

# **PEACEHAVEN TOWN COUNCIL**

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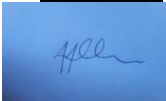
## **Councillors on this Committee:**

**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

12<sup>th</sup> January 2021

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom), on **MONDAY 18<sup>th</sup> January 2021 at 7:30pm**



Tony Allen, Town Clerk

## **A G E N D A**

### **PF567 CHAIRMAN'S ANNOUNCEMENTS**

**PF568 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**

### **PF569 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

### **PF570 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

### **PF571 TO ADOPT THE PUBLIC MINUTES OF 17<sup>th</sup> November 2020**

### **PF572 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.

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

### **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.
2. To approve the use of PTC CIL monies for Epina 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.
4. To approve the use of PTC Capital Reserves for the purchase of a shredder.

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

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

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

### **PF578 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS**

**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 17<sup>th</sup> November 2020**

### **PF580 AGED DEBT ANALYSIS**

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

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

### **PF583 DATE OF NEXT MEETING – Tuesday 2<sup>nd</sup> March 2021 at 7.30pm**

**DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Wednesday 17<sup>th</sup> November 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr A Milliner, Cllr L Duhigg, Cllr L Mills. Town Clerk T Allen, Finance Officer Z Malone, Sen. Projects Officer M Edser, Parks Officer K Bray.

**PF553 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone and admitted Cllr L Duhigg & Cllr L Mills to the meeting.

**PF554 PUBLIC QUESTIONS**

No members of the public were present.

**PF555 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Members were present.

**PF556 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF557 TO ADOPT THE MINUTES OF 21<sup>st</sup> OCTOBER 2020**

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

**PF558 TO APPOINT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Goble should become the Vice-Chairman of the Committee; proposed by Cllr Milliner, seconded by Cllr Sharkey and resolved unanimously.

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

**1. Finance Officer's report**

Received and noted.

**2. Bank account summary**

Received and noted.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

The Finance Officer's reports were received and noted.

The Chairman reported on income loss vs. expenditure savings, noting contingency reserves set aside for Covid-19 related impacts.

The Clerk noted that the Interim Internal Audit Report for 2020/21 had just been received. It was resolved to present this at the next Council meeting to be formally received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL report**

Received and noted.

**7. List of payments (for approval)**

It was resolved to approve the October 2020 payments amounting to £48,905.33 and November 2020 payments to-date amounting to £24,001.33, as scheduled in the meeting papers.

**8. Review of external contracts & their ongoing authorisations**

The Chairman introduced this new standard Agenda item, designed to regularly review contracts and their ongoing authorisations.

## **Minutes POLICY AND FINANCE COMMITTEE – 17<sup>th</sup> November 2020**

The ongoing authorisation for L&N Consultancy NDP work, payments and budgetary provision was discussed in detail.

The Clerk reported that, at its meeting in June 2020, Council had formally authorised two-months engagement and that, whilst at the Council meeting in September 2020 it had been reported that this engagement would be continuing, no formal authorisation by Council had been formally recorded. It was resolved to propose to Council that this engagement is authorised until the Council meeting in January 2020, where a further review will be carried out.

### **PF560 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT**

The Finance Officer reported that she is building the Draft 2021/22 budget and is meeting with Councillors and Officers for input.

It was noted that, under current circumstances, it is hard to predict income, but that all sources were being looked at including S.106, CIL and capital reserves receipts.

### **PF561 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME**

The Clerk's paper was noted.

It was agreed that the listed items were valid requirements and it was resolved that they are purchased; cost £468.25.

### **PF562 TO CONSIDER THE FOLLOWING PROPOSALS FROM THE LEISURE AMENITIES & ENVIRONMENT COMMITTEE**

The process and method of presenting project proposals to the Committee was discussed.

The Chairman noted a number of factors that must be covered, including:-

- Use of capital.
- Replacement of asset.
- Reduced expenditure.
- Increased income.
- Carbon footprint.
- Social value.

The Chairman stated that it was quite in order for the Committee to be approached for advice on developing projects, but this must be clearly expressed on the meeting Agenda.

#### **1. To approve the resurfacing of the Centenary Park car park as part of a future CIL/S.106 project.**

The Parks Officer's paper was noted and discussed.

It was noted that it is intended that funding will be sought from the LDC CIL 'pot' and would probably form part of a larger bid.

It was resolved to refer this matter to be developed by the CIL Working Party (WP).

#### **2. To approve the replacement of a vehicle & machinery over two years using capital reserves funding**

The Parks Officer's paper and vehicle/items redundancy plan was noted and discussed in detail. Cllr Seabrook reported that he had provided a detailed report for the LA&E Committee, covering costs, cost savings, climate and other benefits/impacts and noted that it was essential to start the replacement of vehicles and other items now, otherwise the financial burden would just accumulate.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

#### **3. To approve sand pit & retaining wall works at The Dell using PTC CIL funding**

The Parks Officer's paper was noted and discussed.

It was noted that there was no budgeted provision for this project, hence the request for the use of PTC CIL monies.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

## **Minutes POLICY AND FINANCE COMMITTEE – 17<sup>th</sup> November 2020**

### **4. To approve the purchase of a new shredder & new gates for the outdoor gym using capital reserves funding**

The Parks Officer's paper was noted and discussed in detail.

It was noted that this matter had been discussed by the LA&E Committee, including costs, cost savings, fuel savings, climate and other benefits/impacts.

Cllr Seabrook noted that, based on estimated savings, the payback period for the shredder would be relatively short.

It was resolved that the LA&E Committee will present a fully detailed and costed proposal, with options and different quotes.

Regarding the urgent requirement for new gates for the outdoor gym, it was resolved that the Senior Projects Officer will explore the possible use of S.106 funds for this purpose.

### **PF563 GRANTS SUB-COMMITTEE:-**

#### **1. To note the draft minutes of the meeting held on the 11<sup>th</sup> November 2020**

The minutes were noted.

#### **2. To approve recommended grants for Round 2 2020/21**

Cllr Griffiths reported on identified improvements in the grants application and assessment process.

It was resolved to recommend to Council that an allocation of £3930.00 is made for the Round 2 2020/21 grants provision, as set out in spreadsheet circulated with the meeting papers.

*[The Parks Officer and the Senior Projects Officer left the meeting]*

*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.*

### **PF564 AGED DEBT ANALYSIS**

The Finance Officer's report was noted and discussed.

The Chairman reported that the Council's exposure to debt had reduced over the last month.

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

The Clerk's reports were noted and discussed in detail.

Levels of support provided to-date and ongoing options for support were reviewed.

### **PF566 DATE OF NEXT MEETING – MONDAY 18<sup>th</sup> January 2021 at 7.30pm**

*There being no further business, the meeting closed at 21:04.*



<b>Agenda Item:</b>	<b>PF</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	18 <sup>th</sup> January 2021
<b>Title:</b>	Financial position of the council year to date
<b>Report Author:</b>	Zoe Malone, Finance Officer
<b>Purpose of Report:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### **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 9 (December 2020). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

### **Analysis**

#### **Barclays Bank account summary**

This document summarises the balances of the council's three bank accounts as at 31 December 2020. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

#### **Bank reconciliation statements – cashbooks 1 & 2**

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

### **Detailed income and expenditure**

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 57.8% of the budgeted expenditure has been spent so far, and 94.3% of the budgeted income has been received as at the end of month 9 (Dec 2020)

### **Detailed balance sheet**

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2020, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

### **Implications**

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

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

- Barclays Bank account summary balances – 31<sup>st</sup> December 2020
- Bank reconciliation statement for cashbook 1 – 31<sup>st</sup> December 2020
- Bank reconciliation statement for cashbook 2 – 31<sup>st</sup> December 2020
- Detailed income and expenditure month 9 (Dec 2020)
- Detailed balance sheet month 9 (Dec 2020)



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 31 December 2020

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### Business Current Accounts

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

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### Business Savings Accounts

Active Saver	£464,870.31
.....	
Sort Code 20-49-76 • Account No 30701211	
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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 31/12/2020  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/12/2020		50,000.00
Current Account	31/12/2020		464,870.31
			<u>514,870.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
02/06/2020 204697 DAVID SIMPSON		40.35	
04/11/2020 120365 LAND REGISTRY		4.00	
26/11/2020 120392 DEVELOP OUTDOORS CIC		250.00	
02/12/2020 120395 CORONA ENERGY		732.85	
10/12/2020 204749 ANDREW PICTON		11.70	
10/12/2020 204750 KEEPERS NURSERY		49.50	
21/12/2020 204752 C R Allen & Sons		335.92	
21/12/2020 204753 Heatcraft And Ventilation ltd		195.00	
21/12/2020 204754 Lewes District Council		1,146.60	
21/12/2020 204755 Spy AlarmsLtd		199.20	
21/12/2020 204757 AMP Services		17.76	
21/12/2020 204758 Tony Allen		140.33	
21/12/2020 204760 Tony Allen		99.00	
21/12/2020 204763 Conect Total Communications		439.70	
21/12/2020 204766 MICHELLE EDSER		315.00	
21/12/2020 204767 HMRC		6,998.15	
21/12/2020 204768 EAST SUSSEX PENSION FUND		8,494.93	
21/12/2020 204769 Mailserve LTD		119.40	
			<u>19,734.93</u>
			495,135.38
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
			<u>-100.00</u>
			495,035.38
<b>Balance per Cash Book is :-</b>			<b>495,035.38</b>
<b>Difference is :-</b>			<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2020  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/12/2020		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
		<b>Balance per Cash Book is :-</b>	<b>180,163.99</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	54,828	0	(54,828)			0.0%	
1013 Income from Photocopying	82	500	418			16.4%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1050 Allotment Rent	627	0	(627)			0.0%	
1094 Other Customer & Client Receipt	104	1,000	896			10.4%	
1100 Interest Received	612	600	(12)			101.9%	
1301 Filming	2,500	0	(2,500)			0.0%	
1309 Other Income	3,685	1,000	(2,685)			368.5%	
<b>General Administration :- Income</b>	<b>722,067</b>	<b>662,460</b>	<b>(59,607)</b>			<b>109.0%</b>	<b>0</b>
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%	
<b>General Administration :- Direct Expenditure</b>	<b>22,500</b>	<b>25,100</b>	<b>2,600</b>	<b>0</b>	<b>2,600</b>	<b>89.6%</b>	<b>0</b>
4001 Salaries	245,266	390,000	144,734		144,734	62.9%	
4002 Employer N.I Contributions	21,530	33,685	12,155		12,155	63.9%	
4003 Employer Pension Contributions	48,885	62,514	13,629		13,629	78.2%	
4004 Overtime	126	5,000	4,874		4,874	2.5%	
4011 Training	470	5,000	4,530		4,530	9.4%	
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	164	2,500	2,336		2,336	6.6%	
4311 Professional Fees - Legal	559	3,000	2,441		2,441	18.6%	
4312 Professional Fees - Other	3,536	4,000	464		464	88.4%	
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	221	400	179		179	55.3%	
4323 PDQ Charges	396	800	404		404	49.5%	
4325 Postage	1,676	2,000	324		324	83.8%	
4326 Telephones	4,284	6,000	1,716		1,716	71.4%	
4327 Computers	17,324	9,500	(7,824)		(7,824)	182.4%	
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	7,768	10,000	2,232		2,232	77.7%	
4342 Subscriptions	4,630	4,500	(130)		(130)	102.9%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## 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	0	6,000	6,000		6,000	0.0%	
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	<b>377,401</b>	<b>576,999</b>	<b>199,598</b>	<b>0</b>	<b>199,598</b>	<b>65.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>322,166</b>	<b>60,361</b>	<b>(261,805)</b>				
<b>110 Civic Events</b>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>(17)</b>	<b>2,400</b>	<b>2,417</b>	<b>0</b>	<b>2,417</b>	<b>(0.7%)</b>	<b>0</b>
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	51	0	(51)		(51)	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	<b>444</b>	<b>3,750</b>	<b>3,306</b>	<b>0</b>	<b>3,306</b>	<b>11.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(427)</b>	<b>(6,150)</b>	<b>(5,723)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	1,284	6,500	5,216			19.8%	
1301 Filming	450	0	(450)			0.0%	
Marketing :- Income	<b>1,794</b>	<b>7,000</b>	<b>5,206</b>			<b>25.6%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	779	2,000	1,221		1,221	39.0%	
4329 Advertising	149	1,000	851		851	14.9%	
Marketing :- Indirect Expenditure	<b>928</b>	<b>3,000</b>	<b>2,072</b>	<b>0</b>	<b>2,072</b>	<b>30.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>866</b>	<b>2,800</b>	<b>1,934</b>				
<b>130 Neighbourhood Plan</b>							
4337 Neighbourhood Plan	5,108	5,000	(108)		(108)	102.2%	
4344 Neighbourhood Plan Grants	(4,420)	0	4,420		4,420	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>688</b>	<b>5,000</b>	<b>4,312</b>	<b>0</b>	<b>4,312</b>	<b>13.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(688)</b>	<b>(5,000)</b>	<b>(4,312)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
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	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	810	1,092	282		282	74.2%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>9,502</b>	<b>10,761</b>	<b>1,259</b>	<b>0</b>	<b>1,259</b>	<b>88.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,502)</b>	<b>(13,261)</b>	<b>(3,759)</b>				
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	4,933	4,400	(533)		(533)	112.1%	
4203 Fuel	2,030	5,600	3,570		3,570	36.2%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	<b>8,215</b>	<b>11,300</b>	<b>3,085</b>	<b>0</b>	<b>3,085</b>	<b>72.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,215)</b>	<b>(11,300)</b>	<b>(3,085)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	12,598	15,000	2,402			84.0%	
1039 S/P Cats	(600)	3,600	4,200			(16.7%)	
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	1,643	5,300	3,657			31.0%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	<b>19,622</b>	<b>30,700</b>	<b>11,078</b>			<b>63.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	3,004	6,000	2,996		2,996	50.1%	
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	4,263	7,300	3,037		3,037	58.4%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,694	7,800	4,106		4,106	47.4%	
Sports Park :- Indirect Expenditure	<b>17,094</b>	<b>29,100</b>	<b>12,006</b>	<b>0</b>	<b>12,006</b>	<b>58.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,529</b>	<b>1,600</b>	<b>(929)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	1,954	0	(1,954)		(1,954)	0.0%	10,000
4111 Electricity	356	0	(356)		(356)	0.0%	
4112 Gas	525	0	(525)		(525)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
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%	
<b>Big Park :- Indirect Expenditure</b>	<b>24,635</b>	<b>25,250</b>	<b>615</b>	<b>0</b>	<b>615</b>	<b>97.6%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(24,635)</b>	<b>(25,250)</b>	<b>(615)</b>				
6000 plus Transfer from EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,635)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	4,283	8,480	4,197			50.5%	
<b>Gateway Cafe :- Income</b>	<b>4,283</b>	<b>8,480</b>	<b>4,197</b>			<b>50.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	2,855	0	(2,855)		(2,855)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>2,855</b>	<b>900</b>	<b>(1,955)</b>	<b>0</b>	<b>(1,955)</b>	<b>317.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,427</b>	<b>7,580</b>	<b>6,153</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,230	1,950	720			63.1%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>2,720</b>	<b>6,950</b>	<b>4,230</b>			<b>39.1%</b>	<b>0</b>
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	50	2,500	2,451		2,451	2.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>211</b>	<b>15,500</b>	<b>15,289</b>	<b>0</b>	<b>15,289</b>	<b>1.4%</b>	<b>0</b>
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	338	2,500	2,162		2,162	13.5%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	1,757	10,000	8,243		8,243	17.6%	
4301 Purchase of Furniture/Equipmen	156	3,000	2,844		2,844	5.2%	
Parks & Open Spaces :- Indirect Expenditure	<b>2,871</b>	<b>21,960</b>	<b>19,089</b>	<b>0</b>	<b>19,089</b>	<b>13.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(361)</b>	<b>(30,510)</b>	<b>(30,149)</b>				
<u>355 The Hub</u>							
1084 Sports Pavilion	5,204	16,000	10,796			32.5%	
The Hub :- Income	<b>5,204</b>	<b>16,000</b>	<b>10,796</b>			<b>32.5%</b>	<b>0</b>
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	<b>401</b>	<b>500</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>80.2%</b>	<b>0</b>
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	956	1,500	544		544	63.8%	
4112 Gas	533	1,500	967		967	35.6%	
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	<b>2,144</b>	<b>9,500</b>	<b>7,356</b>	<b>0</b>	<b>7,356</b>	<b>22.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,659</b>	<b>6,000</b>	<b>3,341</b>				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	4,875	6,000	1,125			81.2%	
1072 C/H Copper Room	8,798	12,650	3,853			69.5%	
1075 C/H Charles Neville	556	10,200	9,644			5.5%	
1076 C/H Main Hall	1,212	25,600	24,388			4.7%	
1077 C/H Anzac Room	(29)	12,700	12,729			(0.2%)	
1078 C/H Main Kitchen	835	1,250	415			66.8%	
1079 C/H Anzac Kitchen	73	700	627			10.5%	
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	<b>18,980</b>	<b>84,050</b>	<b>65,070</b>			<b>22.6%</b>	<b>0</b>
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	<b>409</b>	<b>2,000</b>	<b>1,591</b>	<b>0</b>	<b>1,591</b>	<b>20.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## 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	1,153	10,000	8,847		8,847	11.5%	
4102 Maintenance of Buildings	613	0	(613)		(613)	0.0%	
4111 Electricity	1,918	8,000	6,082		6,082	24.0%	
4112 Gas	1,693	4,000	2,307		2,307	42.3%	
4122 Service Charge	1,425	15,500	14,075		14,075	9.2%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	1,733	16,000	14,267		14,267	10.8%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,391	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	<b>13,977</b>	<b>78,920</b>	<b>64,943</b>	<b>0</b>	<b>64,943</b>	<b>17.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,594</b>	<b>3,130</b>	<b>(1,464)</b>				
<b>430 Summer Fair</b>							
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	<b>0</b>	<b>2,700</b>	<b>2,700</b>			<b>0.0%</b>	<b>0</b>
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	<b>0</b>	<b>2,700</b>	<b>2,700</b>	<b>0</b>	<b>2,700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>440 Christmas Market</b>							
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 Receip	0	300	300			0.0%	
Christmas Market :- Income	<b>0</b>	<b>2,300</b>	<b>2,300</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2021

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	774,669	820,640	45,971			94.4%	
Expenditure	484,256	830,500	346,244	0	346,244	58.3%	
<b>Net Income over Expenditure</b>	<u>290,413</u>	<u>(9,860)</u>	<u>(300,273)</u>				
plus Transfer from EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<u>300,413</u>						

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 14/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	17,115	
105	VAT Control A/c	6,739	
118	Deposit Aqua	50	
201	Current Bank A/c	490,416	
202	Reserve Account	180,160	
210	Petty Cash	520	
	<b>Total Current Assets</b>		<b>694,999</b>
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,260	
517	Pension Control	(1,500)	
566	Deposits Received	1,022	
	<b>Total Current Liabilities</b>		<b>782</b>
	<b>Net Current Assets</b>		<b>694,218</b>
	<b>Total Assets less Current Liabilities</b>		<b>694,218</b>
	<u>Represented by :-</u>		
301	Current Year Fund	290,413	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	177,104	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
362	Neighbourhood Plan	2,607	
370	Capital Receipts Reserve	57,839	
	<b>Total Equity</b>		<b>694,218</b>

<b>A/c Code</b>	352	CIL				<b>Annual Budget</b>	0
<b>Centre</b>		(none)				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>		<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>		<b>157,462.81</b>
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	
		Account	<b>CIL</b>		<b>Account Totals</b>	<b>13,541.80</b>	<b>190,645.54</b>
		Centre			<b>Net Balance Month 11</b>		<b>177,103.74</b>

<b>A/c Code</b>	1010	CIL Income				<b>Annual Budget</b>	0
<b>Centre</b>	100	General Administration				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>		<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>		<b>0.00</b>
2	15/05/2020		Cashbook	CIL MONIES			47,435.42
7	30/10/2020		Cashbook	CIL RECEIPT			7,392.95
		Account	<b>CIL Income</b>		<b>Account Totals</b>	<b>0.00</b>	<b>54,828.37</b>
		Centre	<b>General Administration</b>		<b>Net Balance Month 11</b>		<b>54,828.37</b>



LOCATION	PROJECT	COST
Centenary Park	Removing sand areas, replacing with rubber mulch, landscaping to return levels 40,250 + 1,288	41,538
	Re-turfing of banking due to wear and tear*	850.00
	Gateway Café Lights	2,000.00
	Gateway Café Grease Trap	1,050.00
	Foot rope for acorn tower access	1,229.00
	Sewerage pumps	5,492.00
Access into Centenary Park	Flint Way Path	3,450.00
All Sites	Chipper / Shredder	8,875
Totals		64,484

Notes	
*£250 , Soil £100 , Labour 4 days in manhours (2 days x 2 men) £500	
VAT does not come off the S106 agreement balance as is claimed back	

SUBTOTAL PER AGREEMENT EXC VAT	COST + VAT	SUBTOTAL PER AGREEMENT INC VAT	PREFERRED QUOTE & DATE PROVIDED
	49,845.60		PlaySafe Oct 2020
42,388.00	1,020.00	50,865.60	In-house
	2,400.00		Bartholemews Nov 2020
	1,260.00		Aqua Mundus Oct 2020
	1,474.80		PlaySafe Nov 2020
	6,590.40		Existing provider May 2020
	4,140.00		Sussex Driveways May 2020
22,096.00	10,650.00	26,515.20	
	<b>77,380.80</b>		

<i>09/1093 balance March 2020</i>	<i>£27,924.86</i>
<i>less</i>	<i>£5,825</i>
<i>Remaining balance</i>	<b><i>£22,099.86</i></b>

<b>Discussed with C Bibb Jan 2021</b>
USE 17/0226 (Uses 2019-20, 2020-21 portions of 20k per annum)
USE 09/1093 (Balance Complete)

Application	Site
LW/07/1256	Land To The East Of The Sports Park Piddinghoe Avenue Peacehaven
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peacehaven
LW/09/1093 Under construction	16 & 16 A South Coast Road Peacehaven
LW/11/1318 (now LW/15/0023) Construction Finished	184 South Coast Road Peacehaven
LW/13/0644 Under construction 34 dwellings are completed (and occupied) and 21 under construction	Land On The North Side Of Arundel Road Peacehaven

LW/13/0686	Thakeham Homes. Land North Of 56 Keymer Avenue Peacehaven
LW/16/0841	LW/16/0841 Land at 264 South Coast Road
LW/14/0424 Reserved Matters LW/15/0850 Finished	LW/14/0424 2 South Coast Rd
LW/17/0226	Lower Hoddern Farm LW/17/0226

LW/19/0398	18-28 Cripps Avenue, Peacehaven
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Contribution type	Amount	To be spent on
Open/ Outdoor Play Space	£838,756	Provision or improvement of outdoor playing space facilities
Accessibility	£13,230	Accessibility improvements within the area of the site
Accessibility	£12,600	Accessibility improvement in the area of the site
Open/ Outdoor Play Space	£24,276	Provision or improvement of outdoor playing space facilities in the area of the site
Open/ Outdoor Play Space	£38,840	Outdoor play facilities in the area of the site in lieu of facilities being provided on site itself
Recreation Space	£282,385	Provision or improvement of outdoor playspace facilities in the area of the site in lieu of Outdoor playing space facilities being provided on the Site
Accessibility	£118,000	Towards County Council's scheme of improvements for cycling and walking routes and bus stops between Peacehaven and Newhaven.

Transport Provision	£150,698	Towards the County Council's schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements
Travel Plan	£4,500	Auditing fee
Recreation Space	£187,930	Provision or improvement of outdoor playspace facilities, casual play space facilities and equipped play areas in the area of the site
Affordable housing	£300,000	
Transport Provision	£13,622	Peacehaven bus lane extension scheme
Kerbside Recycling	£266	Provision or improvement of kerbside recycling facilities
Centenary Park Contribution £200,001.00	£ 66,667.00	C Bibb 4-12-20 for ongoing maintenance of the Big Park eg seasonal staff, playground repairs, improvements etc. To be spend roughly 20k per annum
	£ 66,667.00	
	£ 66,667.00	
Pay Area Commuted Sum	£80,000	
Kerbside Recycling	£589	



Traffic Regulation Order	£5,000	
Affordable housing	£32,396	
	<b>£2,303,090</b>	

Criteria of payment	Money Received	To be Spent by	Spend Status
	30.Apr.12	30.Apr.19	Spent or allocated
Prior to 1st occupation	01.Okt.12	01.Okt.22	Unspent
Prior to 1st occupation	19.Aug.19	16.Okt.22	Unspent
	19.Aug.19	16.Okt.22	Spent or allocated
Prior to occupation	01.Feb.19	26.Feb.26	Projects under review
Prior to occupation	24.Aug.18	23.Aug.25	Unspent
	24.Aug.18	23.Aug.25	Pending ESCC

Prior to commencement	08.Sep.14	08.Sep.21	Partially spent ESCC
	11.Sep.15	11.Sep.22	Unspent ESCC
Prior to 1st occupation	11.Sep.15	11.Sep.22	Projects under review
prior to 1st occupation	14.Nov.18		Pending
Prior to commencement	09.Aug.18	08.Aug.25	Pending
prior to 1st occupation	09.Aug.18	08.Aug.25	Pending
prior to occupations of phase 1	24.Jun.19	24.Jun.24	Partially Spent
prior to occupation of phase 2			Pending
Prior to occupation of phase 3			Pending
prior to 75% of Market housing for each phase			?
prior to occupation			LDC

prior to commencement			ESCC
			LDC

Date Spent	Additional Info/ Spent on
	£247,534.14 + £391,255.38 spent on Big Park. Amount to spend with interest £131,901.48
	Amount to spend with interest £13,904.05
	£16,936.74
	20,522 left (check with C Bibb) 27,512.12 less 6990 (Nov 2020 spent on pitch drainage)
	48,148.26 with indexation and interest
	£317,407.84 held
	£137,652.44 held

	Amount to spend £152,922.95
	£4,595.02 amount reflects indexation and interests
	£191,973.67 amount reflects indexation and interests
	Leighton Rowe to advise on status
	£14,247.75 held
	£275.73 held
	£66667.00 received (by LDC)
	not yet due
	not yet due
	not yet due
	not commenced

	not commenced
	not commenced

APPLICANT / DEVELOPER / LEGAL AGREEMENT DETAILS / NOTES	PROJECT IDEA / FUNDS AGREED
Part of big parks, archaeology surveys and education are spending the rest of it.	No action for PTC
	To be discussed with C Bibb
	To be discussed with C Bibb
Improvement of outdoor play space in the EAST of Peacehaven - How restrictive is this? Big Park near enough? Alternative?	Pitch draining agreed and paid 6,990 - was it from here. Yes. OTHER ITEMS AGREED JAN 2021, NEED TO SPEND FULL BALANCE
For The Dell - equipment, pathways, furniture (DDA/equalities)	Under consideration, land registry enquiry in system
For Centenary Park but needs clear separation from original project - also see 13/0686 below. Football Pitch?	Alternative idea - Improvements to Gateway Café / THE HUB. SEE NOTES BELOW FOR 13/0686
ESCC	Check what this was spent on?



ESCC	Check what this was spent on?
ESCC	No action for PTC
For Centenary Park but needs clear separation from original project - also see 13/0644 above. Football Pitch?	Alternative ideas - Must be OUTDOOR PROVISION / POSSIBLY MEET AN EXISTING NEED SUPPORTS OPEN SPACE (EG TOILETS). QUICK WIN IS FOOTBALL. C BIBB COMMENTS
	No action for PTC
	No action for PTC
	No action for PTC
CAN ONLY BE SPENT ON CENTENARY PARK - roughly 20k per annum runs from June 2019	XXXX amount agreed Jan 2021
	Review 2022
	Review 2027
	No action for PTC
	No action for PTC

	No action for PTC
	No action for PTC

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/11/2020	Investec Asset Finance	DD	198.00		FRANKING MACHINE
04/11/2020	HMRC	120352	18.15		VAT OWED J
04/11/2020	VICTORIA ONIS	120354	69.94		STUDY DESK
04/11/2020	SECRETARY OUTSOURCE	120355	125.00		NDP MINUTES
04/11/2020	EAST SUSSEX PENSION FUND	120356	8,508.01		OCTOBER SALARIES
04/11/2020	HMRC	120357	10,690.26		OCTOBER SALARIES
04/11/2020	Tony Allen	120358	22.49		DIGITAL MARKETING TRAINING
04/11/2020	PPL PRS Ltd	120359	1,654.09		MUSIC LICENCE
04/11/2020	Sats4u	120360	20.00		CCTV MONTHLY SERVICE
04/11/2020	M.D.J Light Brothers Ltd	120361	288.00		SKIP HIRE
04/11/2020	TOTAL GAS & POWER	120362	57.84		SEPTEMBER GAS
04/11/2020	CONTEGO SAFETY SOLUTIONS	120363	131.44		GROUNDSTEAM UNIFORM
04/11/2020	Corona Energy	120364	96.26		SEPTEMBER GAS
04/11/2020	LAND REGISTRY	120365	4.00		LAND REGISTRY
04/11/2020	Everwell Occupational Health It	120366	354.00		28/10 TELEPHONE CONSULT
04/11/2020	HMRC	120352	-18.15		TO CORRECT PERIOD
04/11/2020	L&N CONSULTANCY LIMITED	120367	1,980.00		OCTOBER CONSULTANCY
04/11/2020	Northstar IT	DD1	727.80		MICHELLES LAPTOP
04/11/2020	Northstar IT	DD2	1,127.74		MONTHLY SUPPORT
04/11/2020	Barclays	DD3	3.00		COMMISSION CHGS
09/11/2020	The Fuelcard People	DD1	98.56		FUEL - HK66WMJ
10/11/2020	Barclays	DD	62.00		PDQ CHGS OCT
12/11/2020	Lewes District Council	120368	186.00		ANNUAL LICENCE FEE 23/11/20
12/11/2020	KPS (COMPOSTING SERVICES	120369	60.00		GREEN WASTE
12/11/2020	Chris Bartholomew Electrical C	120370	120.00		INVESTIGATE CAFE LIGHTS
12/11/2020	Caroline Reid	120371	609.00		NOVEMBER CLEANING
12/11/2020	CLAIRE HORNER-LOCKO	120372	100.00		DEPOSIT REFUND
16/11/2020	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE CHARGES
17/11/2020	Northstar IT	DD1	295.68		MONTHLY SUPPORT 28/10-31/10
18/11/2020	Conect Total Communications	120373	708.95		DD MOBILE
18/11/2020	BRITISH GAS	120374	1,584.40		OCTOBER ELECTRICITY
18/11/2020	Corona Energy	120375	373.98		OCTOBER GAS
18/11/2020	Tony Allen	120376	23.94		TITLE REGISTER
18/11/2020	Mulberry & Co	120377	216.00		HALF YEAR AUDIT
18/11/2020	Trade UK	120378	23.99		BARRIER FENCING
18/11/2020	C.B.Winters & Sons Ltd	120379	129.60		PREMIER TURF
20/11/2020	Northstar IT	DD2	14.40		SPLASHTOP REMOTE ACCESS
23/11/2020	EDF	DD	95.24		OCTOBER ELECTRICITY
25/11/2020	Barclays	DD1	50.00		BACS OVER LIMIT
25/11/2020	PHS Group	DD2	685.24		PERSONAL HYGIENE
25/11/2020	NOVEMBER SALARIES	NOV SALARI	22,767.97		NOVEMBER SALARIES
26/11/2020	TRAVIS PERKINS Trading	120380	30.48		TIMBER FOR DELL
26/11/2020	BRITISH GAS	120381	138.20		UNIT 14 - GAS
26/11/2020	Wightman & Parrish Ltd	120382	280.92		CLEANING PRODUCTS
26/11/2020	Trade UK	120383	71.97		BOOTS & KEY SET
26/11/2020	HIDDEN DISABILITIES	120384	138.00		STARTER PACK
26/11/2020	R.J.Meaker Fencing Ltd	120385	28.80		DECKING

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/11/2020	EAST SUSSEX PENSION FUND	120386	6,937.44		NOVEMBER SALARIES
26/11/2020	HMRC	120387	7,226.32		NOVEMBER SALARIES
26/11/2020	CATS CLUB	120388	480.00		CATS CLUB GRANT
26/11/2020	KEMPTON HOUSE DAY CENTRE	120389	500.00		KEMPTON HOUSE GRANT
26/11/2020	CHICHESTER DIOCESAN	120390	750.00		CHICH DIOCESAN GRANT
26/11/2020	ROTARY CLUB OF NEWHAVEN	120391	200.00		ROTARY CLUB GRANT
26/11/2020	DEVELOP OUTDOORS CIC	120392	250.00		DEVELOP OUTDOORS GRANT
26/11/2020	THE DEANS SENIOR TEA CLUB	120393	500.00		DEAN TEA CLUB GRANT
26/11/2020	LAND REGISTRY	120394	4.00		LAND REGISTRY
01/12/2020	Northstar IT	DD	4,347.60		LAPTOPS FOR HOME
01/12/2020	Northstar IT	DD	21.60		SPLASHTOP
02/12/2020	CORONA ENERGY	120126	-732.85		CANCEL CHQ
02/12/2020	CORONA ENERGY	120395	732.85		CORONA ENERGY
02/12/2020	Rigby Taylor	120396	816.00		GROUND'S MAINTENANCE
02/12/2020	Chris Bartholomew Electrical C	120397	159.60		ANZAC ROOM LIGHT FITTING
02/12/2020	TOTAL GAS & POWER	120398	86.31		OCTOBER GAS
02/12/2020	Tony Allen	120399	448.87		VARIOUS WFH EQUIP
02/12/2020	HR Services Partnership	120400	288.00		HR SUPPORT & ADVICE
04/12/2020	Northstar IT	dd1	1,394.14		MONTHLY SUPPORT
07/12/2020	The Fuelcard People	DD	75.60		GY06PPX FUEL
07/12/2020	Barclays	DD1	3.00		COMM CHARGES
10/12/2020	Caroline Reid	204741	609.00		DECEMBER CLEANING
10/12/2020	NO BUTTS BIN CO. LTD	204742	492.00		BENCH FOR FIRLE PARK
10/12/2020	BRITISH GAS	204743	162.78		GAS FOR UNIT 14
10/12/2020	AVS FENCING SUPPLIES LTD	204744	257.58		BIG PARK MATERIALS
10/12/2020	L&N CONSULTANCY LIMITED	204745	1,980.00		NOVEMBER CONSULTANCY
10/12/2020	KPS (COMPOSTING SERVICES	204746	25.00		GREEN WASTE
10/12/2020	Codec Facilities Ltd	204747	639.99		BENCH
10/12/2020	CASH	204748	443.78		PETTY CASH TOP UP
10/12/2020	ANDREW PICTON	204749	11.70		MILEAGE
10/12/2020	KEEPERS NURSERY	204750	49.50		KEEPERS NURSERY
10/12/2020	Barclays	DD2	42.00		NOVEMBER PDQ`
14/12/2020	The Fuelcard People	DD	90.17		HK66 WHJ FUEL
17/12/2020	NATIONAL AUTISTIC SOCIETY	204751	201.60		NATIONAL AUTISTIC SOCIETY
21/12/2020	C R Allen & Sons	204752	335.92		HK66WMJ MOT & SERVICE
21/12/2020	Heatcraft And Ventilation ltd	204753	195.00		BOILER
21/12/2020	Lewes District Council	204754	1,146.60		DOG WASTE
21/12/2020	Spy AlarmsLtd	204755	199.20		QUARTERLY FIRE MAINTENANCE
21/12/2020	Trade UK	204756	27.98		WASHERS / REINFORCE COIL
21/12/2020	AMP Services	204757	17.76		DECAL / SCREWS
21/12/2020	Tony Allen	204758	140.33		HEADPHONES
21/12/2020	CHANDLERS BUILDING SUPPLIES	204759	86.78		HUB GUTTERING
21/12/2020	Tony Allen	204760	99.00		SURVEY MONKEY NDP
21/12/2020	CASTLE WATER	204761	129.56		WATER CHARGES - DELL
21/12/2020	TRAVIS PERKINS Trading	204762	17.29		FIRLE ROAD FENCING
21/12/2020	Conect Total Communications	204763	439.70		DECEMBER TELEPHONE
21/12/2020	Chris Bartholomew Electrical C	204764	2,960.20		REPLACE CAFE LIGHTS

**List of Payments made between 01/11/2020 and 31/12/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2020	Double Nine Ltd / Merlin Workw	204765	1,083.48		UNIFORM
21/12/2020	MICHELLE EDSER	204766	315.00		RTPI PROF FEES
21/12/2020	HMRC	204767	6,998.15		NOVEMBER SALARIES
21/12/2020	EAST SUSSEX PENSION FUND	204768	8,494.93		NOVEMBER SALARIES
21/12/2020	Mailserve LTD	204769	119.40		TMR POSTAL RATE CHANGE
21/12/2020	Northstar IT	DD	142.80		MONITOR FOR DEBBIE
22/12/2020	EDF	DD1	93.54		NOVEMBER STREET LIGHTS
22/12/2020	DECEMBER SALARIES	DEC PAY	23,402.17		DECEMBER SALARIES
24/12/2020	Pitney Bowes LTD	DD	200.32		POSTAGE
29/12/2020	Northstar IT	DD	9.00		HDMI CABLES
<b>Total Payments</b>			<u>131,269.88</u>		

## POLICY & FINANCE

### 100 General Administration

4301	Purchase of Furniture/Equipment	3,500	500	-85.7%	
4302	Purchase of Materials	2,500	500	-80.0%	
4306	Printing	7,000	4,000	-42.9%	
4307	Stationery	2,500	500	-80.0%	
4311	Professional Fees - Legal	3,000	3,000	0.0%	
4314	Audit Fees	3,000	3,000	0.0%	
4315	Insurance	10,000	10,000	0.0%	
4321	Bank Charges	100	100	0.0%	
4322	BACS Charges	400	200	-50.0%	
4323	PDQ Charges	800	800	0.0%	
4325	Postage	2,000	1,000	-50.0%	
4326	Telephone	6,000	6,000	0.0%	
4327	Computers	9,500	12,000	26.3%	
4333	Members Allowance	3,500	3,500	0.0%	
4341	Grants	10,000	10,000	0.0%	(Excludes CAB & CTLA)
4342	Subscription	4,500	5,000	11.1%	
4345	CTLA Service Level Agreement	6,000	6,000	0.0%	
4346	CAB Service Level Agreement	11,500	11,500	0.0%	
4347	Climate Change Actions	5,100	0	-100.0%	inc. carbon footprint audit (2020/21 EMR)
4444	Election Costs	6,000	9,000	50.0%	
	General Administration: Expenditure	96,900	86,600	-10.6%	
1001	Precept				
1005	Grants - Lewes DC		0	#DIV/0!	
1013	Income from Photocopying	500	0	-100.0%	
1016	Housing Benefit Claims LDC	15,200	15,200	0.0%	
1094	Other Customer & Client Receipts	1,000	0	-100.0%	
1100	Interest Received	600	300	-50.0%	
1309	Other Income	1,000	2,000	100.0%	
	General Administration: Income	18,300	17,500	-4.4%	
	Net Expenditure over Income	78,600	69,100	-12.1%	

**360 Community House**

4101	Repair/Alteration of Premises	10,000	4,000	-60.0%	To include fire alarm maintenance & equipment
4102	Maintenance of Building		1,000	#DIV/0!	
4111	Electricity	8,000	4,000	-50.0%	
4112	Gas	4,000	3,000	-25.0%	
4122	Service Charge	15,500	20,000	29.0%	
4131	Rates	15,800	15,800	0.0%	
4141	Water Services	16,000	8,000	-50.0%	
4151	Fixtures & Fittings	2,500	1,500	-40.0%	
4161	Cleaning Costs	1,500	1,000	-33.3%	
4162	Cleaning Materials	2,500	2,000	-20.0%	
4163	Personal Hygiene	2,500	2,000	-20.0%	
4167	Cinema Costs	2,000	1,000	-50.0%	
	Water Dispenser	120			
4305	Uniform	500	600	20.0%	
	Community House: Expenditure	80,920	63,900	-21.0%	
1069	C/H Police Room	2,250	2,295	2.0%	
1070	C/H Phoenix Room	6,000	6,120	2.0%	
1072	C/H Copper Room	12,650	12,903	2.0%	
1075	C/H Charles Neville	10,200	10,404	2.0%	
1076	C/H Main Hall	25,600	26,112	2.0%	
1077	C/H Anzac Room	12,700	12,954	2.0%	
1078	C/H Main Kitchen	1,250	1,275	2.0%	
1079	C/H Anzac Kitchen	700	714	2.0%	
1080	C/H Foyer	2,300	2,346	2.0%	
1081	C/H Equipment Hire	1,300	1,326	2.0%	
1085	Caretaking Recharge	1,600		-100.0%	
1091	Cinema Income	4,500	4,500	0.0%	
1092	Electricity Feed-In Tariff	1,000	500	-50.0%	
1200	Income from Recharges	2,000		-100.0%	
	Community House: Income	84,050	81,449	-3.1%	
	<b>Net Expenditure over Income</b>	<b>-3,130</b>	<b>-17,549</b>	<b>460.7%</b>	
	<b>POLICY &amp; FINANCE: Total Expenditure</b>	<b>177,820</b>	<b>150,500</b>	<b>-15.4%</b>	
	<b>POLICY &amp; FINANCE: Total Income</b>	<b>102,350</b>	<b>98,949</b>	<b>-3.3%</b>	
	<b>Net Expenditure over Income</b>	<b>75,470</b>	<b>51,551</b>	<b>-31.7%</b>	

## **PLANNING & HIGHWAYS**

### **130 Neighbourhood Plan**

4337 Neighbourhood Plan  
Neighbourhood Plan: Expenditure

#### **Net Expenditure over Income**

### **200 Planning & Highways**

4101 Bus Shelters  
4111 Streetlight Electricity  
4171 Grounds Maintenance Costs  
4850 Grass Cutting Contract  
4851 Noticeboards  
4852 Mounment & War Memorial  
4853 Street Furniture  
Planning & Highways: Expenditure

#### **Net Expenditure over Income**

**PLANNING & HIGHWAYS: Total Expenditure**

**PLANNING & HIGHWAYS: Total Income**

#### **Net Expenditure over Income**

2020/21 Budget	Draft 2021/22 Budget	% Change
5,000	10,000	100.0%
5,000	10,000	100.0%
<b>5,000</b>	<b>10,000</b>	<b>100.0%</b>
500	1,000	100.0%
1,092	1,092	0.0%
500	500	0.0%
8,669	8,687	0.2%
1,300	1,100	-15.4%
600	600	0.0%
600	600	0.0%
13,261	13,579	2.4%
<b>13,261</b>	<b>13,579</b>	<b>2.4%</b>
<b>18,261</b>	<b>23,579</b>	<b>29.1%</b>
<b>0</b>	<b>0</b>	
<b>18,261</b>	<b>23,579</b>	<b>29.1%</b>



## **CIVIC & EVENTS**

### **110 Civic Events**

4331	Mayor's Allowance	1,500	1,500	0.0%
4332	Mayor's Reception	1,250	1,200	-4.0%
4336	Civic Service	250	250	0.0%
4338	Remembrance Services	500	600	20.0%
4339	In the Event of a Royal Death	250	500	100.0%
4348	Civic Gifts	200	200	0.0%
4349	Civic Training	500	500	0.0%
4350	Mayors Badge	1,200	700	-41.7%
4351	Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

**Net Expenditure over Income**

### **120 Marketing**

4328	Website	2,000	2,500	25.0%
4329	Advertising	1,000	1,000	0.0%
4352	Annual Report	200	200	0.0%
4353	Banner Board	1,000	0	-100.0%
4330	Newsletter	0	1,500	#DIV/0!

Marketing: Expenditure

1048	E-News advertising	500	500	0.0%
1301	Filming	0	2,000	#DIV/0!
1049	Banner Board Income	6,500	3,250	-50.0%
1045	Event Sponsorship	0		#DIV/0!

Marketing: Income

**Net Expenditure over Income**

2020/21 Budget	Draft 2021/22 Budget	% Change
6,150	5,950	-3.3%
<b>6,150</b>	<b>5,950</b>	<b>-3.3%</b>
4,200	5,200	23.8%
7,000	5,750	
<b>-2,800</b>	<b>-550</b>	<b>-80.4%</b>

430    Summer Fair

4329	Advertising	350	0	
4500	Event Staff Overtime	1,150	0	
4900	Miscellaneous Expenses	1,200	0	
	Summer Fair: Expenditure	2,700	0	
1045	Event Sponsorship	500	0	
1046	Stall Income (Events)	1,400	0	
1094	Other Customer & Client Receipts	800	0	
	Summer Fair: Income	2,700	0	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	

440    Christmas Market

4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	1,000	1,000	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	300	
	Christmas Market: Income	2,300	2,300	
	<b>Net Expenditure over Income</b>	<b>-140</b>	<b>-140</b>	

<b>CIVIC &amp; EVENTS: Total Expenditure</b>	<b>15,350</b>	<b>13,450</b>	<b>-12.4%</b>
<b>CIVIC &amp; EVENTS: Total Income</b>	<b>12,000</b>	<b>8,050</b>	
<b>Net Expenditure over Income</b>	<b>3,350</b>	<b>5,400</b>	<b>61.2%</b>

## LEISURE, AMENITIES & ENVIRONMENT

### 300   Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle	4,400	6,900	56.8%
4203	Fuel	5,600	5,600	0.0%
4204	Road Fund License	600	600	0.0%
4305	Uniform	700	800	14.3%
Grounds Team: Expenditure		11,300	13,900	23.0%

### **Net Expenditure over Income**

<b>11,300</b>	<b>13,900</b>	<b>23.0%</b>
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### 310   Sports Park

4111	Electricity	6,000	3,000	-50.0%
4141	Water Services	3,500	0	-100.0%
4161	Cleaning Costs	7,300	8,000	9.6%
4164	Trade Refuse	4,500	4,500	0.0%
4171	Grounds Maintenance Costs	7,800	10,000	28.2%
Sports Park: Expenditure		29,100	25,500	-12.4%

Excludes café usage which will be budgeted separately

To include all outdoor areas

If another toilet is built this will increase

1025	Rent & Service Charge	15,000	13,574	-9.5%
1039	S/P Cats	3,600	0	-100.0%
1041	S/P Telephone Masts	4,300	4,300	0.0%
1043	S/P Football Pitches	2,500	2,550	2.0%
1061	S/P Court and MUGA Hire	5,300	5,406	2.0%
Sports Park: Income		30,700	25,830	-15.9%

### **Net Expenditure over Income**

<b>-1,600</b>	<b>-330</b>	<b>-79.4%</b>
---------------	-------------	---------------

### 315   Big Park

4101	Repair/Alteration of Premises	0	3,000	#DIV/0!
4121	Rents	12,000	15,000	25.0%
4131	Rates	2,500	2,500	0.0%

4141	Water Services	500	0	-100.0%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	4,750	5,000	5.3%	
4302	Purchase of Materials	0	0	#DIV/0!	
4303	Machinery Mtce/Lease	4,500	3,000	-33.3%	Inc service of mower, parts, etc.
	Big Park: Expenditure	25,250	29,500	16.8%	
1005	Grants - Lewes DC	0	0	#DIV/0!	
1094	Other Customer & Client Receipts	0	0	#DIV/0!	
tbc	Transfer from Big Park EMR	10,000	15,000	50.0%	
	Big Park: Income	10,000	15,000	50.0%	
	<b>Net Expenditure over Income</b>	<b>15,250</b>	<b>14,500</b>	<b>-4.9%</b>	
<b>316</b>	<b>Gateway Café</b>				
4101	Repair/Alteration of Premises	0	3,000	#DIV/0!	
4111	Electricity	900	4,200	366.7%	
TBC	Telephone & Wifi	0	420	#DIV/0!	
TBC	CCTV Maintenance	0	1,500	#DIV/0!	
TBC	Servicing / Maintenance	0	1,000	#DIV/0!	To include electrical tests that are required
	Gateway Café: Expenditure	900	10,120	1024.4%	
1025	Rent & Service Charge	8,480	8,650	2.0%	0
	Gateway Café: Income	8,480	8,650	2.0%	
	<b>Net Expenditure over Income</b>	<b>-7,580</b>	<b>1,470</b>	<b>-119.4%</b>	
<b>320</b>	<b>Play Areas</b>				
4101	Repair/Alteration of Premises	0		#DIV/0!	
4111	Electricity	0		#DIV/0!	
4161	Cleaning Costs	0		#DIV/0!	
4301	Purchase of Furniture/Equipment	0		#DIV/0!	
	Play Areas: Expenditure	0	0	#DIV/0!	

# **Net Expenditure over Income**

## **330 Parks & Open Spaces**

4101	General Repairs	4,710	5,000	6.2%	
tbc	Vandalism Repairs	5,000	2,000	-60.0%	
4141	Water Services	1,750	5,000	185.7%	To nclude all outdoor areas
4164	Trade Refuse	2,500	2,000	-20.0%	
4171	Grounds Maintenance Costs	10,000	4,000	-60.0%	
4301	Purchase of Furniture/Equipment	3,000	6,000	100.0%	
tbc	Tree Works	5,000	2,000	-60.0%	
tbc	Signage	2,000	2,000	0.0%	
tbc	Climate Change Actions	1,000	1,000	0.0%	
tbc	Tree Planting	2,500	2,500	0.0%	Carry over existing budget
Amenity Area: Expenditure		37,460	31,500	-15.9%	
1044	Hire of the Dell	5,000	5,100	2.0%	
1050	Allotment Rent	1,950	2,145	10.0%	
Amenity Area: Income		6,950	7,245	4.2%	

# **Net Expenditure over Income**

**30,510 24,255 -20.5%**

## **355 The Hub**

4103	Annual Servicing Costs	1,500	2,000	33.3%	
4111	Electricity	1,500	1,500	0.0%	
4112	Gas	1,500	1,500	0.0%	
4131	Rates	1,000	0	-100.0%	
4171	Maintenance of Hub	4,000	4,000	0.0%	
TBC	Music Licence	500	500	0.0%	
The Hub: Expenditure		10,000	9,500	-5.0%	
1084	The Hub	16,000	16,320	2.0%	
The Hub: Income		16,000	16,320	2.0%	

# **Net Expenditure over Income**

**-6,000 -6,820 13.7%**



<b>LEISURE, AMENITIES &amp; ENV: Total Expenditure</b>	<b>114,010</b>	<b>120,020</b>	<b>5.3%</b>
<b>LEISURE, AMENITIES &amp; ENV: Total Income</b>	<b>72,130</b>	<b>73,045</b>	<b>1.3%</b>
<b>Net Expenditure over Income</b>	<b>41,880</b>	<b>46,975</b>	<b>12.2%</b>

## PERSONNEL

### 100 General Administration

4001	Salaries
4002	ER's NIC
4003	ER's Supn
4004	Overtime
4011	Staff Training
4212	Staff Mileage Costs
4312	Professional Fees - HR
TBC	Professional Fees - Consultancy
4334	Members Training
tbc	Support Services

General Administration: Expenditure

### **Net Expenditure over Income**

**PERSONNEL: Total Expenditure**

**PERSONNEL: Total Income**

**Net Expenditure over Income**

2020/21 Budget	Draft 2021/22 Budget	% Change
390,000	391,000	0.3%
33,685	40,000	18.7%
62,514	70,200	12.3%
5,000	1,000	-80.0%
5,000	5,000	0.0%
1,000	500	-50.0%
4,000	2,000	-50.0%
0	2,000	#DIV/0!
1,500	1,500	0.0%
2,500	0	-100.0%
505,199	513,200	1.6%
505,199	513,200	1.6%
505,199	513,200	1.6%
0	0	
505,199	513,200	1.6%

## COUNCIL

	2020/2021 Budget	Draft 2021/22 Budget	% Change
Policy & Finance	177,820	150,500	-15.4%
Planning & Highways	18,261	23,579	29.1%
Civic & Events	15,350	13,450	-12.4%
Leisure, Amenities & Environment	114,010	120,020	5.3%
Personnel	505,199	513,200	1.6%
<b>Total Expenditure</b>	<b>830,640</b>	<b>820,749</b>	<b>-1.2%</b>
Policy & Finance	102,350	98,949	-3.3%
Planning & Highways	0	0	
Civic & Events	12,000	8,050	
Leisure, Amenities & Environment	72,130	73,045	1.3%
Personnel	0	0	
<b>Total Income</b>	<b>186,480</b>	<b>180,044</b>	<b>-3.5%</b>
<b>Net Expenditure over Income</b>	<b>644,160</b>	<b>640,705</b>	<b>-0.5%</b>
<b>Precept</b>	<b>£644,160</b>	<b>£640,705</b>	<b>-0.5%</b>
<b>Tax Base</b>	<b>4,717.6</b>	<b>4,805.0</b>	<b>1.9%</b>
<b>Band D</b>	<b>£136.54</b>	<b>£133.34</b>	<b>-2.3%</b>



**Agenda Item:** PF  
**Committee:** Policy & Finance Committee.  
**Date:** 18<sup>th</sup> January 2021  
**Title:** New Centenary Park gates and bollards  
**Report Author:** Town Clerk  
**Purpose of Report:** To approve funding from PTC CIL monies

---

### **Summary of recommended actions**

To note the contents of this report.

The committee is asked to authorise this project and PTC CIL expenditure and for the Grounds Team to carry out the works a.s.a.p.

### **Introduction**

Draft minute from the meeting of the LA&E Committee, held on the 15<sup>th</sup> December 2020:-

*“LA 506 TO AGREE THE COSTS FOR THE CENTENARY PARK GATE AND BOLLARDS*

*The Parks Officer’s report was received and noted.*

*The Parks Officer reported that at the last meeting it was agreed to purchase some bollards to place across from the cycle hub to stop vehicles entering the Park and causing damage to the football pitches and for safety for park users.*

*The urgency of this matter was noted. Funding will be from PTC CIL monies initially, with the intention of claiming S.106 funding in due course.*

*It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval.”*

### **Background**

The cycle hub has been given permission to make a paved area in front of their container for bicycle maintenance and gatherings. By installing the proposed bollards and gate we will stop vehicles and pedestrians coming into conflict.

### **Analysis**

The estimated costs are as follows

9 recycled plastic bollards £756+vat

1x 12-foot Wooden gate, 1 x 6ft gate, posts, and sundries £600.00+vat (to have one gate it would need to be a metal field gate)

Having researched online for recycled plastic bollards, the Parks Officer discovered many of the different links that came up were connected to the same company, so asked for one quote on the understanding that if he would try to get them cheaper when purchasing.

The gates and posts were taken from PTC’s usual suppliers’, AVS fencing, web site and again the Parks Officer will try to get the cost reduced.

### **Implications**

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

<b><u>Financial</u></b>	£1356.00 from PTC CIL monies. We hope to claim back the cost from S.106 contributions.
<b><u>Legal</u></b>	The Council must protect its property and the users. There are insurance considerations.
<b><u>Environmental and sustainability</u></b>	Protection of green space.
<b><u>Crime and disorder</u></b>	Prevents ASB and unauthorised access.
<b><u>Climate</u></b>	None.

## **Appendices/Background papers**



### **9x BX69 5705-RT single reflective stripe**

Whitmore Recycled Plastic Bollards

120mm dia

1500mm overall length

Root fixed

Coloured black

White reflective band

**£58 each**

### **9x BX69 5700-RT three reflective stripes**

Traffic Recycled Plastic Bollards

150mm dia

1400mm overall length

Root fixed

Coloured black

White reflective bands

**£65 each**

**1x Delivery charge, based on carriage to a BN postcode area (1x double pallet, no off-loading)-**

**£108**

Lead time- approx. 2-3 weeks.

PLEASE NOTE: ALL PRICES ARE EX. VAT

**Agenda Item:** PF  
**Committee:** Policy & Finance Committee.  
**Date:** 18<sup>th</sup> January 2021  
**Title:** Epinay Park retaining wall replacement  
**Report Author:** Town Clerk  
**Purpose of Report:** To approve the use of PTC CIL monies

---

### **Summary of recommended actions**

1. To note the contents of this report.
2. To approve the use of PTC CIL funds for this work.

### **Introduction**

Epinay park in its current layout was set up in 2005 with extensive landscaping creating flat areas for a playground

### **Background**

As part of this a wooden retaining wall was put in this has now rotted away and the youths have now snapped some of the logs off.

### **Analysis**

Draft minute of the LA&E Committee meeting held on the 15<sup>th</sup> December 2020:-

#### ***“LA 507 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE EPINAY PARK PLAYGROUND RETAINING WALL***

*The Parks Officer’s report was received and noted.*

*The Parks Officer reported to the Committee that the Life span of the wooden retaining wall has come to an end. It is requested that the Committee decide on either replacing the wall with recycled plastic log or create a grass bank. The SPO noted that these repair works are really a wear and tear maintenance issue so more than likely, will have to be funded by the Town Council’s CIL monies if there is no S106 funding for this work.*

*It was resolved to create a grass bank in place of the wall. This was proposed by Cllr White and seconded by Cllr Sharkey*

*It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval The Parks Officer will obtain further detailed quotes for the grass bank works and allowing for the retention of spoil to build the banking and retention of the old wooden posts to be left to degrade locally.”*

Quotes are as follows

### **To replace the wooden wall with a grass slope**

G Webb groundworks £6450.00 +vat (2.5% reduction if chosen to carry out both Epinay work and the Dell work).

Playsafe playgrounds £4605.00+vat or £3575.00 +vat if awarded The Dell work as well.

Barcombe landscapes £ 4100.00+vat.

### **Implications**

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

<b><u>Financial</u></b>	See above. Use of PTC CIL monies is proposed.
<b><u>Legal</u></b>	Health & Safety. Insurance.
<b><u>Environmental and sustainability</u></b>	Natural solution. Logs will be recycled and allowed to rot for insect propagation.
<b><u>Crime and disorder</u></b>	Reduced vandalism.
<b><u>Climate</u></b>	Minimal impact on carbon footprint.

### **Appendices/Background papers**

Quotes received





## PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,  
Midhurst, West Sussex. GU29 0JS  
Tel: 01730 815472 Fax: 01730 815872  
E-mail: [info@playsafeplaygrounds.co.uk](mailto:info@playsafeplaygrounds.co.uk)

Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven  
BN10 8BB

[parksofficer@peacehaventowncouncil.gov.uk](mailto:parksofficer@peacehaventowncouncil.gov.uk)

Ref: 32020 ( R 2 )

17th December 2020

QUOTATION – Epinary Playground, Peacehaven

### Quotation Summary Sheet

- **Site Setup** – H&S, welfare and site security
- **Old retaining log fence removal** – Break out existing log fence
- **Level up ground works** – Grade off existing bank.
- **Carpet edge repair** – Reinstate carpet edge as required

---

*Grade off existing bank*

*Total = £4605.00 + VAT*

---

### **Discount**

*Should works be undertaken as one order with quotation ref:  
31920 ( The Dell ) please deduct from the above*

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*Total = £1030.00 + VAT*

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## See detailed price break down below

### Site Setup and security

Provide all pre start Health and Safety documentation relating to the site such as site-specific RAMS, relevant accreditations, certifications and qualifications.

Provide heras fence to the perimeter of the working area for the duration of works

Provide site welfare facilities for works staff

### Existing retaining log wall removal

Uplift edge of existing carpet surface to allow access to concrete foundations

Break out existing timber retaining log wall and dispose of to approved waste disposal site.

Clear site from waste

### Graded bank

Grade existing bank creating angled even slope

Create small play mounds on site with excavated soil .

Lay screened / seeded top soil to all grades and mounding areas

### Carpet repair

Supply and fit treated timber edge to exposed face of carpet and secure carpet in place

Backfill edge with seeded screened topsoil,

### Waste / Reinstatement

All arisings, waste and surplus materials to be removed from site on a daily basis.

Areas of landscaping damaged by works access to be made good, finished with seeded / screened top soil

Prices include all plant, materials and labour required to carry out the works.

### Our installation

All works ( including groundworks ) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

**CHAS, Constructionline and SMAS.**

## **PLAYSAFE PLAYGROUNDS LIMITED**

### **TERMS AND CONDITIONS**

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation he should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for two (2) months from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 50 metres from site, and access of 1.3 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
  - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
  - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.



# BARCOMBE LANDSCAPES LTD

Landscape, Amenity & Agricultural Contractors

Covering East & West Sussex

Telephone: 01273 400259

Office: 01273 401010

Email: [mail@barcombelandscapes.co.uk](mailto:mail@barcombelandscapes.co.uk)

Web: [www.barcombelandscapes.co.uk](http://www.barcombelandscapes.co.uk)

Directors: BMH Cooper & DCT Cooper

VAT No: 730221390

Company Registration No. 02925611

Springlands

Town Littleworth

Cooksbridge

Nr Lewes

East Sussex

BN8 4TH

Family business since 1936

Peacehaven Town Council,  
c/o Kevin Bray,  
Meridian Centre,  
Peacehaven.

20-12-2020,

Dear Kevin,

Thank you for your recent enquiry. We have pleasure in submitting the following prices for your consideration;

**The Dell;**

To remove existing log boundary, breaking out concrete at ground level. Then to dig new trench and set in new posts made with recycled plastic in brown. Posts to be 150mm diameter. To reduce the size of the play area as per your spec, plus supply and fit extra section of palisade fence in the resulting gap. All posts etc to be disposed of ethically. Public safety barriers etc. (heras) to be in place during the works; £ 15853 +vat.

**Epinay Park;**

To remove logs and batter back bank, and move the resulting soil to elsewhere in the park, and turf both places; £ 4100 +vat.

Lead time for supply of plastic logs is early/ mid-February, depending upon Brexit arrangements. Assuring you of our best attention at all times.

Yours sincerely,  
Mark Cooper





# G Webb Groundworks

22 Broomfield Avenue  
Telscombe Cliffs  
East Sussex BN10 7AL  
Tel/Fax 01273 587147  
Mob 07803 179309

Email [webbiedigsahole@gmail.com](mailto:webbiedigsahole@gmail.com)

17 December 2020

Mr Kevin Bray  
Parks Officer  
Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven BN10 8BB

## QUOTATION

**Re: Epinay Park, Wooden Wall replacement**

Please accept as written, quotation for the following:

### Option 1

- Herras fence the works area for safety and security
- Dig out and dispose of wooden post wall (approx. 15 metres in length)
- Replace with equivalent 150mm diameter brown recycled plastic posts
- Reinstate works area and access

**All for the sum of £7,245 + VAT**

### Option 2

- Herras fence the works area for safety and security
- Remove and dispose of existing wooden posts
- Excavate the form mow-able slope (approx. 3 metres back from post line) to match existing slopes
- Move spoil to deposition area in north end of park
- Re-shape spoil to form new mound
- Re-turf area of excavation with standard turf
- Re-turf new mound with standard turf
- Reinstate works area and access

**All the above for the sum of £6,450 + VAT**

### Note:

Please be advised, there is a lead time of 2-6 weeks for the supply of the recycled plastic posts.

**Agenda Item:** PF  
**Committee:** Policy & Finance Committee.  
**Date:** 18<sup>th</sup> January 2021  
**Title:** Dell retaining wooden wall replacement  
**Report Author:** Town Clerk  
**Purpose of Report:** To approve the use of PTC CIL monies for these works

---

### **Summary of recommended actions**

1. To note the contents of this report.
2. To approve the use of Peacehaven Town Council CIL money to pay for the works.

### **Introduction**

The Dell playground was installed in 2009, the sand pit has a retaining wall made from 6 inch round wooden posts, these are now showing signs of rot and need to be replaced

### **Background**

It is recommended by the LA&E Committee that we replace the wooden posts with recycled plastic posts and to reduce the sand area by 4 meters.

Draft minute from the LA&E Committee meeting held on the 15<sup>th</sup> December 2020:-

### ***"LA 508 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE DELL PLAYGROUND RETAINING WALL***

*The Parks Officer reported that it was decided at the last meeting to complete these works but that further quotes were requested.*

*It was resolved to investigate the quotes further and look to see if we can negotiate a discount by using the same company for both the works at The Dell and Epina Park The project will then be referred to the Policy & Finance Committee and then to Full Council."*

### **Analysis**

A specification was sent out to three companies and quotes for the works were sent back as follows:

Barcombe landscapes £ 15,853.00 +vat

Playsafe playgrounds £26,272.00+vnt (If awarded the Epina Park works as well, a discount of £1,030.00 will be applied to those works).

G Webb groundworks £24,000.00 +vat (2.5% reduction if chosen to carry out both Epina work and The Dell work).

## **Implications**

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

<b><u>Financial</u></b>	Proposal to use PTC CIL money
<b><u>Legal</u></b>	Health & Safety and insurance considerations.
<b><u>Environmental and sustainability</u></b>	Plastic posts should last at least double the life of wooden posts.
<b><u>Crime and disorder</u></b>	Sturdier construction will reduce vandalism.
<b><u>Climate</u></b>	Minimised impact on carbon footprint.

## **Appendices/Background papers**

# **THE DELL PLAYGROUND RETAINING WALL PROJECT**

## **Location**

The Dell is located in Rowe avenue, Peacehaven BN10 7PF

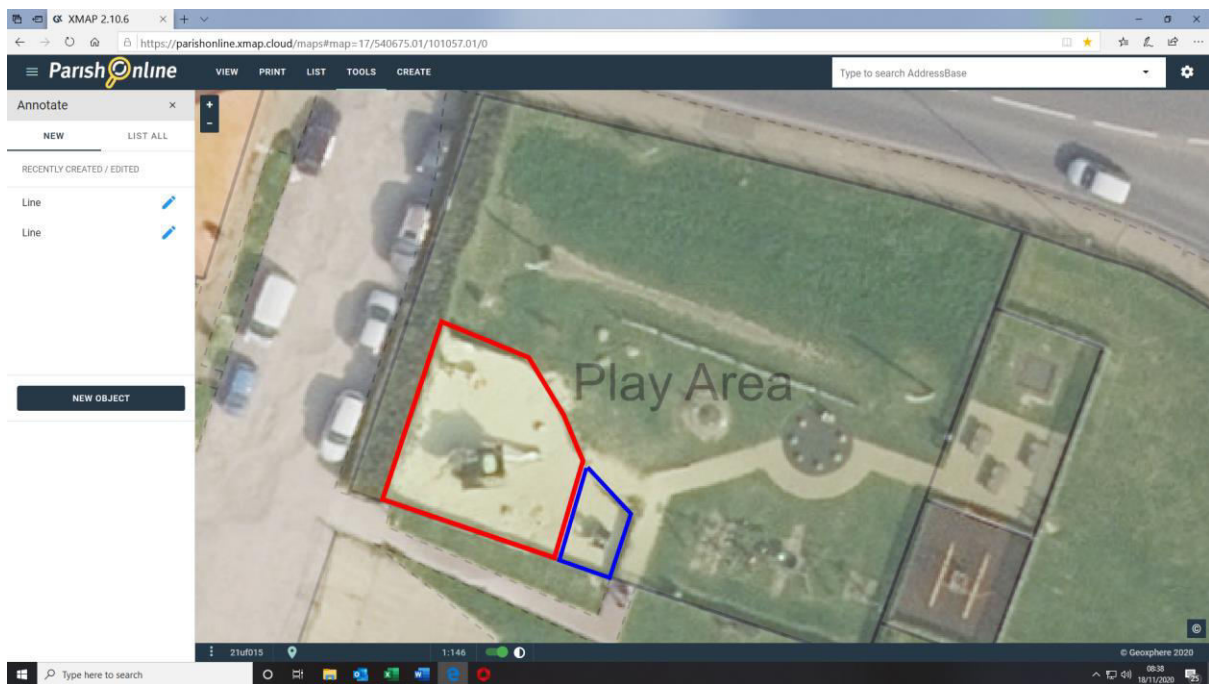


## **Works required**

To replace the existing round wooden log retaining wall around the sand pit with 150mm diameter round recycled plastic logs (brown), at the same time to reduce the eastern end of the sand pit by 4 meters removing the dolphin springer and removing the soil and returfing to leave the area level with the pathway to allow for new equipment to be put there in the future.

Surplus sand to be spread back on to sand pit area to bring levels back to correct height and the remains of the yellow digger to be removed.

- The area will need to be secured over night during the works to avoid injuries to public etc.
- All spoil to be removed from site and disposed of ethically.
- All damage caused to the surrounding area to be repaired and site left clear of debris before completion of the contract.



KEY:

RED- line is the route of the replacement logs

BLUE- is the area to be removed and ground left level with the pathway

All quotes should include disposal of the old wooden posts, dolphin springer, yellow digger and leaving the site secure, clean, and tidy at the end of each working day.





Picture showing the section to be removed and lowered to the level of the pathway and turfed.

Section of sand relocated and reduced in height to be level with the pathway, so the steps and entrance are removed, Dolphin and remains of the yellow digger equipment to be removed.

The approximate new edge of the sand pit marked in blue





### **Examples of recycled plastic post suppliers**

<https://www.recycledplasticbuildingmaterials.co.uk/plastic-extrusions-lumber/recycled-mixed-plastic-round-post-with-point-hanit-ductile.html>

<https://www.filcris.co.uk/product/solid-round-brown-150mm-diameter-x-1m-post-with-a-point-sb150100>

### **Appendices/Background papers**

### **QUOTES**



# BARCOMBE LANDSCAPES LTD

Landscape, Amenity & Agricultural Contractors

Covering East & West Sussex

Telephone: 01273 400259

Office: 01273 401010

Email: [mail@barcombelandscapes.co.uk](mailto:mail@barcombelandscapes.co.uk)

Web: [www.barcombelandscapes.co.uk](http://www.barcombelandscapes.co.uk)

Directors: BMH Cooper & DCT Cooper

VAT No: 730221390

Company Registration No. 02925611

Springlands

Town Littleworth

Cooksbridge

Nr Lewes

East Sussex

BN8 4TH

Family business since 1936

Peacehaven Town Council,  
c/o Kevin Bray,  
Meridian Centre,  
Peacehaven.

20-12-2020,

Dear Kevin,

Thank you for your recent enquiry. We have pleasure in submitting the following prices for your consideration;

**The Dell;**

To remove existing log boundary, breaking out concrete at ground level. Then to dig new trench and set in new posts made with recycled plastic in brown. Posts to be 150mm diameter. To reduce the size of the play area as per your spec, plus supply and fit extra section of palisade fence in the resulting gap. All posts etc to be disposed of ethically. Public safety barriers etc. (heras) to be in place during the works; £ 15853 +vat.

**Epinay Park;**

To remove logs and batter back bank, and move the resulting soil to elsewhere in the park, and turf both places; £ 4100 +vat.

Lead time for supply of plastic logs is early/ mid-February, depending upon Brexit arrangements. Assuring you of our best attention at all times.

Yours sincerely,  
Mark Cooper



# G Webb Groundworks

22 Broomfield Avenue  
Telscombe Cliffs  
East Sussex BN10 7AL  
Tel/Fax 01273 587147  
Mob 07803 179309

Email [webbiedigsahole@gmail.com](mailto:webbiedigsahole@gmail.com)

30 November 2020

Mr Kevin Bray  
Parks Officer  
Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven BN10 8BB

## QUOTATION

**Re: The Dell Playground, Retaining wall**

Please accept as written, quotation for the following:

- Remove existing wooden posts to licenced disposal
- Replace all wooden posts with new 150mm brown recycled plastic posts
- Reduce play pit size (Eastern end) by 4 metres, spreading surplus clean sand back on sand play area and removing surplus to licenced disposal
- Remove 2 number pieces of play equipment (dolphin and digger)
- Returf excavated/removed section of play area, approx. 20 square metres
- Leave site clean and tidy

**All the above for the sum of £24,000 + VAT**

### **Note:**

Please be advised, there is a lead time of 2-6 weeks for the supply of the recycled plastic posts.





## PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,  
Midhurst, West Sussex. GU29 0JS  
Tel: 01730 815472 Fax: 01730 815872  
E-mail: [info@playsafeplaygrounds.co.uk](mailto:info@playsafeplaygrounds.co.uk)

Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven  
BN10 8BB

[parksofficer@peacehaventowncouncil.gov.uk](mailto:parksofficer@peacehaventowncouncil.gov.uk)

Ref: 31920

7<sup>th</sup> December 2020

QUOTATION – Dell playground, Peacehaven

### Quotation Summary Sheet

- **Site Setup** – H&S, welfare and site security
- **Old log fence removal** – break out existing log fence
- **Old play equipment removal** – break out dolphin seesaw and digger
- **Level up ground works** – excavate out playground area to remaining grass.
- **New recycled log fence installation** – install new retainer.

#### Option 1

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*Recycled mixed plastic 1m height log wall totalling  
approx 41.5Lm*

***Total = £26,272.00 + VAT***

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#### Option 2

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*Recycled mixed plastic 800mm height log wall  
totalling approx 41.5Lm*

***Total = £24,171.00 + VAT***

---

## **See detailed price break down below**

### **Site Setup and security**

Provide all pre start Health and Safety documentation relating to the site such as site-specific RAMS, relevant accreditations, certifications and qualifications.

Provide heras fence to the perimeter of the working area for the duration of works

Provide site welfare facilities for works staff

### **Existing log wall removal**

Grade back sand and relocate on remaining play area

Break out concrete foundation to existing timber log wall and dispose of all materials to approved waste disposal site.

Break out existing Dolphin seesaw and digger play equipment, dispose of to approved waste disposal site.

Grade down (average 500mm) to grass level removed section of playground. Area will be top soiled and seeded.

Clear site of all waste materials

### **Option 1 - New 1m height Recycled Mixed Plastic Log Wall**

Supply and install new 1m height recycled mixed plastic log wall

c/w recycled mixed plastic rail support secured 100mm from top of wall

Wall set into poured concrete 7 cubic metre poured concrete foundation

Install 1 set of steps from recycled mixed plastic sleepers c/w black wetpour inlay.

### **Option 2 - New 80 cm height Recycled Mixed Plastic Log Wall**

Supply and install new 800mm height recycled mixed plastic log wall

c/w recycled mixed plastic rail support secured 100mm from top of wall

Wall set into poured concrete 6 cubic metre poured concrete foundation

Install 1 set of steps from recycled mixed plastic sleepers c/w black wetpour inlay.

### **Waste / Reinstatement**

All arisings, waste and surplus materials to be removed from site on a daily basis.

Areas of landscaping damaged by works access to be made good, finished with seeded / screened top soil

Prices include all plant, materials and labour required to carry out the works.

### **Our installation**

All works ( including groundworks ) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

**CHAS, Constructionline and SMAS.**

## **PLAYSAFE PLAYGROUNDS LIMITED**

### **TERMS AND CONDITIONS**

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation he should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for two (2) months from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 50 metres from site, and access of 1.3 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
  - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
  - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.

**Agenda Item:** PF  
**Committee:** Policy & Finance Committee.  
**Date:** 18<sup>th</sup> January 2021  
**Title:** Shredder purchase  
**Report Author:** Town Clerk  
**Purpose of Report:** To approve the use of Capital Reserves funding

---

### **Summary of recommended actions**

1. To note the content of this report.
2. To approve the use of Capital Reserves funding for purchasing a Prof 6 shredder.

### **Introduction**

The LA&E Committee agreed to purchase a shredder, and the Parks Officer has investigated the options and recommends the Eliet Prof 6 Shredder (on wheels). This model can be safely loaded on to the truck and then driven under its own power on to the area being worked causing less damage to the turf than a trailer version.

### **Background**

The ground staff currently take the green waste to Isfield to be turned in to compost.

Draft minute from the LA&E Committee meeting held on the 15<sup>th</sup> December 2020:-

#### **“509 TO DECIDE ON THE PURCHASE OF A SHREDDER**

The circulated report was noted and discussed.

Cllr Seabrook noted that the staff time savings alone justified the purchase of this shredder, giving a payback period of around three years.

The Parks Officer reported that this was the only type of shredder available for the Grounds Team’s purposes, others being too industrial or designed for home use.

It was resolved to purchase the shredder. The Clerk will refer this project to the Policy & Finance Committee for approval of funding.”

### **Analysis**

#### **ESTABLISHING NEED.**

1. Green waste disposal is no longer available at Newhaven, so it needs to be taken to Isfield outside of Ringmer a 30-mile round trip.
2. Demand at present is up to 25 journeys per year.
3. Previously used tractor mounted shredder not fit for purpose and was scrapped.
4. Congested roads to and from green waste site

## **UTILITY BENEFIT**

- a. A shredder would enable on site work, thus reducing time lost travelling.
- b. Would create mulch to be used instead of needing to purchase
- c. Reducing need to watering in the summer.

The Parks Officer researched shredders/ chippers and chose the Eliet Prof 6 as the best option for PTC, a demonstration of the Prof 6 machine was carried out on the 1<sup>st</sup> December with all the Ground Staff present and a truck load of hedge cuttings and weeds were used to test the capabilities of the machine. All the Ground Staff were very impressed with the machine, it took approximately 20 minutes to shred the load. It is self-driven so it can be taken on site to where the work is taking place and can be loaded on to the truck for transportation.

## **Implications**

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

<b><u>Financial</u></b>	£8,675.00 +vat. To be bought using PTC capital reserves
<b><u>Legal</u></b>	None
<b><u>Environmental and sustainability</u></b>	Saving fuel costs, wear/ tear on vehicles and staff time. Reduction in cost of buying in mulch.
<b><u>Crime and disorder</u></b>	None
<b><u>Climate</u></b>	Reduction in CO2

## **Appendices/Background papers**

Please see attached spreadsheet regarding costs and savings associated with buying this shredder.

## Quote

**From:** [info@ampsussex.com](mailto:info@ampsussex.com) <[info@ampsussex.com](mailto:info@ampsussex.com)>

**Sent:** 02 December 2020 09:45

**To:** Ground Staff <[groundstaff@peacehaventowncouncil.gov.uk](mailto:groundstaff@peacehaventowncouncil.gov.uk)>

**Subject:** Eliet Prof 6 Shredder

Hi Kevin

Good catching up yesterday and hopefully the demonstration of the Prof 6 ON WHEELS was useful.



Weblink - [Eliet Machines | Products](#)

The machine has a RRP of £9,559.81+VAT, **AMP Price £8,675+VAT**. This quote is valid for 30 days. Please note that we are anticipating Eliet raising their pricing in the new year by 3 to 4%.

Should Peacehaven Town Council decide to purchase the Eliet Prof 6 from AMP the machine would be supplied ready to use and I will organise for the machine to be delivered by one of our mechanics who will run through the main points of the machine, instruct on its use and cover basic maintenance and fault finding.

AS 30 Weedhex weed remover. We took the opportunity to briefly show you the Weedhex, if there is interest to organise a proper demonstration let me know since AMP keep one on site which we can bring through at your convenience.

Ransomes – Potentially AMP could look at this but I would want one of my mechanics to have a look at the deck in our workshop (so we can get it into the air) to see if it is weldable.

Kubota – Let me know if you want me to book it in to have the pre heaters looked at.

Hopefully I have covered everything, if not let me know.

*Kind Regards*

*Rupert*

**Tel** 01273 418918

**Email** [info@ampsussex.com](mailto:info@ampsussex.com)

**New Address:** Unit 33, Mackley Industrial Estate, Small Dole. BN5 9XR



### Specification

Manufacturer	Eliet
Model	MA 032 010 439
Engine Power	14 hp
Engine Make	Subaru EX40
Professional/ Domestic/ Hire	Professional
Fuel Type	Petrol
Material Diameter	10cm
Overall Dimensions	1780 x 810 x 1520mm

<b>Weight</b>	361kg
<b>Wheeled</b>	Yes
<b>Chopping speed (cuts/min)</b>	48,000
<b>Infeed mechanism</b>	560 X 520 mm
<b>Capacity</b>	4 m3/hour / 475kg
<b>Blade Type</b>	Steel blades HS
<b>No. of Blades</b>	24



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The manual can be downloaded here

<https://docs.google.com/viewer?url=https://www.psdgroundscare.co.uk/productattachments/index/download?id=217>

Shredding's spread onto the Centenary park shrub beds





Big hopper opening to fit smaller hedge cuttings





Easy maintenance



### Using Ringmer Site

Distance Per trip		30 Miles
Cost per mile	£	0.18
Cost Fuel per trip	£	5.45

Time Taken		1
Cost per hour	£	16.00
Cost per trip	£	16.00

Disposal Cost per trip	£	24.00
Cost of Chippings per year	£	2,000.00

No Trips per year		20
<b>Total Cost per year</b>	<b>£</b>	<b>2,908.96</b>

CO2 emissions per mile	0.411 Kg per mile
CO2 emissions per trip	12.33 Kg

<b>CO2 emissions per year</b>	<b>246.6 Kg</b>
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Cost of Shredder	£	8,675.00
Cost saving per year	£	2,585.96
Pay back period		<b>3.35 Years</b>

### **Risk Factors**

Petrol costs likely to increase each year  
Disposal costs likely to increase significantly  
Possibility of disposal site closing and then further travel  
Without muching additional watering is needed or trees and shrubs will die

Savings over lifetime	15 years	£ 38,789.40
Purchases Price		£ 8,500.00

Net Savings		<b>£ 30,289.40</b>
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### Using Shredder

Time per Shred		0.25
Cost per hour	£	0.60
Cost Fuel per shred	£	0.15

Time Taken		1
Cost per hour	£	16.00
Cost per trip	£	16.00

Disposal Cost per shred	£	-
Cost of Chippings per year	£	-

No Shreads per year		20
<b>Total Cost per year</b>	<b>£</b>	<b>323.00</b>

CO2 emissions per shred		2
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<b>CO2 emissions per year</b>	<b>47.84</b>
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<b>669.76</b>
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**% Savings**

Chippings used on play areas

**89%**

**Kg**

**81%**

**Kg**

# Peacehaven Town Council

Meridian Centre, Meridian Way

Peacehaven, East Sussex, BN10 8BB

Tel: 01273 585493



## 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 granted, please provide bank account details. All grants will be paid by BACS transfer:

Account Name: .....

Sort Code: .....

Account Number: .....

### 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

## **7. MEMBERSHIP**

**Total Membership / Service Users:** .....

**Membership / Service Users resident in Peacehaven** .....

## **8. REASON FOR GRANT REQUEST:**

*(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event, How many Peacehaven residents will benefit from this application?)*

**9. PROJECT END DATE:** .....

## **10. AMOUNT OF GRANT REQUESTED**

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

## **11. ENVIRONMENTAL IMPACT**

*(The council has declared a "Climate Emergency", how will your grant contribute to limiting the effects of climate change? Does your project have any negative effects on climate change and how will you mitigate this?)*

**12. WHO HAVE YOU APPLIED TO FOR OTHER GRANTS:**

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

**13. DETAILS OF PREVIOUS GRANT APPLICATIONS TO PEACEHAVEN TOWN COUNCIL:**

*(if you received a grant last year please provide details of how it was used)*

**14. FINANCIAL INFORMATION:**

*(Please complete details below and either attach last year's audited accounts or audited summary of accounts for your organisation).*

	NOW	ONE YEAR AGO
Current Assets		
Current Cash Balance		
Annual Income		
Annual Expenditure		

**Signature .....**

**Date .....**

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

**Notes:**

*The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds. Please see Peacehaven Town Council Grants Policy.*

*Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.*

*Please return your completed form to Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or email to [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)*

# PEACEHAVEN TOWN COUNCIL

Tony Allen  
ACTING TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [townmanager@peacehaventowncouncil.gov.uk](mailto:townmanager@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
BN10 8BB

## GRANTS POLICY

### **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 are three types of grant available:

- a) Large Grants are for grants over £750  
for organisations with a service level agreement with Peacehaven Town Council
- b) Small Grants for grants up to £750  
for voluntary / community group, registered charity, not for profit organisation of  
Community interest Company (CIC).
- c) Grants to cover room hire

### **3. 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 of Community interest Company (CIC) that can provide a prompt and tangible benefit for the benefit of the people of Peacehaven.
- b) Provide a completed 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.
- c) Be able to demonstrate sound financial management. Ideally last year's audited set of accounts should be provided.
- d) Retrospective applications will not be considered.
- e) Where other funding is required, the grant is conditional on the other funding also being available.



#### **4. CRITERIA FOR SELECTION**

- a) Sustainability – Are the aims and objectives of the project clear? Projects must demonstrate sustainability and long term value for money.
- b) Management – Has the organisation obtained the correct permissions, have they nominated a responsible person to ensure that the project will be implemented, are they acting within current legislation? Only projects that are properly managed and compliant will be funded.
- c) Need – There should be clear evidence of the need for the project.
- d) Co-Funding – Projects where other funding has been obtained are more attractive. Have any other fund raising activities taken place?
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.

#### **5. APPLYING FOR A GRANT**

Grants are considered by the Grants Sub-Committee which is usually held twice a year in April and November. The dates of these meetings are advertised in advance on the Councils website and notice boards. They are also available from the Town Council offices.

The grant application form should be completed as fully as possible. In the case of an actual item being purchased, you should include full details of the item being purchased, supplier and full cost of the purchase.

Return the completed form to the Town Council 14 days prior to the next Grant Sub-Committee meeting.

**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.

#### **6. IF YOU ARE SUCCESSFUL**

If you are successful you will be notified by the Council in writing and payment will be made by BACS transfer to your bank account. Please ensure that the bank account details provided are 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.

**Room hire grants will be credited to your account each time you use a room.**

## **7. ON COMPLETION OF THE PROJECT**

Confirmation in writing is to be given by the “Project End Date” that the project has been completed. The letter should verify that the funding has been used for the agreed purpose. A brief statement showing how the grant was spent and how successful it was will be required.

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

For large grants you may be asked to provide a presentation for the Annual Town Meeting on the use of the grant.

Adopted by Peacehaven Town Council September 2019

To be reviewed September 2022

## **CTLA – SLA PROGRESS**

**From:** Mark Evans <Mark@ctla.org.uk>  
**Sent:** 19 November 2020 12:23  
**To:** Town Clerk <townclerk@peacehaventowncouncil.gov.uk>  
**Subject:** RE: Looking forward to the 2021/22 financial year

Thanks Tony

Perfect.

Kind regards

Mark

**From:** Town Clerk <[townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)>  
**Sent:** 19 November 2020 12:23  
**To:** Mark Evans <[Mark@ctla.org.uk](mailto:Mark@ctla.org.uk)>  
**Cc:** Admin <[admin@peacehaventowncouncil.gov.uk](mailto:admin@peacehaventowncouncil.gov.uk)>; Sue Griffiths <[Cllr.SueGriffiths@peacehaventowncouncil.gov.uk](mailto:Cllr.SueGriffiths@peacehaventowncouncil.gov.uk)>; Kerrie Smart-Jones <[Kerrie@ctla.org.uk](mailto:Kerrie@ctla.org.uk)>  
**Subject:** RE: Looking forward to the 2021/22 financial year

Dear Mark,

Many thanks.

I suggest that an appropriate date for the SLA to start would be 1<sup>st</sup> April 2021.

Best regards,

Tony

**From:** Mark Evans <[Mark@ctla.org.uk](mailto:Mark@ctla.org.uk)>  
**Sent:** 19 November 2020 09:43  
**To:** Town Clerk <[townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)>  
**Cc:** Admin <[admin@peacehaventowncouncil.gov.uk](mailto:admin@peacehaventowncouncil.gov.uk)>; Sue Griffiths <[Cllr.SueGriffiths@peacehaventowncouncil.gov.uk](mailto:Cllr.SueGriffiths@peacehaventowncouncil.gov.uk)>; Kerrie Smart-Jones <[Kerrie@ctla.org.uk](mailto:Kerrie@ctla.org.uk)>  
**Subject:** RE: Looking forward to the 2021/22 financial year

Morning Tony

As you say gauging the future demand is very difficult with the current Covid-19 Crisis. Numbers travelling had begun to recover slightly over the Summer after the first Lockdown was lifted as we were able to maintain reduced capacity on the buses to adhere to social distancing. For those who were still nervous about going out we were also delivering essential food shopping supplies and prescription medicines to the doorsteps of our regular users of the 4 Towns service too, which made further good use of the resources supported by Peacehaven Town and the other funding Town Councils. Obviously, numbers travelling has dropped again with the current lockdown but on the flip side deliveries has increased again by way of compensation.

Our view is that we would ask the Town Council to maintain its current level of funding into 2021-2022 (£6k) so that we can continue to ensure that the residents of Peacehaven can benefit from the same level of service after Covid that was required before. We are fairly confident numbers travelling will return to their former levels and are prepared to absorb increased costs of operation in the coming year through the extra revenue that the shopping and medicines delivery accrues – this is a service that was initiated as a direct response to the Covid Lockdown in March but many of the service users have requested it remains in place afterwards.

I am also delighted to say that we have started to offer non-emergency patient transport on a one-to-one basis for your residents from their homes to the local GP surgery, medical clinics and also outpatients' appointments at regional hospitals, in line with long-standing requests at very cost effective fares as part of the package, using a smaller vehicle which has become available through the ending of a contract on which it was employed.

Very happy to put an SLA in place. I will start to draft something for discussion, but would you be happy to delay implementation until February/March as our General Manager is on long term sick leave until early January following an operation and I am keen that she should have an input into the document before we sign it off?

Kind regards and many thanks for the continued support of your Council Members.

Mark

*Mark Evans BSc(Hons) CMILT*  
Contract & Project Manager  
01273 517332 – [info@ctla.org.uk](mailto:info@ctla.org.uk)  
Web: [www.ctla.org.uk](http://www.ctla.org.uk)

**From:** Town Clerk <[townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)>  
**Sent:** 17 November 2020 18:54  
**To:** Mark Evans <[Mark@ctla.org.uk](mailto:Mark@ctla.org.uk)>  
**Cc:** Admin <[admin@peacehaventowncouncil.gov.uk](mailto:admin@peacehaventowncouncil.gov.uk)>; Sue Griffiths <[Cllr.SueGriffiths@peacehaventowncouncil.gov.uk](mailto:Cllr.SueGriffiths@peacehaventowncouncil.gov.uk)>  
**Subject:** Looking forward to the 2021/22 financial year

Dear Mark,

Looking forward to the 2021/22 financial year the Council is already drafting its budget. I know it's not easy, but does CTLA have an indication of its plans and the level of support it will be looking for from the Town Council in 2021/22?

Also, it would be good to finalise our Service Level Agreement before the end of this year.

Best regards,  
Tony

**WEALDEN CAB – SLA PROGRESS**

**From:** Districtmanager <Districtmanager@LewesCA.onmicrosoft.com>

**Sent:** 18 November 2020 09:28

**To:** Town Clerk <townclerk@peacehaventowncouncil.gov.uk>

**Cc:** Admin <admin@peacehaventowncouncil.gov.uk>; Sue Griffiths  
<Cllr.SueGriffiths@peacehaventowncouncil.gov.uk>

**Subject:** Re: Citizens Advice half yearly figures

Dear Tony

Thank you for getting back to me so quickly. I will discuss with Andy, our Chairman, and one of us will get back to you.

Kind regards

Jackie

Jackie Wilkes

District Manager

Lewes District Citizens Advice

01273 007556 x 2

---

**From:** Town Clerk <townclerk@peacehaventowncouncil.gov.uk>

**Sent:** 17 November 2020 18:50

**To:** Districtmanager <Districtmanager@LewesCA.onmicrosoft.com>

**Cc:** Admin <admin@peacehaventowncouncil.gov.uk>; Sue Griffiths  
<Cllr.SueGriffiths@peacehaventowncouncil.gov.uk>

**Subject:** RE: Citizens Advice half yearly figures

Dear Jackie,

Many thanks – I will pass the reports on to Councillors.

Looking forward to the 2021/22 financial year the Council is already drafting its budget. I know it's not easy, but does CAL have an indication of its plans and the level of support it will be looking for from the Town Council in 2021/22?

Also, it would be good to finalise our Service Level Agreement before the end of this year.

Best regards,

Tony

***Tony Allen***

***Town Clerk***

## 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	Completed/ongoing	First September 2020 & 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	Ongoing financial & budgetary practice	Reporting To P&F Committee Sept 2020 & ongoing	
Increase income streams  Reduce costs and efficiency savings	Town Clerk/RFO SPO  Officers and Councillors  Reporting to P&F	All ideas to be encouraged from Committee Chairs and Officers Report to be compiled 6-monthly by SPO/RFO/FO	Ongoing	Initial Reports Submitted and compiled Sept 20 and 6-monthly	
Monitor and allocate Section 106 and PTC CIL  Prepare Project bid for LDC CIL	Senior Project Manager  RFO/ FO  Reporting to P & F	Identify projects  Maintain a financial spreadsheet  Liaise with LDC CIL Officer	Ongoing	Ongoing  Reports via Committee and Council	



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto: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 \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk/cil)

## **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 1<sup>st</sup> 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**

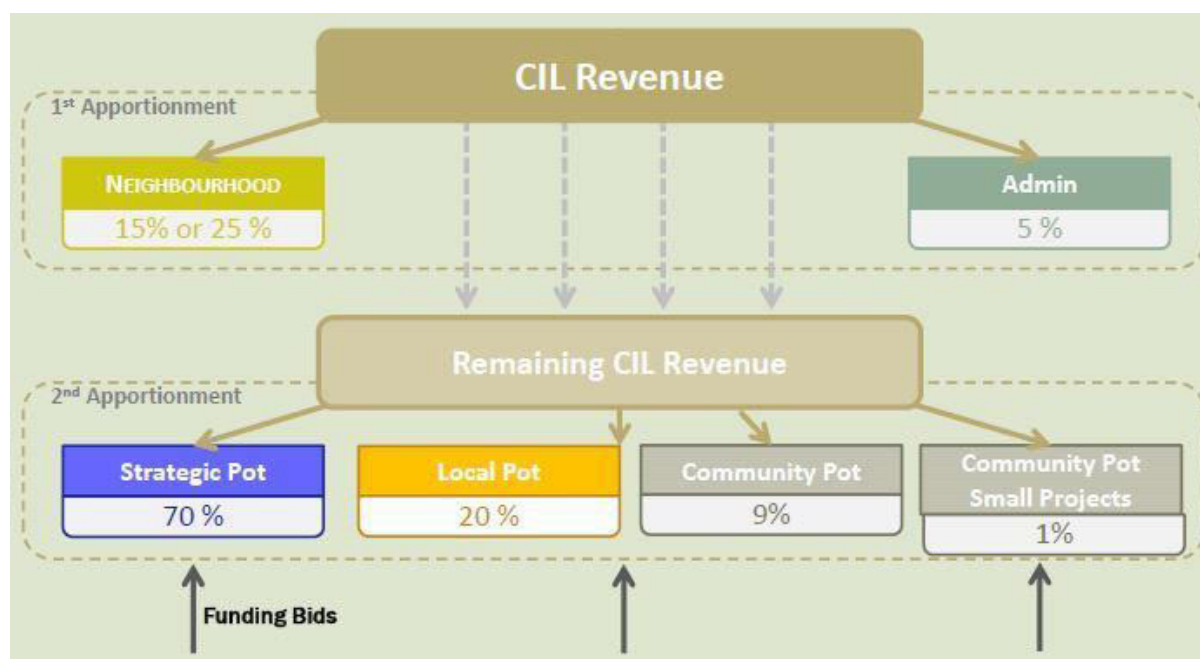
Lewes District Council (LDC) implemented its CIL charging schedule (with all relevant permitted developments chargeable for those areas of the district that lie outside the South Downs National Park Authority) from 1st December 2015. Eastbourne Borough Council implemented its CIL Charging Schedule on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

For bids of larger amounts, projects, combined bids and bids for the LDC CIL monies, the Council has established the CIL Working Group, 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](mailto: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:

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li><li>• Financial Regulations?</li></ul>	
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Standing Orders?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li></ul>	

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

### **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.

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

## **APPENDIX C**

### **LDC CIL BIDDING SWOT ANALYSIS**

# ASSESSING THE BIDS



Criteria examples	Strengths	Weaknesses	Criteria examples
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			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
Unlocks additional funding streams Generates further community projects Technology development & innovation Partnerships & collaboration Cross-boundary strategic delivery Duty-to-Cooperate			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

Spending the Community Infrastructure Levy

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