

PEACEHAVEN TOWN COUNCIL

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

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

Councillors on this Committee:

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

24th February 2021

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on **TUESDAY 2nd March 2021 at 7:30pm**



Tony Allen, Town Clerk

AGENDA

PF584 CHAIRMAN'S ANNOUNCEMENTS

PF585 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

PF586 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF587 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF588 TO ADOPT THE PUBLIC MINUTES OF 18th January 2021

PF589 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.
9. Accruals & earmarked reserves to be carried forward to 2021/22

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

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

PF592 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS

PF593 TO DISCUSS 2021/22 FACILITIES RENT INCREASES

PF594 TO DISCUSS CHANGING COUNCIL'S BANKERS

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

PF596 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

- i. To receive the meeting minutes of the 8th February 2021
- ii. To note the draft meeting minutes of the 22nd February 2021
- iii. 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.*

PF597 TO ADOPT THE CONFIDENTIAL MINUTES OF 18th January 2021

PF598 AGED DEBT ANALYSIS

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

PF600 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Monday 18th January 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.

PF567 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF568 PUBLIC QUESTIONS

No members of the public were present.

PF569 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members were present.

PF570 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF571 TO ADOPT THE PUBLIC MINUTES OF 17th November 2020

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

PF572 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Finance Officer reported that the Council's finances were in a good position in moving from Q3 to Q4 and that, following the engagement of the SPO, S.106 & CIL matters were now controlled and contributing to some required expenditure.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

Finance Officer to deal with unpresented cheques for Seahaven Fibromyalgia and for David Simpson.

4. Income & Expenditure report

The Finance Officer's reports were received and noted.

The Chairman reported on the following points:-

- Improved approach to accounting management.
- The 'managed by trend' accounting review approach used for Q1 & Q2, using profiling methods based on loss of income forecasts.
- Budget savings from enforced homeworking.
- Budget savings from closing down buildings and some services, balancing to a great extent the loss of income.
- Improvements in general reserves.
- A less risk averse approach to providing services.
- Sales Ledger of £17k equaling a 2.47% total equity.
- Next meeting to look at Earmarked Reserves and related works going forward.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

MINUTES OF THE POLICY AND FINANCE COMMITTEE – 18th January 2021

The Clerk noted the much-improved control and understanding of the CIL & S.106 monies, as evidenced by the SPO's submitted reports.

7. List of payments (for approval)

It was resolved to approve the November and December 2020 payments amounting to £131,269.88, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

The Clerk reported that an NDP grant had been obtained from Locality to cover the costs for L&N Consulting until the end of March 2021.

PF573 TO FINALISE THE 2021/22 DRAFT BUDGET & PRECEPT REQUIREMENT

The Draft Budget was received and discussed. The Chairman reported on the following points:-

- The background to producing the Draft Budget and the processes used.
- Personal meetings with the Chairman, the Finance Officer, other Officers & Councillors and Committee discussions over the last few months had taken place in order to construct the Draft Budget.
- The Draft Budget resulted in no year-on-year increase to the Precept requirement.
- A realistic approach in setting the budget had allowed the continuation and improvement of providing public services to be preeminent.
- Increased use of S.106, CIL & Capital expenditure programmes.
- An increase in rent and hire charges of 2% had been assumed to keep pace with RPI & cost of living increases.

Cllr Seabrook reported on the construction of the Draft Personnel Committee Budget, noting the following points:-

- There are currently no staff vacancies.
- The Draft Budget includes provision for additional working hours for some staff.
- The Draft Budget includes allowances for staff pay increments and cost-of-living increases.
- The issue of working from home allowances needs to be considered in due course.
- Overall, the Personnel Committee's Draft Budget means only a very slight increase over the current year's Budget.

It was resolved to present the Draft Budget of £820,749 and Precept requirement of £640,705 to Council for approval.

PF574 TO CONSIDER THE FOLLOWING REFERRALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE:-

1. To approve the use of PTC CIL monies for a new gate and bollards at Centenary Park.

The circulated report was noted and discussed.

It was resolved to approve the use of PTC CIL monies amounting to £1,356 for this purpose and for the Grounds Team to commence these works a.s.a.p.

2. To approve the use of PTC CIL monies for Epinay Park play area retaining wall works.

3. To approve the use of PTC CIL monies for The Dell play area retaining wall & sand pit works.

The circulated report was noted and discussed.

The Clerk detailed the quotes received from three companies for these works.

It was resolved to approve the use of PTC CIL monies amounting to £19,953 (£4,100 + £15,853) for these purposes and that Barcombe Landscapes should be appointed to carry out both the Epinay Park and The Dell play areas works, as its quotes represented the best value for money. Parks Officer to proceed and agree the details of these works with Barcombe Landscapes and their commencement.

4. To approve the use of PTC Capital Reserves for the purchase of a shredder.

The circulated report was noted and discussed. The Chairman thanked Cllr Seabrook for the detailed report on the environmental factors of this case.

It was noted that S.106 monies had subsequently been approved for the purchase of the shredder.

MINUTES OF THE POLICY AND FINANCE COMMITTEE – 18th January 2021

It was resolved to proceed with the purchase of the shredder, as detailed in the report, to be funded initially from Capital Reserves, until the S.106 monies are forthcoming.

PF575 TO APPROVE AN UPDATE TO THE GRANTS APPLICATION FORM & PROCESS

Cllr Seabrook reported on the revised form and process. It was resolved that these documents should be adopted.

PF576 TO RECEIVE AN UPDATE ON THE ESTABLISHMENT OF SLA'S WITH CTLA & WCAB

The recent correspondence on this matter was noted.

The Clerk reported that he is in ongoing dialogue with both organisations, with the aim of having both SLA's in place by the beginning of the new financial year.

PF577 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

The Committee's section of the Internal Business Plan (IBP) was noted and discussed.

Cllr Gallagher noted that this was a developing document which will be informed by the experience of the SPO.

Cllr Seabrook noted that the development/enhancement of Community House was a large long-term project that needed to be included in the IBP.

More detailed discussions to take place at the Committee's next meeting.

PF578 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS

The Clerk's circulated document was noted and discussed.

Clerk to develop the document in relation to defining the term 'small bids' and defining when the CIL WP should be convened.

(The Parks Officer 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 are excluded from the rest of the meeting.

PF579 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th November 2020

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

PF580 AGED DEBT ANALYSIS

The Chairman noted that the Sales Ledger of £17k equaling a 2.47% total equity showed a continuing improvement.

The Finance Officer reported that, despite a reduction in the number of invoices being issued, chasing for payments continues, albeit very sensitively in the current circumstances.

The details and situation of a number of debtors was discussed and actions agreed.

PF581 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

Ongoing support, agreed at the Committee's last meeting, would continue; to be reviewed further at the Committee's next meeting.

PF582 TO AGREE AN INCREASE IN THE WORKING HOURS FOR THE SENIOR PROJECTS OFFICER

The Clerk's report was noted and discussed.

It was resolved to increase the SPO's contracted working hours, with effect from 1st January 2021.

PF583 DATE OF NEXT MEETING – Tuesday 2nd March 2021 at 7.30pm

There being no further business, the meeting closed at 20:53.

Agenda Item:	PF589-1
Committee:	Policy and Finance
Date:	2 nd March 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 10 (January 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 31 January 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 67.2% of the budgeted expenditure has been spent so far, and 95.7% of the budgeted income has been received as at the end of month 10 (Jan 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 – 31st January 2021
- Bank reconciliation statement for cashbook 1 – 31st January 2021
- Bank reconciliation statement for cashbook 2 – 31st January 2021
- Detailed income and expenditure month 10 (Jan 2021)
- Detailed balance sheet month 10 (Jan 2021)



THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 January 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£432,345.11
.....	
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.

Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021		180,163.99
			<u>180,163.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,163.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,163.99
		Balance per Cash Book is :-	180,163.99
		Difference is :-	0.00



THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 January 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£432,345.11
.....	
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.

**Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021		50,000.00
Current Account	31/01/2021		432,345.11
			<u>482,345.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
04/11/2020 120365 LAND REGISTRY		4.00	
02/12/2020 120395 CORONA ENERGY		732.85	
10/12/2020 204749 ANDREW PICTON		11.70	
10/12/2020 204750 KEEPERS NURSERY		49.50	
08/01/2021 204771 LEXISNEXIS		119.99	
08/01/2021 204772 MINISTRY OF DESIGN		600.00	
08/01/2021 204773 AMP Services		72.00	
08/01/2021 204779 MR & MRS LAWRENCE		100.00	
08/01/2021 204783 HR Services Partnership		256.32	
14/01/2021 204788 Madison Web Solutions Limited		648.00	
14/01/2021 207790 Mailserve LTD		217.80	
20/01/2021 204792 Heatcraft And Ventilation ltd		565.08	
20/01/2021 204794 Tony Allen		99.00	
20/01/2021 204795 COLLIER TURF CARE LTD		135.00	
20/01/2021 204796 Wightman & Parrish Ltd		169.66	
20/01/2021 204797 G Collins & Sons Limited		360.00	
20/01/2021 204798 Corona Energy		395.29	
20/01/2021 204799 FLAGMAKERS		106.94	
20/01/2021 204800 SECRETARY OUTSOURCE		212.50	
22/01/2021 120401 Farrington Property Developmen		404.00	
22/01/2021 120402 Business Sream		2,040.45	
22/01/2021 120401 Farrington Property Developmen		4,000.00	
27/01/2021 120404 Lewes District Council		50.00	
27/01/2021 120405 TELSCOMBE TOWN COUNCIL		736.48	
27/01/2021 120406 Heatcraft And Ventilation ltd		355.80	
27/01/2021 120407 HR Services Partnership		160.32	
27/01/2021 120408 EAST SUSSEX PENSION FUND		5,495.81	
27/01/2021 120409 HMRC		7,067.55	
27/01/2021 120410 MICHAELS CIVIC ROBES		153.00	
27/01/2021 120411 BRITISH GAS		763.42	
27/01/2021 120412 TOTAL GAS & POWER		162.57	
27/01/2021 120413 BRITISH GAS		4.48	
			<u>26,395.05</u>
			455,950.06
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	83	500	417			16.7%	
1016 Housing Benefit Claims LDC	15,627	15,200	(427)			102.8%	
1050 Allotment Rent	627	0	(627)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	616	600	(16)			102.7%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
General Administration :- Income	722,230	662,460	(59,770)			109.0%	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	5,000	5,100	100		100	98.0%	
General Administration :- Direct Expenditure	22,500	25,100	2,600	0	2,600	89.6%	0
4001 Salaries	274,568	390,000	115,432		115,432	70.4%	
4002 Employer N.I Contributions	24,042	33,685	9,643		9,643	71.4%	
4003 Employer Pension Contributions	54,381	62,514	8,133		8,133	87.0%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	500	5,000	4,500		4,500	10.0%	
4212 Mileage Costs	12	1,000	988		988	1.2%	
4301 Purchase of Furniture/Equipmen	513	3,500	2,987		2,987	14.7%	
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	564	3,000	2,436		2,436	18.8%	
4312 Professional Fees - Other	3,754	4,000	246		246	93.9%	
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	227	400	173		173	56.8%	
4323 PDQ Charges	482	800	318		318	60.3%	
4325 Postage	1,842	2,000	158		158	92.1%	
4326 Telephones	5,208	6,000	792		792	86.8%	
4327 Computers	19,648	9,500	(10,148)		(10,148)	206.8%	
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	13,003	10,000	(3,003)		(3,003)	130.0%	5,235
4342 Subscriptions	4,855	4,500	(355)		(355)	107.9%	

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Election Costs	13,063	6,000	(7,063)		(7,063)	217.7%	8,000
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	437,131	576,999	139,868	0	139,868	75.8%	13,235
Net Income over Expenditure	262,599	60,361	(202,238)				
6000 plus Transfer from EMR	13,235						
Movement to/(from) Gen Reserve	275,834						
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	374	1,500	1,126		1,126	24.9%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	733	0	(733)		(733)	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	1,126	3,750	2,624	0	2,624	30.0%	0
Net Expenditure	(1,198)	(6,150)	(4,952)				
120 Marketing							
1048 E-News Advertising	90	500	410			18.0%	
1049 Banner Board	1,434	6,500	5,066			22.1%	
1301 Filming	490	0	(490)			0.0%	
Marketing :- Income	2,014	7,000	4,986			28.8%	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	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	1,004	2,800	1,797				

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	6,935	5,000	(1,935)		(1,935)	138.7%	100
4344 Neighbourhood Plan Grants	(2,561)	0	2,561		2,561	0.0%	
Neighbourhood Plan :- Indirect Expenditure	4,374	5,000	626	0	626	87.5%	100
Net Expenditure	(4,374)	(5,000)	(626)				
6000 plus Transfer from EMR	100						
Movement to/(from) Gen Reserve	(4,274)						
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,500	2,500	0	2,500	0.0%	0
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	901	1,092	191		191	82.5%	
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	9,593	10,761	1,168	0	1,168	89.1%	0
Net Expenditure	(9,593)	(13,261)	(3,668)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	4,893	4,400	(493)		(493)	111.2%	
4203 Fuel	2,111	5,600	3,489		3,489	37.7%	
4204 Road Fund License	530	600	70		70	88.3%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	8,520	11,300	2,780	0	2,780	75.4%	0
Net Expenditure	(8,520)	(11,300)	(2,780)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	16,179	15,000	(1,179)			107.9%	
1039 S/P Cats	(400)	3,600	4,000			(11.1%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,531	2,500	969			61.2%	
1061 S/P Court Hire	1,445	5,300	3,855			27.3%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	23,205	30,700	7,495			75.6%	0

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	3,525	6,000	2,475		2,475	58.8%	
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	4,872	7,300	2,428		2,428	66.7%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,602	7,800	4,198		4,198	46.2%	
Sports Park :- Indirect Expenditure	18,132	29,100	10,968	0	10,968	62.3%	0
Net Income over Expenditure	5,072	1,600	(3,472)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	3,259	0	(3,259)		(3,259)	0.0%	10,693
4111 Electricity	549	0	(549)		(549)	0.0%	
4112 Gas	870	0	(870)		(870)	0.0%	
4121 Rents	13,740	12,000	(1,740)		(1,740)	114.5%	
4131 Rates	2,843	2,500	(343)		(343)	113.7%	
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	30,147	25,250	(4,897)	0	(4,897)	119.4%	10,693
Net Expenditure	(30,147)	(25,250)	4,897				
6000 plus Transfer from EMR	10,693						
Movement to/(from) Gen Reserve	(19,454)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	5,659	8,480	2,821			66.7%	
Gateway Cafe :- Income	5,659	8,480	2,821			66.7%	0
4101 Repair/Alteration of Premises	(195)	0	195		195	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(195)	900	1,095	0	1,095	(21.6%)	0
Net Income over Expenditure	5,854	7,580	1,726				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,318	1,950	632			67.6%	
Parks & Open Spaces :- Income	2,808	6,950	4,142			40.4%	0

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	750	5,000	4,250		4,250	15.0%	
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	961	15,500	14,539	0	14,539	6.2%	0
4101 Repair/Alteration of Premises	514	4,710	4,196		4,196	10.9%	
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	1,778	10,000	8,222		8,222	17.8%	
4301 Purchase of Furniture/Equipmen	156	3,000	2,844		2,844	5.2%	
Parks & Open Spaces :- Indirect Expenditure	2,948	21,960	19,012	0	19,012	13.4%	0
Net Income over Expenditure	(1,101)	(30,510)	(29,409)				
<u>355 The Hub</u>							
1084 Sports Pavilion	6,423	16,000	9,577			40.1%	
The Hub :- Income	6,423	16,000	9,577			40.1%	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	679	0	(679)		(679)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	1,232	1,500	268		268	82.1%	
4112 Gas	669	1,500	831		831	44.6%	
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	2,555	9,500	6,945	0	6,945	26.9%	0
Net Income over Expenditure	3,467	6,000	2,533				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	5,958	6,000	42			99.3%	
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	1,364	25,600	24,236			5.3%	
1077 C/H Anzac Room	(28)	12,700	12,728			(0.2%)	
1078 C/H Main Kitchen	917	1,250	333			73.4%	
1079 C/H Anzac Kitchen	181	700	519			25.8%	

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	23,338	84,050	60,712			27.8%	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	1,920	10,000	8,080		8,080	19.2%	
4102 Maintenance of Buildings	613	0	(613)		(613)	0.0%	
4111 Electricity	2,500	8,000	5,500		5,500	31.3%	
4112 Gas	2,668	4,000	1,332		1,332	66.7%	
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	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	1,391	2,500	1,109		1,109	55.6%	
4163 Personal Hygiene	2,302	2,500	198		198	92.1%	
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	18,427	78,920	60,493	0	60,493	23.3%	0
Net Income over Expenditure	4,502	3,130	(1,372)				
<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				

Detailed Income & Expenditure by Budget Heading 24/02/2021

Month No: 11

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	785,677	820,640	34,963			95.7%	
Expenditure	558,112	830,500	272,388	0	272,388	67.2%	
Net Income over Expenditure	227,565	(9,860)	(237,425)				
plus Transfer from EMR	24,028						
Movement to/(from) Gen Reserve	251,593						

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 24/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	92,489	
105	VAT Control A/c	(7,127)	
118	Deposit Aqua	50	
201	Current Bank A/c	416,618	
202	Reserve Account	180,164	
210	Petty Cash	520	
	Total Current Assets		682,714
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,260	
566	Deposits Received	1,072	
	Total Current Liabilities		2,331
	Net Current Assets		680,383
	Total Assets less Current Liabilities		680,383
	<u>Represented by :-</u>		
301	Current Year Fund	227,565	
310	General Reserves	77,202	
329	Covid-19 Recovery Reserves	14,765	
350	P/H Youth Task Group	4,000	
352	CIL	225,353	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
362	Neighbourhood Plan	2,578	
370	Capital Receipts Reserve	57,839	
	Total Equity		680,383

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		
Account CIL					Account Totals	14,234.80	239,587.54
Centre					Net Balance Month 12		225,352.74

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 1010 CIL Income					Annual Budget	0
Centre 100 General Administration					Committed	0
					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
Centre General Administration					Net Balance Month 12	54,828.37

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2021	Northstar IT	DD	1,394.14		MONTHLY SUPPORT
06/01/2021	02	DD2	60.43		MONTHLY MOBILE CHARGES
07/01/2021	Barclays	DD1	3.00		NOV-DEC BACS FILE CHARGES
08/01/2021	Tony Allen	204770	18.00		TABLET CASE & PROTECTOR
08/01/2021	LEXISNEXIS	204771	119.99		ARNOLD BAKER COUNCIL ADMIN
08/01/2021	MINISTRY OF DESIGN	204772	600.00		THE DELL INTERPRETATION PANEL
08/01/2021	AMP Services	204773	72.00		SHREDDER 1 DAY HIRE
08/01/2021	Rialtas Business Solutions Ltd	204774	355.20		ANNUAL SUPPORT
08/01/2021	Surrey Hills	204775	600.00		EMPLOYMENT ADVICE
08/01/2021	BRITISH GAS	204776	1,335.77		NOVEMBER ELECTRICITY
08/01/2021	SECRETARY OUTSOURCE	204777	137.50		SECRETARY OUSOURCE
08/01/2021	L&N CONSULTANCY LIMITED	204778	990.00		DECEMBER CONSULTANCY
08/01/2021	MR & MRS LAWRENCE	204779	100.00		MR & MRS LAWRENCE
08/01/2021	BRITISH GAS	204780	348.62		ELECTRICITY
08/01/2021	Lewes District Council	204781	2,311.12		UNIT 14 RATES
08/01/2021	Brewers and Sons Ltd	204782	60.88		PAINT FOR HUB
08/01/2021	HR Services Partnership	204783	256.32		OCTOBER SUPPORT
08/01/2021	Corona Energy	204784	377.76		NOVEMBER GAS
08/01/2021	SIEMENS FINANCIAL SERVICES	204785	420.00		FRANKING MACHINE RENTAL
11/01/2021	The Fuelcard People	DD	86.11		HK66WMJ FUEL
11/01/2021	Barclays	DD1	53.74		DECEMBER PDQ
14/01/2021	TOTAL GAS & POWER	204786	102.26		NOVEMBER GAS - HUB
14/01/2021	Caroline Reid	204787	609.00		JANUARY CLEANING
14/01/2021	Madison Web Solutions Limited	204788	648.00		PREMIUM HOSTING
14/01/2021	BRITISH GAS	204789	161.75		GAS 29 AUG-28 DEC
14/01/2021	Mailserve LTD	207790	217.80		MAINTENANCE CHARGE
14/01/2021	Ricoh Capital Ltd	204791	1,230.24		PHOTOCOPIER RENT -
20/01/2021	Heatcraft And Ventilation ltd	204792	565.08		BOILER
20/01/2021	Conect Total Communications	204793	481.69		JAN TELEPHONES
20/01/2021	Tony Allen	204794	99.00		SUVERY MONKEY
20/01/2021	COLLIER TURF CARE LTD	204795	135.00		SILAGE SHEET
20/01/2021	Wightman & Parrish Ltd	204796	169.66		CLEANING/REFUSE
20/01/2021	G Collins & Sons Limited	204797	360.00		SILVER MAYOR BADGE
20/01/2021	Corona Energy	204798	395.29		DECEMBER GAS
20/01/2021	FLAGMAKERS	204799	106.94		FLAGMAKERS
20/01/2021	SECRETARY OUTSOURCE	204800	212.50		SECRETARY OUTSOURCE
22/01/2021	Farrington Property Developmen	120401	404.00		unit14 w/c 21/01/21
22/01/2021	Business Sream	120402	2,040.45		waste services OCT-JAN
22/01/2021	BRITISH GAS	120403	26.52		ELECTRICITY
22/01/2021	Farrington Property Developmen	120401	4,000.00		unit14 w/c 21/01/21
25/01/2021	JANUARY SALARIES	JAN SALARI	23,332.77		JANUARY SALARIES
25/01/2021	EDF	DD	95.24		DECEMBER STREET LIGHT
27/01/2021	Lewes District Council	120404	50.00		LOAN CONTRIBUTION
27/01/2021	TELSCOMBE TOWN COUNCIL	120405	736.48		LEAFLET DISTRIBUTION
27/01/2021	Heatcraft And Ventilation ltd	120406	355.80		BOILER CALL OUT/REPAIR
27/01/2021	HR Services Partnership	120407	160.32		NOVEMBER HR SUPPORT
27/01/2021	EAST SUSSEX PENSION FUND	120408	5,495.81		EAST SUSSEX PENSION FUND

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/01/2021	HMRC	120409	7,067.55		HMRC
27/01/2021	MICHAELS CIVIC ROBES	120410	153.00		MICHAELS CIVIC ROBES
27/01/2021	BRITISH GAS	120411	763.42		DECEMBER ELECTRICITY
27/01/2021	TOTAL GAS & POWER	120412	162.57		DECEMBER GAS
27/01/2021	BRITISH GAS	120413	4.48		electricity - 17th19th Jan

Total Payments			<u>60,043.20</u>		
-----------------------	--	--	------------------	--	--

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 Vehicle Reserve	0.00		0.00
324 Tree Planting	0.00		0.00
325 Office Equipment/Facilities	0.00		0.00
326 Elections	8,000.00	-8,000.00	0.00
328 Community Centre	0.00		0.00
329 Covid-19 Recovery Reserves	20,000.33	-5,235.00	14,765.33
330 Town Enhancement	0.00		0.00
332 Sports Park Development	0.00		0.00
334 Allotments	0.00		0.00
335 Repairs & Renewals Fund	0.00		0.00
336 Solar Panels	0.00		0.00
350 P/H Youth Task Group	4,000.00		4,000.00
352 CIL	157,462.81	67,889.93	225,352.74
354 Overtime on Holiday Pay	0.00		0.00
355 Big Park	69,080.45	-10,000.00	59,080.45
356 Building Maintenance	0.00		0.00
357 Pavilion Roof & Boiler	7,000.00		7,000.00
358 Climate Change	0.00	5,000.00	5,000.00
359 Dog Bins Purchase	0.00		0.00
360 Marketing	0.00		0.00
361 Street Light Replacement	0.00		0.00
362 Neighbourhood Plan	3,806.00	-1,228.17	2,577.83
363 Bus Shelters	0.00		0.00
370 Capital Receipts Reserve	57,838.96	0.00	57,838.96
	327,188.55	48,426.76	375,615.31



PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

LEWES DISTRICT CITIZENS ADVICE

PEACEHAVEN SERVICES

Service Level Agreement – rolling 3 year agreement from April 20210

Aim

To provide the advice people of Peacehaven need for the problems they face and to improve the policies and practices that affect people's lives. The service is provided in line with Citizen Advice values being free, confidential, independent and impartial and values diversity and promotes equality and challenges discrimination. The service is available to everyone for informing them of their rights and responsibilities.

1. Service provision

There are three elements to the service provision

A. An holistic service (shared with the District Council and other local Town Councils) giving residents a web based information service, a web based general face to face service, a web based specialist face to face service, a telephone service. ~~Post Covid this will include a nd a general and specialist face to face service based in Newhaven and generalist service accessed in any of our offices.~~

B. ~~A~~General advice from Peacehaven Library (one half day a week)

C. General advice from Peacehaven Town Council (one half day a week)

Please note all face to face services abide by Government advice during Pandemics.

2. Venues and other means of accessing the service

The service in 'A' is agreed by the District Council in consultation with Town Councils and in line with the District Council grant/service agreement dated 2018. ~~d.....~~ This is updated annually and shown in annex 1

The service in 'B' is provided from externally generated funds and the Lewes District Citizen Advice is committed to fundraisingcontinue to fundraise to maintain this service.

The service in 'C' is provided entirely from funding provided from Peacehaven Town Council.

- Formatiert:** Standard, Keine Aufzählungen oder Nummerierungen
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Nummerierte Liste + Ebene: 1 + Nummerierungsformatvorlage: A, B, C, ... + Beginnen bei: 1 + Ausrichtung: Links + Ausgerichtet an: 0,63 cm + Einzug bei: 1,27 cm
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Standard, Keine Aufzählungen oder Nummerierungen
- Formatiert:** Nummerierte Liste + Ebene: 1 + Nummerierungsformatvorlage: A, B, C, ... + Beginnen bei: 1 + Ausrichtung: Links + Ausgerichtet an: 0,63 cm + Einzug bei: 1,27 cm
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Standard, Keine Aufzählungen oder Nummerierungen
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert** ...
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Standard, Keine Aufzählungen oder Nummerierungen
- Formatiert:** Schriftart: (Standard) Arial, Fett
- Formatiert:** Schriftart: (Standard) Arial, Fett

These services, subject to funding provided from the District Council, other Town Councils, and from externally generated funds will be available at the following venues, at the times stated. ~~Appointments may be required in cases as indicated as detailed in the link below.~~

Opening hours

annex 1:-

??????????????

??????????????

??????????????

??????????????

Formatiert: Tabstopps: 12,91 cm, Links

2. ~~Opening Hours and~~

3. ~~Key Performance Indicators/reporting~~

For 'A' these are as stipulated in the grant/service agreement dated 2018. ~~..... A copy of this is shown in annex 1. Reporting information and timetable for LDC is detailed in annex 1. This currently provides quarterly reports to grant officer~~

In addition, district and town dashboards are shared with the town clerk and trustee representative on half yearly basis.

Formatiert: Schriftart: (Standard) Arial, Fett

Formatiert: Links

Formatiert: Schriftart: Fett

Formatiert: Links, Nummerierte Liste + Ebene: 1 + Nummerierungsformatvorlage: 1, 2, 3, ... + Beginnen bei: 1 + Ausrichtung: Links + Ausgerichtet an: 0 cm + Einzug bei: 1,27 cm

Formatiert: Schriftart: (Standard) Arial, Fett

Formatiert: Schriftart: (Standard) Arial, Fett

Formatiert: Nicht unterstrichen

Formatiert: Nicht unterstrichen

Formatiert: Nicht unterstrichen

Formatiert: Nicht unterstrichen

Formatiert: Nicht unterstrichen

A service will be offered through a variety of different methods of communication in order to provide accessible advice for clients during normal working hours.

Maintain opening times of ??:??am to //:??pm over ? days. The service availability hours to be as follows:

Day	Face to face	Telephone	Email	Skype
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

For 'B' as per general service above or as agreed with trustee board subject to funding. ~~these are as follows and will depend on externally generated income.~~

.....

For 'C' these are in agreement with Peacehaven Town Council and are as follows

Two appointments delivered on one day per week plus follow up, with an appropriately qualified generalist adviser for clients resident in Peacehaven. Quarterly feedback on number of sessions and advice areas. One case study per quarter.

.....

Any changes to opening times for C will be discussed with the Town Clerk including adviser sickness and holiday.

3. Reporting

Reporting information and timetable is detailed in annex 1. This currently provides quarterly reports

A written report will be provided every ????? to Peacehaven Town Council on the key performance indicators and following information:

- Total number of clients and number of Peacehaven residents helped by advisers in the Peacehaven Bureau.
- Number of issues dealt with by the advisers in the Peacehaven Bureau.
- Percentage of types of issues dealt with by the advisers in the Peacehaven Bureau.
- The amount of money obtained for clients as a result of successful grant and benefit applications.
- Details of any projects and new services available for Peacehaven residents.
- Breakdown of number of advisers, staff and trustees.
- ??????
- ??????
- ??????

Once a year, a member of Lewes CAB will attend a meeting of Peacehaven Town Council to give a verbal report and answer any questions from members. A Councillor will be invited to all Lewes District Cabinet Board meetings which are currently held quarterly.

Peacehaven Town Council will review the amount of grant to be paid to Lewes Citizens Advice based on the results of the key performance indicators. Subject to the continuation of the Peacehaven services (A and C) of Citizens Advice under the current arrangements, 2 years notice on 31st March is required for Peacehaven Town Council to withdraw from this grant scheme. The service level agreement will be reviewed and updated every 3 years, or earlier by mutual agreement.

Signed on behalf of Peacehaven Town Council

Name :

Signature:

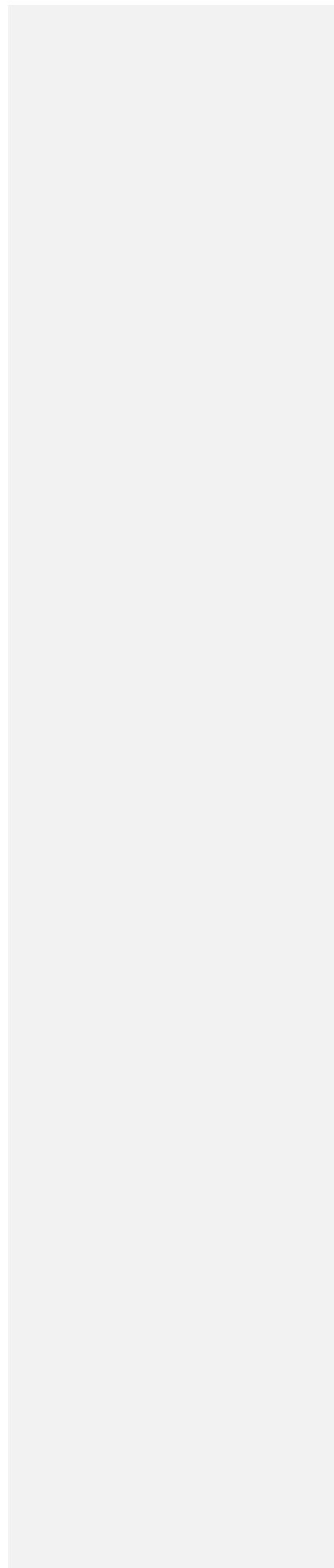
Position:

Signed on behalf of Lewes Citizens Advice

Name:

Signature:

Position:



PF590
Policy & Finance Committee
2nd March 2021

DEVELOPMENT OF CTLA SERVICE LEVEL AGREEMENT (SLA)

From: Mark Evans <Mark@ctla.org.uk>
Sent: 17 February 2021 12:02
To: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Cc: Kerrie Smart-Jones <Kerrie@ctla.org.uk>; Jo Barnett <Jo@ctla.org.uk>
Subject: SLA for 4 Towns DaR

Afternoon Tony

I have put together a first draft SLA which is with colleagues at the moment for comment with a view to getting it over to you for review, comment etc. during w/c 1/3 as I am on leave next week. Once I receive your thoughts I will firm it up and then our two organisations can get it signed and put in place prior to the 1st April when your next £6k annual contribution is payable.

Kind regards

Mark

Mark Evans BSc(Hons) CMILT
Contract & Project Manager
01273 517332 – info@ctla.org.uk
Web: www.ctla.org.uk




Dial A Ride - Community Bus Links - Travel Club - Community Group Hire

Community Transport for the Lewes Area – Registered charity No. 1110215 – Company registration No. 04409570

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	All ideas to be encouraged from Committee Chairs and Officers	TBA	TBA/ Ongoing	
Reduce costs and make efficiency savings	Officers and Councillors Reporting to P&F	Report to be compiled 6-monthly by RFO/ FO			

<p>Monitor and allocate Section 106 and PTC CIL</p>	<p>Senior Project Manager</p> <p>RFO/FO</p> <p>Reporting to P & F</p>	<p>Identify projects</p> <p>Maintain a financial spreadsheet</p> <p>Liaise with LDC CIL Officer</p>	<p>Meetings held with CIL Officer and CIL WP reports prepared May 2020, June 2020</p>	<p>July 2020</p> <p>Quarterly Thereafter</p>	
---	---	---	---	--	---



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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

Community Infrastructure Levy (CIL)

Briefing Paper

&

Application Processes

INTRODUCTION

This paper is a briefing about Community Infrastructure Levy (CIL); what it is and how it should be applied for.

From a practical point of view, especially at a local level, the process for allocating CIL monies must be robust and legal but should not be overly cumbersome so as to slow down the provision of the benefits for which it has been established.

WHAT IS CIL?

The Community Infrastructure Levy (CIL) Regulations, introduced in April 2010, allows local authorities in England and Wales to raise funds from developers who are undertaking new building projects.

The Community Infrastructure Levy (CIL) is a planning-based charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support development in their area. It can be used to help pay for a wide range of infrastructure required to support new development.

The Community Infrastructure Levy (CIL) is a tariff-based approach to funding infrastructure that allows local authorities to raise funds from developers undertaking new building projects. Its purpose is to help fund the provision of infrastructure needed to support development and help implement the growth identified in the Lewes District Local Plan Part 1 – The Core Strategy.

In order to charge CIL, local authorities must produce a Charging Schedule, which identifies the detail of who will pay CIL and at what rate.

The production of a CIL Charging Schedule is subject to considerable regulation and guidance.

The LDC Charging Schedule applies to areas of the district that lie outside the South Downs National Park boundary only, as these are the areas for which Lewes District Council is the charging authority (and local planning authority). The South Downs National Park Authority (SDNPA) is the charging authority (and local planning authority) for the whole of the area within the national park boundary.

The Lewes District Council Community Infrastructure Levy Charging Schedule can be accessed by following this link [Community Infrastructure Levy Charging Schedule \(lewes-eastbourne.gov.uk\)](http://lewes-eastbourne.gov.uk)

BACKGROUND

LDC implemented its CIL charging schedule with all relevant permitted Developments chargeable for those areas of the district that lie outside the South Downs National Park Authority from 1st December 2015.

CIL can be charged on most new development which creates net additional floor space of 100sqm or more or creates a new dwelling.

The 'meaningful proportion' is a percentage of CIL receipts raised in a Town/Parish Council area that is paid directly to the Town/Parish Council where the development is taking place.

Currently, the percentage passed directly to the local Town or Parish Council is 25% where there is an adopted Neighbourhood Plan in place on the date of the planning permission, or 15% where there is no adopted Neighbourhood Plan in place.

The meaningful proportion can be spent on anything to help mitigate the impact the development has on the Town/Parish. It is the decision of the Town/Parish Council where the money is spent.

A record of the receipts received, spending agreed and amounts outstanding must be retained by the Town/Parish Council, and submitted to the District Council on an annual basis.

SOURCES OF CIL

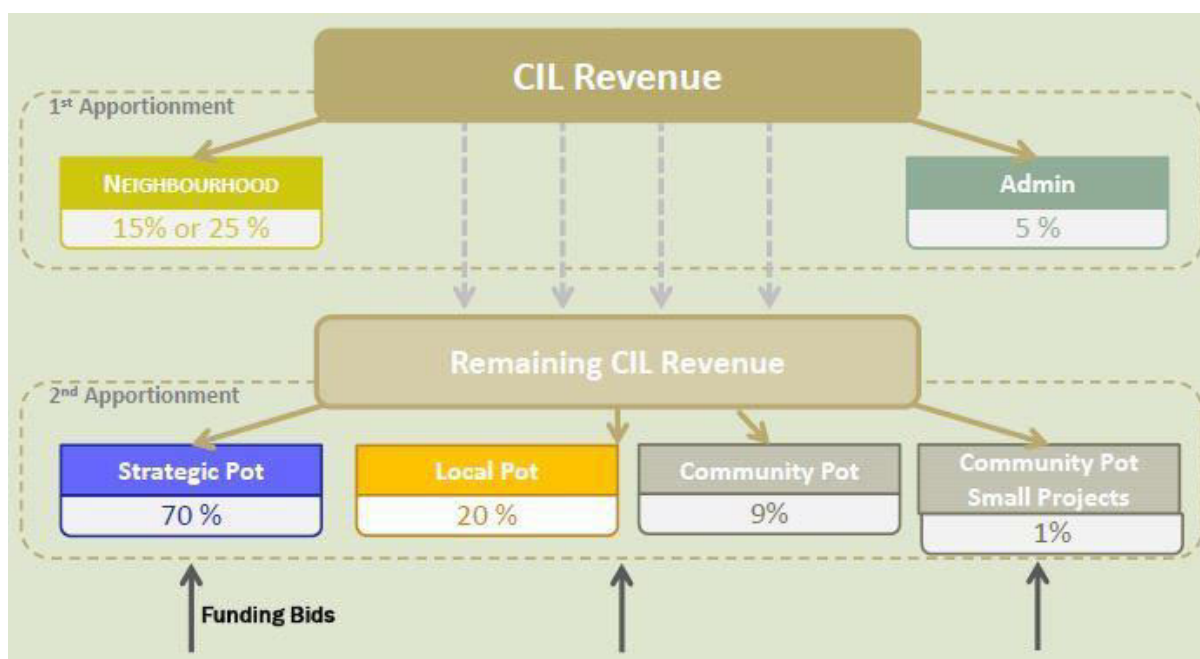
Lewes District Council (LDC) implemented its CIL charging schedule (with all relevant permitted developments chargeable for those areas of the district that lie outside the South Downs National Park Authority) from 1st December 2015. Eastbourne Borough Council implemented its CIL Charging Schedule on 1st April 2015.

CIL can be charged on most new development which creates net additional floor space of 100sqm or more or creates a new dwelling.

A proportion of the CIL Income will be passed directly to the Local Parish or Town Council (25% where there is a Neighbourhood Plan, or 15% where there is no Neighbourhood Plan). Therefore, there are two 'pots' of CIL monies.

LDC has produced a CIL Calculator that can calculate an indicative CIL Liability that can take into account any relief and indexation changes.

An Additional Information form must be submitted with planning applications. This will allow LDC to determine if there is a liability for the development.



APPLICATION PROCEDURE FOR PTC CIL (THE “NEIGHBOURHOOD PORTION”)

The Policy & Finance Committee and ultimately Council are responsible for all Town Council CIL applications and allocation of PTC CIL monies.

For relatively small CIL applications in relation to PTC CIL monies, Committees will discuss and agree requirements to be submitted in a paper to the Policy & Finance Committee, using the standard report proforma (Appendix A). It is helpful to refer to the bidding form (Appendix B) for larger bids and the LDC SWOT analysis (Appendix C) to assist in compiling reports.

Small bids will include some, or all, of the following factors (not exclusive):-

1. A one-off bid for specific item(s) or services.
2. Not a project.
3. Not an LDC CIL bid.
4. Achievable within the current financial year.
5. Amount not exceeding £10,000.

Large bids will include some, or all, of the following factors (not exclusive):-

1. A multiple bid for various item(s) or services, from various providers.
2. To be delivered by a project.
3. An LDC CIL bid.
4. May extend beyond the current financial year.
5. Amount exceeding £10,000.

For large bids, the Council's CIL Working Group will be convened, through which such bids should be assessed, prior to submission to the Policy & Finance Committee.

Criteria and allocation (from which pot, PTC or LDC) to be established by the Policy and Finance Committee, via the CIL Working Group if required.

CIL WP to report through to the Policy & Finance Committee.

At Policy and Finance Committee meetings, recommendations from all Committees are considered, taking into account the available funds at that time from the CIL receipts.

Full Council agrees any spending from the CIL receipts, and these commitments are noted by the RFO for inclusion against the unspent CIL receipts, pending payment of invoice.

CIL WORKING GROUP - CRITERIA FOR ASSESSMENT LARGER BIDS

This includes funding the provision, improvement, replacement, operation of Infrastructure, or addressing the demand that development places on the area, (Regulation 59C of the CIL Regulations 2010).

PROCESS

- 1 Expression of Interest Form (Appendix B) to be submitted to CIL Working Group by Committees.
- 2 Bids to be assessed by the CIL Working Group as per Lewes District Council “Assessing the Bids” SWOT analysis method (Appendix C).
- 3 Criteria and allocation from which pot to be assessed.
- 4 The CIL Working Group then reports to the Policy & Finance Committee, which in turn reports to Council.

APPLICATION FOR LDC CIL (REMAINING REVENUE “LOCAL OR COMMUNITY POTS”)

Lewes District Council will normally hold two Formal Bidding Rounds for the Community Infrastructure Levy: one in Spring and one in Autumn. LDC normally notifies Councils and will make all guidance and required forms available on its website.

The Formal Bidding Rounds will be preceded by Expression of Interest (EOI) Rounds. Expressions of Interest can be made by completing the CIL Expression Of Interest Form or by submitting the online questionnaire through consultation software.

When completing the EOI it is important to fully explain why development has resulted in a need for this infrastructure and exactly what infrastructure it is proposed that CIL will pay for. For advice and any queries contact LDC via CIL.LEWES@lewes-eastbourne.gov.uk

EOI and bidding forms can be found on the LDC web site by following this link [Community Infrastructure Levy bidding and spending - Lewes and Eastbourne Councils \(lewes-eastbourne.gov.uk\)](#)

The Policy & Finance Committee and ultimately Council are responsible for all Town Council CIL bids and related matters.

APPENDIX A

STANDARD PTC REPORT FORMAT FOR COMMITTEES & COUNCIL

Agenda Item:

Committee:

Date:

Title:

Report Authors:

Purpose of Report:

Introduction

Background

Analysis

Conclusions

Recommendations

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?• Financial Regulations?	
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Standing Orders?• Council Powers/Duties?• Lease/landlord responsibilities?	
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?	

<ul style="list-style-type: none"> • Walking/cycling? • 	
<p><u>Crime and disorder</u></p> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<p><u>Social value</u></p> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<p><u>Climate</u></p> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

APPENDIX B

CIL BIDDING EXPRESSION OF INTEREST FORM

LARGER BIDS FOR PTC CIL FUNDS

To be submitted to the CIL Working Group for assessment and forwarding to the Policy & Finance Committee with recommendations.

<u>Project Description.</u>	
<u>Name of Committee Bidding for Funds</u>	
<u>Committee/Minute Ref.</u>	
<u>Project Address</u>	
<u>Which Source of Funding are you applying for?</u>	PTC CIL Monies
<u>Type of Infrastructure</u>	
<u>Items of infrastructure that it is proposed CIL Funding will pay for</u>	
<u>Estimated Project Costs</u>	
<u>Amount being requested from CIL</u>	
<u>Does the project appear in the Neighbourhood Development Plan</u>	
<u>Can the project be delivered in the next 5 years?</u>	
<u>Is the project not wholly within LDC charging area?</u>	
<u>Project Description</u>	
<u>Supporting documents</u>	
<u>Additional comments</u>	

APPENDIX C

LDC CIL BIDDING SWOT ANALYSIS

ASSESSING THE BIDS



Criteria examples	Strengths	Weaknesses	Criteria examples
<ul style="list-style-type: none"> On the Reg 123 In the IDP Project part-funded Community support Project committed & ready to deliver No/few constraints Strong governance arrangements Project partner commitment 			<ul style="list-style-type: none"> No identified infrastructure need No project partners No funding & requires large cash injection No community support Weak governance arrangements Several constraints High on-going maintenance costs
Score range 0 to +5	Score	Score	Score ranges 0 to -5
Criteria examples	Opportunities	Threats	Criteria examples
<ul style="list-style-type: none"> Unlocks additional funding streams Generates further community projects Technology development & innovation Partnerships & collaboration Cross-boundary strategic delivery Duty-to-Cooperate 			<ul style="list-style-type: none"> Political effects Insurmountable weaknesses Legislative effects – double dipping, not infrastructure Environmental effects High ongoing maintenance costs Uncertainty/source of match funding
Score range 0 to +5	Score	Score	Score ranges 0 to -5

Agenda Item: PF594
Committee: Policy & Finance
Date: 2nd March 2021
Title: Council's Banking Arrangements
Report Authors: Town Clerk
Purpose of Report: To consider a change of Council's bankers

Summary of recommended actions

1. To consider this report.
2. To discuss option.
3. To consider recommendations.

Introduction

For many years, Barclays Bank have been the Council's bankers.

In 'normal' times, changing Signatories, enabling online banking and renewing payment/credit cards has been an extremely slow and an outdated and cumbersome process.

In Covid times, when additional support was needed, the situation was worse.

Background

The Clerk has canvassed respected colleagues and other Clerks nationally and it is clear that Unity Trust Bank is by far and above the most recommended bank for Councils.

Analysis

Unity Trust is the only bank that specifically caters for Councils; from its web site...

Local Councils

Hundreds of parish, community and town councils choose to work with Unity Trust Bank because of our shared social values, our belief in developing local UK communities, our high level of financial expertise and specialist sector knowledge.

We work closely with all of our customers and tailor our products and services to suit their needs. Through customer feedback we have made developments to our Online Banking service to help you manage your accounts.

Some of the comments received from other Clerks.....

- *There are plenty of streams which recommend Unity Trust, i personally have found them to be very easy to use and easy to contact. they can comply with Dual signatories as per our Fin Regs and setting up authorisers is easy and can be done using scanned signatures.*
- *Unity Trust = best thing since sliced bread. I clerk 5 and am daily grateful that I got them all moved to Unity just before lockdown began.*
- *A joy to work with bankers who "get" the Council world.*
- *No problems with Unity. Easy to contact, easy to use.*

Unity Trust operates a straightforward automated switching process, after which the new account can quickly be tailored to the Council's needs, including re. changing Signatories, enabling online banking and obtaining a payment card.

One area that needs further investigation is in relation to the savings accounts offered by Unity Trust and how they compare with the existing arrangements with Barclays. The Clerk & Finance Officer are currently looking into the details of this.

Conclusions

Unity Trust Bank appears to offer a much more efficient service and should seriously be considered for the Council's future banking arrangements.

Recommendations

Subject to further details of savings accounts, the Council's banking arrangements should be switched to Unity Trust Bank.

Implications

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

<u>Financial</u>	Effect on savings accounts and comparison of any bank charges.
<u>Legal</u>	Authorisation of payments meet the Council's Financial Regulations.
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Agenda Item:**Committee:** Policy and Finance**Date:** 2nd March 2021**Title:** tree works**Report Authors:** Kevin Bray**Purpose of Report:** To choose a quote and approve the works to take place**Introduction**

Every three years PTC has a full tree survey carried out by an independent arborist and then have any recommended works carried out to keep the trees in a safe condition. Due to covid 19 there was a delay in receiving the survey and to get the works done before bird nesting season the L&A committee decide we could ask the P&F committee to choose who carries out the work.

Background

The Parks officer has asked four companies to provide quotes for the work on 49 trees as per the survey results, two companies declined to quote.

Analysis

Extract from the Draft Minutes of the LA&E Committee meeting held on the 9th February 2021:-

LA 527 TREE SURVEY REPORT

The circulated report was received.

The Parks Officer reported on the tree survey, noting that only a few trees actually need removing; quotes are being sought for this work.

It was resolved that the Policy & Finance Committee would be asked to approve the company to undertake these tree removal works, so that they can be carried out before the nesting season (as the Committee itself does not meet again until the 23rd March 2021).

The quotes are as follows.

Southern tree works, declined to quote as they have provided several quotes before and have not been successful.

R.W. Greens, could not quote due to staff being furloughed.

E.H. tree care £3035.00

Aspen tree care £3045.00

Conclusions

All the companies have the correct insurance requirements, we have used E.H tree care to cut back the leylandii trees at Centenary park they are a Peacehaven company. Aspen tree care has been used by Telscombe TC to carry out works and are based in Lewes.

Recommendations

To choose which company we should employ to carry out the tree works

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?	Budgeted for in 2020 L&A budget £4100 left after the cost of the tree survey.
<u>Legal</u>	Tree safety surveys prevents accidents and is good practice.
<u>Environmental and sustainability</u>	Keeping trees healthy helps them work efficiently
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	A healthy tree will reduce CO2

Appendices/Background papers

PEACEHAVEN TOWN COUNCIL

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

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 Wednesday 8th February 2021 at 7.30 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, Cllr D Paul.
Town Clerk, Tony Allen. Victoria Onis Admin Officer.

1 GSC026 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 GSC027 PUBLIC QUESTIONS

There were no public questions.

3 GSC028 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Members were present. Cllr D Paul was also in attendance to observe.

4 GSC029 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 GSC030 TO ADOPT THE MEETING MINUTES OF TUESDAY 11th NOVEMBER 2020

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

6 GSC031 TO DISCUSS AND AGREE THE OPERATION OF A ONE-OFF COMMUNITY EMERGENCY SUPPORT GRANT:-

6.1 PROCESS

6.2 CRITERIA

6.3 TIMESCALES

The above three items were taken en bloc.

The circulated draft Policy and application form were discussed and amended. Final versions are appended to these minutes.

Process timescales were agreed.

It was resolved that the Chairman and the Clerk would perform an initial validation of applications.

6.4 PROMOTION/ADVERTISING

The advertisement was agreed as drafted and arrangements for promotion were discussed, including the use of social media.

7 GSC032 TO CONSIDER APPLICATIONS RECEIVED TO-DATE

The recent grant request from CTLA, for the purchase of Covid-19 testing kits, was discussed. It was resolved that a grant for this purpose could not be awarded, as kits are available free from other sources for front line workers, including the Government.

8 GSC033 DATE OF NEXT MEETING - 22nd February 2021 at 3pm.

There being no further business, the meeting closed at 20:15.



Peacehaven Town Council

Meridian Centre, Meridian Way
Peacehaven, East Sussex, BN10 8BB
Tel: 01273 585493

EMERGENCY COMMUNITY GRANT APPLICATION FORM

The Town Council invites grant applications, which primarily support local organisations and which directly benefit residents of the Town.

1. NAME OF ORGANISATION:

If application is granted, payments will be made by cheque:

Account Name Payee:.....

Postal Address to send cheque to.....

.....

2. ADDRESS:

Contact Name:

Email Address:

Telephone Number:

3. VAT REGISTERED: YES / NO

4. REGISTERED CHARITY: YES / NO

Charity Registration No:

5. DATE ORGANISATION ESTABLISHED:

6. DESCRIPTION OF ORGANISATION INCLUDING AIMS

Meeting of Peacehaven Town Council Grants Sub-Committee – 8th February 2021

7. MEMBERSHIP

Total Membership / Service Users:

Membership / Service Users resident in Peacehaven

8. REASON FOR GRANT REQUEST:

(Details to be provided of how the grant will be used. How many Peacehaven residents will benefit from this application? Please include financial information to support your request.)

9. AMOUNT OF GRANT REQUESTED

(See Peacehaven Town Council Emergency Community Grants Policy. If you are registered for VAT, it should not be included in the amount requested)

10. WHO HAVE YOU APPLIED TO FOR OTHER GRANTS RELATING TO COVID:

(e.g. organisations applied to and amount requested / amount received)

Meeting of Peacehaven Town Council Grants Sub-Committee – 8th February 2021

11. HAVE YOU APPLIED TO LEWES DISTRICT COUNCIL FOR A COVID RELATED GRANT?
--

12. FINANCIAL INFORMATION:

(Please complete details below)

	NOW
Current Assets	
Current Cash Balance	
Current Income	
Current Expenditure	

Signature **Date**
(person authorised to apply for and on behalf of the organisation named in Item 1)

Please return your completed form to Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or email to townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

EMERGENCY COMMUNITY SUPPORT GRANT POLICY

Meeting of Peacehaven Town Council Grants Sub-Committee – 8th February 2021

1. INTRODUCTION

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

2. TYPE OF GRANTS AVAILABLE

There is one type of grant available:

- a) Discretionary Grants are available for Emergency Community Support as a result of Covid. The available fund is for £20,000

New projects should be submitted in April through the normal grant process.

1. ELIGIBILITY FOR GRANTS

To be eligible for a grant from Peacehaven Town Council, the applicant must be able to meet all of the following criteria:

- a) Be a voluntary / community group, registered charity, not for profit organisation or Community interest Company (CIC) or Charitable Incorporated Organisation (CIO) that can provide a prompt and tangible benefit for the benefit of the people of Peacehaven.
- b) Be a voluntary / community group, etc. adversely affected by Covid restrictions and unable to obtain financial help elsewhere.
- c) Provide a completed emergency community grant application form signed by the person authorised to apply for the grant on behalf of the organisation. Application forms are available from the Town Council Office or from the website.

1. CRITERIA FOR SELECTION

- a) Need - There should be clear evidence of the need.
- b) Self-help measures - Where self-help measures have been put in place, applications are more attractive.
- c) Funding - Have you applied for other grants?
- d) Beneficiaries - The grant must be for the benefit of the people of Peacehaven.

1. APPLYING FOR A GRANT

Grants will be considered by the Council's Grants Sub-Committee every two weeks until the funding has expired. The first meeting will be on 22nd February 2021; applications to be submitted by the Friday before each meeting.

The grant application form should be completed as fully as possible.

Return the completed form to the Town Council at the above address (by email if possible).

Incomplete or incorrect forms will be returned so that full information is provided to the Grants Sub Committee. If you need help completing the application form please contact the Town Clerk on 01273 585493.

2. IF YOU ARE SUCCESSFUL

Meeting of Peacehaven Town Council Grants Sub-Committee – 8th February 2021

If you are successful you will be notified by the Council in writing and payment will be made by cheque. Please ensure that the bank account name provided is correct.

Financial support from the Council should be acknowledged in any publicity relating to the project and in the organisation's annual report. Copies of this material should be sent to the Council. Where possible, items purchased with Council's support should be marked as such.

The funding may only be used for the purposes set out in the grant application.

If it transpires that funding cannot be utilised for the agreed purpose you must notify the Council at the earliest opportunity.

If for any reason the entire grant monies are not fully used then the surplus must be returned.

PEACEHAVEN TOWN COUNCIL

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

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 – 22nd 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

<u>ORGANISATION</u>	<u>Amount Requested Emergency Grant</u>	<u>Summary of reasons for grant request</u>	<u>Approved Yes / No</u>	<u>Amount approved by Council for Emergency Funding</u>	<u>Comments on Decision</u>
Ascension Church	£ 1,000.00	Running costs	Yes	£ 1,000.00	
C.A.T.S. Club	£ 2,035.00	Running costs February - May 2021	Yes	£ 2,035.00	
CTLA	£ 10,000.00	support running costs.	Defer	£ -	Town Clerk to write to CTLA
Develop Outdoors	£ 2,303.00	Forest School Easter and Summer	Defer	£ -	Further information required
Peacehaven Covid-19 Mutual Aid Group	£ 1,000.00	Basic running costs	Yes	£ 1,000.00	
Seahaven Responders	£ 1,200.00	Gearbox	Yes	£ 1,200.00	
<u>TOTALS</u>	£ 17,538.00			£ 4,235.00	