	0	(679)		(679)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	1,313	1,500	187		187	87.5%	
4112 Gas	992	1,500	508		508	66.1%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	(25)	4,000	4,025		4,025	(0.6%)	
The Hub :- Indirect Expenditure	2,958	9,500	6,542	0	6,542	31.1%	0
Net Income over Expenditure	3,895	6,000	2,105				
360 Community House							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	6,500	6,000	(500)			108.3%	
1072 C/H Copper Room	11,730	12,650	920			92.7%	
1075 C/H Charles Neville	556	10,200	9,644			5.5%	
1076 C/H Main Hall	1,466	25,600	24,134			5.7%	
1077 C/H Anzac Room	(43)	12,700	12,743			(0.3%)	

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 C/H Main Kitchen	961	1,250	289			76.9%	
1079 C/H Anzac Kitchen	196	700	504			28.0%	
1080 C/H Foyer	14	2,300	2,286			0.6%	
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	561	1,000	439			56.1%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	24,025	84,050	60,025			28.6%	0
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	4,441	10,000	5,559		5,559	44.4%	
4102 Maintenance of Buildings	979	0	(979)		(979)	0.0%	
4111 Electricity	3,701	8,000	4,299		4,299	46.3%	
4112 Gas	3,059	4,000	941		941	76.5%	
4122 Service Charge	16,925	15,500	(1,425)		(1,425)	109.2%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	3,774	16,000	12,226		12,226	23.6%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	317	1,500	1,183		1,183	21.2%	
4162 Cleaning Materials	1,688	2,500	812		812	67.5%	
4163 Personal Hygiene	2,873	2,500	(373)		(373)	114.9%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	195	500	305		305	39.0%	
Community House :- Indirect Expenditure	39,274	78,920	39,646	0	39,646	49.8%	0
Net Income over Expenditure	(15,657)	3,130	18,787				
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 Receip	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				

Detailed Income & Expenditure by Budget Heading 08/04/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
Grand Totals:- Income	733,771	820,640	86,869			89.4%	
Expenditure	683,496	830,500	147,004	0	147,004	82.3%	
Net Income over Expenditure	50,275	(9,860)	(60,135)				
plus Transfer from EMR	29,030						
Movement to/(from) Gen Reserve	79,305						

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 01/04/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	86,861	
105	VAT Control A/c	(4,214)	
118	Deposit Aqua	50	
201	Current Bank A/c	315,604	
202	Reserve Account	180,164	
210	Petty Cash	520	
	Total Current Assets		578,985
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,072	
	Total Current Liabilities		1,080
	Net Current Assets		577,905
	Total Assets less Current Liabilities		577,905
	<u>Represented by :-</u>		
301	Current Year Fund	50,374	
310	General Reserves	82,204	
324	Tree Works	4,250	
325	Staff training	4,419	
328	Service Charges	15,500	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
350	P/H Youth Task Group	4,000	
352	CIL	279,380	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
361	Professional Fees - Legal	2,436	
362	Neighbourhood Plan	218	
370	Capital Receipts Reserve	52,778	
	Total Equity		577,905

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	
10	05/01/2021	MOD1	Purchase Ledger	THE DELL INTERPRETATION PANEL		500.00	
10	28/01/2021	Led No 1	Sales Ledger	Sales Daybook Summary 693			48,942.00
11	18/02/2021	BROXAP	Purchase Ledger	TRAFFIC BOLLARDS		693.00	
11	24/02/2021	164	Journal	FENCING SUPPLIES - CIL		414.45	
11	24/02/2021	120434	Cashbook	BANK REJECTED CHEQUE			693.00
12	18/02/2021	BROXAP	Purchase Ledger	TRAFFIC BOLLARD		693.00	
12	10/03/2021	120475	Cashbook	WILD FLOWER LAWNS		316.51	
12	23/03/2021	170	Journal	MOVE CIL FUNDS TO EMR			47,435.42
12	23/03/2021	170	Journal	MOVE CIL FUNDS TO EMR			7,392.95
12	25/03/2021	AMP01	Purchase Ledger	ROTOVATOR HIRE		70.00	
		Account CIL		Account Totals		15,728.76	295,108.91
		Centre		Net Balance Month 12			279,380.15

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	Investec Asset Finance	DD3	144.00		FRANKING MACHINE RENTAL
04/02/2021	Playsafe Playgrounds Ltd	120414	1,474.80		REPLACEMENT ROPE FOR ACORN
04/02/2021	L&N CONSULTANCY LIMITED	120415	1,900.80		JANUARY CONSULTANCY
04/02/2021	BRITISH GAS	120416	698.17		DECEMBER ELETRICITY
04/02/2021	MATTHEW GUNN	120417	9.00		MATTHEW GUNN
04/02/2021	GeoXphere Ltd - Parish Online	120418	270.00		PARISH ONLINE
04/02/2021	JW PLANT	120419	90.17		NHS FLAG & BUNTING
04/02/2021	JIM BOOT	120420	778.00		COMMUNITY PLANNING
04/02/2021	Barclays	DD	3.00		BACS CHARGES
04/02/2021	Northstar IT	DD1	1,394.14		MONTHLY SUPPORT - FEB
04/02/2021	02	DD2	85.33		JANUARY MOBILES
04/02/2021	Pitney Bowes LTD	DD	200.00		POSTAGE
08/02/2021	Investec Asset Finance	dd	-144.00		returned dd
08/02/2021	The Fuelcard People	DD	10.80		fuel
10/02/2021	Barclays	DD1	46.46		JAN PDQS
16/02/2021	AMADEUS	120421	104.45		STATIONARY
16/02/2021	AVS FENCING SUPPLIES LTD	120422	236.94		GREEN EDGING
16/02/2021	NICHOLAS JONES	120423	900.00		TREE CONDITION SURVERY
16/02/2021	AMP Services	120424	10,410.00		SHREDDER
16/02/2021	Conect Total Communications	120425	481.54		FEBRUARY TELEPHONES
16/02/2021	BRITISH GAS	120426	533.58		UNIT 14 GAS
16/02/2021	Lewes District Council	120427	13,062.84		ELECTION COSTS MARCH 18 & AUG
16/02/2021	JACKSONS FENCING	120428	497.34		FENCING SUPPLIES
16/02/2021	DVLA	120429	265.00		HK66 HMK TAX
16/02/2021	ANDY PICTON	120430	21.39		TRIGGER SPRAYS
16/02/2021	Caroline Reid	120432	609.00		FENRUARY CLEANING
22/02/2021	The Fuelcard People	DD	162.68		FUEL - GY06PPX & HK66WMJ
22/02/2021	EDF	DD1	95.24		JANUARY STREET LIGHTING
24/02/2021	BRITISH GAS	120433	151.31		JANUARY ELECTRICITY
24/02/2021	BROXAP	120434	831.60		TRAFFIC BOLLARDS
24/02/2021	ssalc Limited	120435	36.00		COUNCIL AS EMPLOYER TRAINING
24/02/2021	C.A.T.S CLUB	120436	2,035.00		C.A.T.S CLUB - EMERGENCY GRANT
24/02/2021	MR TORSTEN C DE LANGE	120437	1,000.00		P/H COVID-19 MUTUAL AID GRANT
24/02/2021	P/H PAROCHIAL CHURCH	120438	1,000.00		ASCENSION CHURCH GRANT
24/02/2021	FLAGMAKERS	120439	215.12		FLAGMAKERS
24/02/2021	AMBULANCE RESPONDER TEAM	120440	1,200.00		AMBULANCE RESPONDER TEAM
24/02/2021	SUSSEX WILDLIFE TRUST	120441	120.00		SUSSEX WILDLIFE TRUST
24/02/2021	Corona Energy	120443	774.82		GAS - JANUARY
24/02/2021	BRITISH GAS	120444	765.00		JANUARY ELECTRICITY
24/02/2021	BRITISH GAS	120445	344.15		JAN-FEB GAS UNIT 14
24/02/2021	PHS Group	DD2	685.24		PHS QUARTERLY BILL
24/02/2021	FEBRUARY SALARIES	FEB SALARI	24,255.83		FEBRUARY SALARIES
24/02/2021	TORSTEN C DE LANGE	120437	-1,000.00		BANK REJECTED CHQ
24/02/2021	BROXAP	120434	-831.60		BANK REJECTED CHEQUE
Total Payments			65,923.14		

Community Transport for the Lewes Area and Peacehaven Town Council

Service Level Agreement for 4 Towns Dial-a-Ride Service

March 2021 (Draft Copy)

Definitions

For the purpose of this memorandum the following definitions will apply:-

“PTC” –this will be the Peacehaven Town Council

“CTLA” - this will be Community Transport for the Lewes Area (Ltd)

“The service” - this will be the 4 Towns Dial-a-Ride service operated by CTLA.

“Drivers” – this will be any person recruited to convey “Service Users” to and from their trip destination

“Service Users” –this will be any person who is entitled to use the service

“The Payment” – this will be the financial payment from the PTC to CTLA as a part contribution for the provision of the service.

The Service

The Service will be available equally to all registered members of CTLA who are residents of Seaford, Newhaven, Peacehaven, Telscombe, Telscombe Cliffs and East Saltdean and will operate on Mondays to Fridays (excluding Bank and Public Holidays) between the hours of 0900 and 1430, subject to funding by combined contributions from Peacehaven Town Council, Seaford Town Council, Newhaven Town Council, Telscombe Town Council, East Sussex County Council and from CTLA’s own financial contributions together with fares taken on the bus by Service Users. The commitment based on PTC’s contribution will be pro-rata which amounts to a minimum provision of a service 10 hours per week available to Peacehaven residents. Membership of CTLA is open to all qualifying residents of the contributing towns and is free of charge (however CTLA reserves the right to introduce a nominal future membership fee should that be desirable to maintain the service).

Drivers

CTLA will recruit paid or voluntary drivers to operate the Service who have been subjected to an enhanced Disclosure Barring Service check, Driving Licence Eligibility checks and will arrange any reimbursement of wages or expenses.

CTLA will source and maintain in a roadworthy condition, including ensuring compliance with taxation and insurance requirements, all vehicles used to provide the service but retains the right to sub-contract work to appropriately licensed transport providers should it deem it necessary in order to maintain the service.

CTLA will recruit and train persons required to maintain a telephone booking system so that Service Users can book journeys required and match such transport requests with available drivers and vehicles subject to availability.

Service Stats Reporting

CTLA will maintain statistical information to undertake ongoing monitoring of the scheme. PTC may request feedback on these stats at any time.

Charges to Service Users

The definition, collection, banking and accounting for all Charges to service users will be the sole responsibility of CTLA.

The PTC Financial Contribution

To provide the service as outlined in the paragraph “The Service” requires considerably more than the contribution from any one of the contributing partners. CTLA will be paid by PTC at a cost of £6,000 per annum, payable annually in advance on 1st April. The service provided under this Service Level Agreement is non – VAT chargeable.

Contract Price Review

The level of the annual contribution will be reviewed annually and may be revised by mutual agreement but either party may request a review at any time by notice in writing.

Publicity and Promotion

CTLA will be wholly responsible for any marketing and promotion of the Service and costs incurred therein, but PTC will be expected to hold marketing material and information about the service and promote it to local residents at suitable opportunities.

GDPR, Safeguarding, Client Confidentiality & Equal Opportunities

For the purposes of GDPR compliance CTLA will be the nominated Data Controller and also the Data Processor.

CTLA will have written policies covering the following:-

Data Protection

Safeguarding of Vulnerable Adults and Children (including DBS checks)

Client Confidentiality

Equal Opportunities

Health & Safety

All policies will be reviewed by CTLA on a regular basis.

Variations and Termination

CTLA and the PTC share the common goal to utilise driver and vehicle resources to achieve maximum benefit to service users whilst delivering “value for money”. The contents of this SLA may be varied by mutual consent in writing at any time.

Either party can end this agreement by giving the other 31 days notice in writing. In the event that the agreement should be terminated before the end of any 12 month grant period, CTLA will reimburse PTC pro-rata for any wholly unused calendar months.

Signed on behalf of Community Transport for the Lewes Area

Name

Print Name

Position

Date

Signed on behalf of Peacehaven Town Council

Name

Print Name

Position

Date

POLICY AND FINANCE COMMITTEE

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To ensure all Committee Chairs are provided with relevant and up to date financial reports. All Committees to take responsibility for the management of their budget.	RFO Town Clerk Committee Chairs Reporting to P & F	Financial data to be included in Committee Meeting Reports	Started TBA	ongoing	
To rebuild General Reserve ratio to 50% of Precept	RFO Town Clerk Reporting to P & F	Pro-active Management of Budgets Active forward planning	Started TBA	Reporting To P&F Committee Sept 2020 ongoing	
Increase income streams	Town Clerk/RFO Officers and Councillors Reporting to P&F	All ideas to be encouraged from Committee Chairs and Officers Report to be compiled 6-monthly by RFO/ FO	TBA	TBA/ Ongoing	
Reduce costs and make efficiency savings					
Monitor and allocate Section 106 and PTC CIL	Senior Project Manager RFO/ FO	Identify projects Maintain a financial	Meetings held with CIL Officer and CIL WP reports	July 2020	

Prepare Project bids for LDC CIL	Reporting to P & F	spreadsheet Liaise with LDC CIL Officer	prepared May 2020, June 2020	Quarterly Thereafter	
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Agenda Item: PF 610

Committee: Policy and Finance

Date: April 2021

Title: Gateway cafe forecourt area upgrade

Report Authors: Kevin Bray/Cllr Griffiths

Purpose of Report: To recommend using PTC CIL money

Introduction

This area was designed without the knowledge of how well it would be used & the wear and tear that would be caused to the surface. It also has dead patches caused by dog urine.

Background

The success of the park and the popularity of the café, especially during the pandemic, has meant that the area has become worn and appears run down and no amount of care by the ground staff will mitigate for the increased footfall or the misuse by dogs.

Analysis

The result of this change would be to make it a more pleasant place for visitors to the park.

Greater potential to hold events which will benefit residents & visitors alike.

Less maintenance for the ground staff.

Will remove most of the potential for the area to be used as a dog toilet which is unacceptable in an area where food is eaten.

It will be easier to keep the area clean.

Conclusions

The leisure and amenities committee agreed the project was needed and thought it should be carried out as soon as possible so rather than making the project part of a bigger bid to LDC CIL they recommended that the project be funded from PTC CIL contributions and an estimated cost will be under £3000.

Recommendations

1. To agree to fund this project from 106 monies held by LDC and if this is not available to use PTC CIL money.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Can this be funded by 106 money? Or use PTC Cil money If done this will help the café and its patrons It will slightly reduce the cost of upkeep.
<u>Legal</u>	Grass area could lead to slips trips and falls

<u>Environmental and sustainability</u>	A paved area will last for decades with the correct care.
<u>Crime and disorder</u>	
<u>Social value</u>	It will be a cleaner area for patrons of the café to eat and drink.
<u>Climate</u> <ul style="list-style-type: none"> Carbon footprint? 	Removing a grass area that helps reduce carbon in the atmosphere

Appendices/Background papers



Agenda Item:**Committee:** Policy and Finance**Date:** April 2021**Title:** sale of a ride on mower**Report Authors:** Kevin Bray**Purpose of Report:** To decide to accept an offer for a machinery item

Introduction

We have had an offer from a member of the public to purchase our Ransomes 933 ride on mower for £200.00.

Background

About 10 years ago PTC purchased a second-hand Ransomes rotary mower to maintain the amenity areas around the town for £8000.00, the machine was built in 1996 and has served its purpose with PTC as we now have a newer mower. The Ransomes was originally kept on as a backup mower but we now require the room in the maintenance building to house our new shredder.

We tried to get it taken in part exchange when we purchased the shredder, but the company could not find a buyer for such an old machine so declined to take it.

Analysis

The machine is so old that its value on the asset list is minimal because of depreciation. Parts are now very hard to source and therefore expensive to buy and the machine is sitting rusting away unused in our shed.

Conclusions

The value of the machine to PTC is zero so to accept £200.00 appears to be a sensible option.

Recommendations

1. To accept the offer of £200.00 for the Ransomes 933 mower.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	The mower has little value to PTC and is taking up room in the maintenance building. Parts are scarce and expensive.
<u>Legal</u>	
<u>Environmental and sustainability</u>	

<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? 	

Appendices/Background papers

Agenda Item:	PF612
Committee:	Policy & Finance
Date:	13th April 2021
Title:	Community House Upgrade
Report Authors:	David Seabrook
Purpose of Report:	Recommendations from the Climate Change Working Party

Introduction

It is now clear that the world has less than 12 years to switch away from fossil fuels to avoid the worst impacts of climate change. Reducing energy use and switching to clean energy will also increase energy security, improve air quality, minimise fuel poverty, boost the local economy and provide jobs and training. To this end Peacehaven Town Council has declared a climate emergency and has committed to be carbon neutral by 2030.

Background

The climate change working party was set up in July 2019 with the objective of making recommendations to Council for achieving carbon neutral status. This report outlines some of the measures that need to be considered with the planned upgrading of Community House.

Analysis

Extensive discussions have taken place within the Climate Change Working party. Retrofitting buildings with climate change adaptations is significantly better than demolition and rebuilding. The construction industry generates 186 Mega Tonnes of CO2 every year and the savings over the lifetime of a new building in terms of CO2 emissions is frequently less than the embedded carbon built into a new building e.g. the manufacture of steel and concrete resulting in a net increase in CO2 emissions.

- Replacement and expansion of the solar panels on the roof. The existing ones are not particularly efficient. This could be achieved by renting the roof space to a suitable company that would provide and maintain the panels which would eliminate the capital outlay, reduce the financial risk and eliminate maintenance costs. The downside is that overall we would receive less income from the sale of electricity. This can be installed on the hall roof.

The solar panels could work with a battery system that would enable the Council to store energy for use when it is more expensive to buy it.

- Smart meters should be installed to ensure that we can buy electricity in the most competitive tariffs. This will also allow us to monitor usage far more accurately than we can do at present. We should proceed with conversion to HH SNET2 smart meters as soon as possible.
- Green roofs and walls can be used to insulate the building and to prevent excessive run off of rainwater as well as mitigating the carbon emissions produced by the building. These will however require maintenance to be effective.
- Lighting systems: There is the potential to save a lot of energy by changing the lighting systems to LED lighting. Lights need to be replaced with LED lighting and control systems that automatically switch off lighting when it is not required. This could be systems that monitor the daylight levels and whether rooms are in use.

- Rainwater harvesting for toilets. This will reduce the amount of water we use and consequently the cost. Wastewater is charged as a percentage of clean water used.
- Insulating the building. The outside of the building will need to be insulated possible with non-combustible cladding. The choice of materials will need to fit in with the new Meridian Centre and as our building will be more exposed to the outside elements after redevelopment, we should look to HDD to pay for this. The use of plastic materials should be avoided.
- A Porch on the west door will be required as there will be no internal Meridian Centre, this door is constantly in use and it is important to keep the heat in and be automatic.
- The windows that face internally to the Meridian Centre are single glazed units. These must be replaced when the Meridian centre is demolished with double glazed units that open to provide ventilation and reduce dependence on air conditioning systems. We should look to HDD to meet the cost of this.
- Thermostats are required to adjust the heating in each individual room. These can be programmable to ensure heating is provided only when it is needed. This will also limit maximum temperatures.
- The existing gas boiler will need to be replaced at the end of its life with an alternative renewable energy system such as ground or air sourced heat pumps.
- To review the kitchen equipment. The existing gas hob is too overpowered for what we need. Some kitchen users leave the hob on, they need to be encouraged to turn off the gas when it is not in use for cooking. The gas cooker should be replaced with electric. This should be considered early on as the resale value is likely to be just the scrap value in future.
- Electric charging points should be included in the car parking spaces after the redevelopment. HDD should fund this.

Conclusions

Clearly these recommendations will need to be carefully costed before any final decisions are made by the Policy & Finance Committee.

Recommendations

To note and consider the recommendations above as part of the Community House upgrade and to progress through the Policy & Finance Committee.

To add the Climate Change Resolution to the Council web site and create some green pages.

To become a centre of excellence for climate change.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost benefit analysis will be required but this needs to include climate change considerations as well as purely financial. There is the potential for significant cost savings in terms of energy used. Some of this work could be part of the redevelopment of the Meridian Centre.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Council is committed to be net carbon neutral by 2030
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	All improvements must conform to the 2010 Equalities Act.
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	Planning permission will be required for the upgrade of community house.
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	Sustainable materials should be used or reused where practical.
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	not applicable to climate change
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need.• Area improvements?• Community benefits?	It will set an example to other developers. It can be used as an education resource about the benefits of reducing carbon emissions and retrofitting of buildings. The building will become a more pleasant space for community to use and desirable for business users, community organisations and charities to rent space.
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	Significant reduction in carbon footprint to net carbon zero by 2030

Appendices/Background papers

Climate Change resolution

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held on-line (by Zoom) on Monday 22nd February 2021 at 3.00 p.m.

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr Ron White, Cllr Dawn Paul.
Town Clerk, Tony Allen. Victoria Onis Admin Officer.

1 GSC034 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 GSC035 PUBLIC QUESTIONS

There were no public questions.

3 GSC036 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Lucy Symonds (substituted by Cllr Dawn Paul).

4 GSC037 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Seabrook re. the Ascension Church application; applicant being his Sister.
Cllr Paul re. the CATS Club application; the applicant being a good friend.

5 GSC038 TO ADOPT THE MEETING MINUTES OF MONDAY 8TH FEBRUARY 2021

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

6 GSC039 TO REVIEW APPLICATIONS RECEIVED FOR THE EMERGENCY COMMUNITY GRANTS

The grants received were reviewed in detail against the Council's stated policy and it was resolved to recommend the following grant awards to the Policy & Finance Committee:-

- | | | |
|---------------------------|-----------|----------------------------|
| • Ascension Church Hall | £1,000.00 | Running costs |
| • CATS Club | £2,035.00 | Running costs |
| • Peacehaven Covid-19 MAG | £1,000.00 | Running costs |
| • Seahaven Responders | £1,200.00 | New clutch for 4x4 vehicle |

It was resolved that two of the applications received should be rejected, as from the information provided, it was not clear how these applications specifically related to the impact of Covid restrictions and how they fit within the policy for the Council's Covid Emergency Grants scheme. The two are:-

- CTLA Support for its overall general running costs.
- Develop Outdoors Easter & Summer Forest Schools.

These two applications may be more appropriate for the normal grants round that the Council is also now undertaking. Clerk to advise the applicants.

2 GSC040 TO AGREE ON THE ARRANGEMENTS FOR ROUND 1 OF THE 2021/22 PTC GRANTS ALLOCATIONS

Advertising/promotion to commence in E-News, web site, social media and notice boards.

Applications to be reviewed at the Sub-Committee's meeting on the 29th April 2021; applications to be received two weeks prior to that date.

Meeting of Peacehaven Town Council Grants Sub-Committee – 23rd February 2021

It was resolved that applicants' postal addresses and arrangements for payment by cheque should be included on the application form.

3 GSC041 DATE OF NEXT MEETINGS

8th March 2021 at 3pm to consider additional applications for Covid-19 Emergency grants

29th April 2021 at 7.30pm to consider applications for Round 1 of the Council's 2021/22 grants scheme.

There being no further business, the meeting closed at 16:01

PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held on-line (by Zoom) on Monday 8th March 2021 at 3.00 p.m.

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr Ron White, Cllr Lucy Symonds.
Town Clerk, Tony Allen.

1 GSC042 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 GSC043 PUBLIC QUESTIONS

There were no public questions.

3 GSC044 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Isobel Sharkey and Victoria Onis, Admin Officer.

4 GSC045 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Collier as his Sister is involved with Peacehaven Brownies.

5 GSC046 TO ADOPT THE MEETING MINUTES OF MONDAY 22nd FEBRUARY 2021

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

6 GSC047 TO DISCUSS THE CHANGE OF SITUATION AND PROPOSAL FROM SEAHAVEN RESPONDERS

It was resolved that the grant of £1,200, previously awarded for a replacement vehicle clutch, can be reallocated towards the lighting and signwriting of a new vehicle.

7 GSC048 TO REVIEW APPLICATIONS RECEIVED FOR THE EMERGENCY COMMUNITY GRANTS

The grants received were reviewed in detail against the Council's stated policy and it was resolved to recommend the following grant awards:-

- | | | |
|---------------------------------------|-----------|--|
| • Peacehaven Girl Guiding | £250.00 | Girls & adults census funding |
| • 1 st Peacehaven Brownies | £400.00 | Support for placing new members |
| • Newhaven & Dist. Lifeboat Soc. | £1,000.00 | Running costs |
| • Deans Senior Tea Club | £1,000.00 | Outdoor events, transport, befriending & |

hamper services.

[Cllr Collier abstained from voting on the grant award for 1st Peacehaven Brownies].

The encouragement of more applications was discussed. Admin & Marketing Officers to be asked to do a 'Story so Far' promotion article for PTC web site, social media and possibly an item in the Sussex Express.

1 GSC049 DATE OF NEXT MEETING

Monday 22nd March 2021 at 3pm.

There being no further business, the meeting closed at 15:27.

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PEACEHAVEN

Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held on-line (by Zoom) on Monday 22nd March 2021 at 3.00 p.m.

Present:-

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr Ron White, Cllr Dawn Paul, Cllr Wendy Veck.

1 GSC050 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 GSC051 PUBLIC QUESTIONS

There were no public questions.

3 GSC052 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Collier and Cllr Symonds. It was resolved that the following Councillors, Cllr Veck and Cllr Paul would substitute, respectively.

4 GSC053 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Griffiths as Chair of the Community Orchard.

Cllr Seabrook as being Secretary of the Community Orchard

5 GSC054 TO ADOPT THE MEETING MINUTES OF MONDAY 8th MARCH 2021

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

6 GSC055 TO REVIEW APPLICATIONS RECEIVED FOR THE EMERGENCY COMMUNITY GRANTS

The grants received were reviewed in detail against the Council's stated policy and it was resolved to recommend the following grant awards:-

- Peacehaven Horticultural Society £500 To support the loss of funding and loss of recruitment of new members
- Community Orchard £1000 Support ongoing maintenance costs for the Orchard as fund raising has not been possible
- Telscombe Raiders FC
It was decided that the Main Grants round in April would be more suitable for this organisation. It was noted that it is a newly formed Club and the Emergency Grant fund is for groups and organisations affected by the virus

[Cllr Griffiths and Cllr Seabrook left the zoom call and abstained from voting and for the discussion of the grant award for The Community Orchard].

1 GSC056 DATE OF NEXT MEETING

Thursday 29th April at 6.30pm

There being no further business, the meeting closed at 15:35.

<u>ORGANISATION</u>	<u>2021/22 Amount Requested</u>	<u>Summary of reasons for grant request</u>	<u>Approved Yes / No</u>	<u>Amount approved by Council for 21/22</u>	<u>Comments on Decision</u>
Children with Cancer Fund	£ 500.00	Children with cancer is a small charity that aims to grant wishes to children who have/had cancer and their families across East Sussex.			
Chichester Diocesan Association for Family Support Work	£ 750.00	seeking funding to run wellbeing activities for socially isolated families in Peacehaven.			
Peacehaven and Telscombe Bowls Club		Seagulls have used the green as a food source and the surface is mud. To return the green to a playable condition will take many hours of labour and investment for unplanned materials when there is no generated income.			
CTLA	£ 1,000.00	To purchase covid 19 test kits (in Feb The Town Clerk did list some other options in an email - ESCC Community Trust and trustdevcom.org.uk)			
Peacehaven & Telscombe Football Club	£ 1,000.00	to enable them to continue offering development in grass roots football all year round.			
Kempton House date centre	£ 500.00	To carry on the garden project to the next stage, to build seating for outside and to support the drop in tea and coffee for families.			
Family support work	£ 1,500.00	To seek funding to run wellbeing activities for low income families. The aim of the project is to inspire and educate our families to improve their health and wellbeing and that of their children.			
ABC Fund	£ 750.00	to continue vouchers for days out for local families			
Seahaven Fibromyalgia, M.E & C F S support group		would like to apply for free use of the Anzac room and kitchen. 22 x 2hrs. Members are too ill to work and are unable to pay a membership fee.			
Telscombe Raiders Football Club		equipment storage container on site and equipment for cleaning up community fields/pitch areas			
Peacehaven & Newhaven Youth Theatre	£ 750.00	Grant needed for advertising / pay for a company to film and edit the footage to pay hire Community house cinema screen to air the film.			
Integration Access & Advice (INAA) Referral Community Group	£ 1,500.00	* internet and telephone service * insurance * office hire * volunteers expenses * postage and stationary			
TOTALS	£ 6,000.00				

£ -