

PEACEHAVEN TOWN COUNCIL

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

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

Councillors on this Committee:

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

8th September 2021

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on **TUESDAY 14th September 2021 at 7:30pm** in Community House



Tony Allen, Town Clerk

AGENDA

PF649 CHAIRMAN'S ANNOUNCEMENTS

PF650 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters.*

PF651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF652 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF653 TO ADOPT THE PUBLIC MINUTES OF 17th AUGUST 2021

PF654 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report
2. Bank account summary
3. Bank Reconciliation statements (for signing)
4. Income & Expenditure report
5. Balance Sheet
6. CIL & S.106 report
7. List of payments (for approval)
8. Review of external contracts & their ongoing authorisations.
9. Funding report for buildings equipment maintenance works.

PF655 TO COMMENCE WORK ON THE 2022/23 BUDGET REQUIREMENT

PF656 TO RECEIVE A REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

PF657 TO REVIEW THE COUNCIL'S MEDIA/COMMUNICATIONS/SOCIAL MEDIA POLICY

PF658 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

PF659 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD

PF660 TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE DEFIBRILATOR AT THE GATEWAY CAFÉ

PF661 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE

PF662 TO APPROVE THE USE OF CIL/S.106 FOR A NEW SWING IN CENTENARY PARK

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.*

PF663 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th AUGUST 2021

PF664 AGED DEBT ANALYSIS

PF665 REVIEW OF ANNUAL RENT INCREASES

PF666 DATE OF NEXT MEETING – Tuesday 26th October 2021 at 7.30pm

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 17th August 2021 at 7.30pm

Present – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr C Cheta, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr L Duhigg.
Town Clerk T Allen, Civic & Marketing Officer D Donovan.

PF618 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.
Cllr Gallagher stated that she would be recording the meeting.

PF619 PUBLIC QUESTIONS

There were no public questions.

PF620 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from the Finance Officer, Mrs Z Malone.
Cllr Duhigg was in attendance in a non-voting capacity.

PF621 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

It was resolved that Cllr Goble would be the Vice Chairman for the Committee.

PF622 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF623 TO ADOPT THE PUBLIC MINUTES OF 13th APRIL 2021

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

PF624 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

Received and noted.

The Chairman noted that the reports were as expected, reflecting the fact that the Council's facilities were not yet fully open.

The Chairman reported that exposure to debt was still very low at 1.75% of total assets, due in part to the current low income levels.

Cllr Seabrook noted that the salaries budget includes provision for the payment of cost of living increases and increments for staff.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the July 2021 payments amounting to £72,867.05, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

10. Progress report - Council's new energy provider.

The Clerk reported on the background to this item, noting the hard and persistent work by the Finance Officer.

It was resolved that Crown Commercial Services could be used, if only in the interim as a 'bridge' to bringing the Council's energy supplies under control and at the best rates.

PF625 TO REVIEW & UPDATE THE COMMITTEE'S INPUT TO THE PTC INTERNAL BUSINESS PLAN

The circulated report was received and the following points agreed:-

- ***To ensure all Committee Chairs are provided with relevant and up to date financial reports*** – The Chairman noted that this had been achieved and asked Committee members to inform him if there are any specific further requirements.
- ***To rebuild General Reserve ratio to 40% of Precept within two years. Increase income streams*** – The Chairman noted the current improved reserves ratio, which should continue to be maintained and increased. It was noted that more detail would be required regarding which items are counted as part of the reserves.
- ***Reduce costs and make efficiency savings*** – It was noted that this is an item shared with the LA&E Committee, in relation to the Grounds Team's costs. The Chairman to speak to the Clerk and Finance Officer regarding additional potential cost savings in all areas.
- ***Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves*** – The Chairman reported that this will be a consideration when setting the 2022/23 budget. Cllr Griffiths noted that this includes the consideration of capital assets replacement.
- ***Monitor and allocate Section 106 and PTC CIL/Prepare Project bids for LDC CIL 2021-22*** – Cllr Gallagher reported that the SPO is currently working on an up-to-date report. Cllr Griffiths noted the need for all Committees bids to be fed through the Council's CIL process.
- ***Explore funding opportunities including grants as they occur*** – Noted that a bid is currently being worked up for the 'Welcome Back' fund.

PF626 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD

The Admin. Officer's report was received and commended for its thoroughness.

The Clerk related the background to this item.

The Chairman noted that he is discussing pavement repairs with the Highways Steward.

After discussion, it was resolved as follows:-

- CIL money will be used for this project.
- Black bollards with reflective strips to be used, like those already used on the South Coast Road.
- Chairman to look in more detail at the 'risk element' of the costings.
- ESCC Highways advice to be sought as required.

PF627 THE GATEWAY CAFÉ:-

1. TO AGREE FUNDING FOR THE FORECOURT AREA UPGRADE

The Parks Officer's report was received and discussed.

It was resolved to accept the LA&E Committee's recommendation for using Hobart Paving for the project as it had installed the original paving area which had proved to be of long-lasting good quality.

It was resolved to use CIL money for Hobart Paving quote of £11,109.00 +VAT and in addition to use CIL funding for the proposed fencing between the hedge and the paving

It was noted that the CIL audit form was needed for this project.

2. TO DISCUSS OWNERSHIP/MAINTENANCE OF THE DEFIBRILATOR

The Chairman related the background to this item.

It was resolved to accept the gift of the defibrillator from Cllr Paul, for the Council to own and maintain.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 17th August 2021

PF628 TO APPROVE THE OUTDOOR EVENTS POLICY

The Civic & Marketing Officer's draft Policy was received and commended for its thoroughness. The Chairman noted that this draft policy had been seen at Council and referred to the Committee. Mrs Donovan related the background to this item. The draft Policy was discussed in detail and additions/amendments proposed. It was resolved to adopt the Draft Outdoor Events Policy, as amended, and with the relevant fees to be determined and included.

PF629 TO DISCUSS A PROPOSAL FOR THE JOINT 2022 PEACEHAVEN FAIR & ARMED FORCES DAY

The Civic & Marketing Officer's proposal paper was noted and received. The Chairman noted that this proposal had been seen at Council and referred to the Committee. Mrs Donovan related the background to this item. The matter was discussed in detail and the following points were noted:-

- In principle, the joint event did not seem to be a problem.
- No PTC funding can be given for the event, particularly in view of the potentially large amount required.
- PTC Summer Fayres are planned to be cost neutral, with adequate funding, sponsorship and income raised to ensure this.
- The use of the Welcome Back grant funding is not possible; there can be no charges for events and any WBF money must be spent by the end of March 2022.

It was resolved to agree to a joint event in principle, this will be subject to adequate external funding being available; PTC can proactively help identify funding sources.

PF630 TO DISCUSS THE PROVISION OF A REPLACEMENT BUS SHELTER AT SUTTON AVENUE

The Parks Officer's report was received and discussed. Cllr Griffiths noted that the report needed to be more detailed to ensure that it reflects the requirements of the Planning & Highways Committee. It was noted that the quote from GW Shelter Solutions was for an open fronted shelter which the Planning & Highways Committee had already rejected. It was noted that there may be legal or ESCC permissions to carry out this work; this is to be determined. It was resolved that the report is updated and referred back to the Planning & Highways Committee and then directly to Council.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF631 TO ADOPT THE CONFIDENTIAL MINUTES OF 13th APRIL 2021

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

PF632 AGED DEBT ANALYSIS

Received and noted.

PF633 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

It was agreed that this Covid related Agenda item is no longer needed.

PF634 TO REVIEW THE GATEWAY CAFÉ LEASE

The Clerk related the background to this item. After discussion, actions were agreed.

PF635 TO DISCUSS THE FUTURE USE OF THE FIELDS & ROBSON ROOMS IN COMMUNITY HOUSE

The Clerk related the background to this item. After discussion, actions were agreed.

PF636 DATE OF NEXT MEETING – Tuesday 14th September 2021 at 7.30pm

There being no further business, the meeting closed at 20:55.

Agenda Item: PF654.1

Committee: Policy and Finance

Date: 14 September 2021

Title: Financial position of the council year to date

Report Author: Zoe Malone, Finance Officer

Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of **month 4 (August 2021)**. An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at **31 Aug 2021**. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

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

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

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

Detailed income and expenditure

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 50.3% of the budgeted expenditure has been spent so far, and 92.4% of the budgeted income has been received as at the end of month 5 (August 2021)

Detailed balance sheet

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

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

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

At the financial year end on 31 March 2022, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

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

Implications

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

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 Aug 2021
- Bank reconciliation statement for cashbook 1 – 31Aug 2021
- Bank reconciliation statement for cashbook 2 – 31 Aug 2021
- Detailed income and expenditure month 5 (Aug 2021)
- Detailed balance sheet month 5 (Aug 2021)

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 September 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£702,821.34
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,172.97
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

+ 01/09 C/d 12,175.23
02/09 C/d 15,62.64
03/09 C/d (2495.48)

718,063.73

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				37,498.77
1 Sep	Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12268		52.80	37,551.57
	Giro Direct Credit From T21 Productions LI Ref: Seahaven Pride		60.00	37,611.57
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: Inv 12270		213.20	37,824.77
	Giro Transfer From Account 30701211		12,175.23	50,000.00
2 Sep	Cheque Issued Ref: 120650	1,060.60		48,939.40
	Cheque Issued Ref: 120752	632.40		48,307.00
	Giro Direct Credit From BCard1041619010921		130.36	48,437.36
	Giro Transfer From Account 30701211		1,562.64	50,000.00
3 Sep	DD Direct Debit to Gocardless Ref: Northstarit-Twk654	19.20		49,980.80
	Cheque Issued Ref: 120653	480.60		49,500.20
	Cheque Issued Ref: 120657	50.00		49,450.20
	Giro Transfer to Account 30701211	2,495.48		46,954.72
	Giro Direct Credit From N'Haven& P'Haven U Ref: U3A Inv 12216		39.60	46,994.32
	Giro Direct Credit From BCard1041619020921		96.78	47,091.10
	Giro Direct Credit From C A T S Club Ref: C.A.T.S Rent/ Sept		100.00	47,191.10
	Giro Direct Credit From Emcor Group UK PLC		2,346.00	49,537.10
	Deposit at Barclays 53739 Ref: 11.3603Sep1kpob000		462.90	50,000.00
3 Sep	Balance carried forward			50,000.00
Total Payments/Receipts		18,625.95	18,625.95	

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

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was 0.100%

17277.52

18,723.13

18528.77

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/08/2021		50,000.00
Current Account	31/08/2021		714,063.73
			<u>764,063.73</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
27/05/2021	120607	HMRC	7,915.34
11/06/2021	120618	BARCOMBE LANDSCAPES LTD	50.00
14/07/2021	120726	AMBER ROSE MORGAN	300.00
28/07/2021	120741	MICHELLE EDSEER	10.00
10/08/2021	120752	THOMAS DOOR & WINDOW CONTROLS	632.40
10/08/2021	120758	DANIEL TILLER	39.25
10/08/2021	120641	ROGER BROWN TROPHIES	32.00
10/08/2021	120642	Roger Brown Trophies & Engravi	5.25
10/08/2021	120648	TELSCOMBE RAIDERS	750.00
24/08/2021	120649	CHANDLERS BUILDING SUPPLIES	17.03
24/08/2021	120650	Rigby Taylor	1,060.60
24/08/2021	120651	Trade UK	50.74
24/08/2021	120652	Vitax Limited	1,733.11
24/08/2021	120653	Conect Total Communications	480.60
24/08/2021	120654	C.E.F	178.80
24/08/2021	120655	Spaldings Limited	31.19
24/08/2021	120656	JAMES BOOT	639.60
24/08/2021	120657	MR KAKON	50.00
24/08/2021	120658	CTLA	50.00
24/08/2021	120659	Heatcraft And Ventilation ltd	253.49
24/08/2021	120660	HILLCREST AMATEUR BOXING	100.00
24/08/2021	120661	TOTAL GAS & POWER	225.84
			<u>14,605.24</u>
			749,458.49

Receipts not Banked/Cleared (Plus)

26/08/2021	40.00
26/08/2021	70.00
26/08/2021	44.79
27/08/2021	40.00
27/08/2021	12.67
	<u>207.46</u>
	749,665.95
Balance per Cash Book is :-	749,665.95
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/08/2021		180,172.97
			<u>180,172.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,172.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,172.97
		Balance per Cash Book is :-	180,172.97
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	640,705	640,705	0			100.0%	
1010 CIL Income	34,323	0	(34,323)			0.0%	
1013 Income from Photocopying	145	0	(145)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1094 Other Customer & Client Receipt	60	0	(60)			0.0%	
1100 Interest Received	4	300	296			1.5%	
1309 Other Income	203	2,000	1,797			10.2%	
General Administration :- Income	690,683	658,205	(32,478)			104.9%	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%	
General Administration :- Direct Expenditure	17,500	17,500	0	0	0	100.0%	0
4001 Salaries	155,748	391,000	235,252		235,252	39.8%	
4002 Employer N.I Contributions	13,829	40,000	26,171		26,171	34.6%	
4003 Employer Pension Contributions	27,450	70,200	42,750		42,750	39.1%	
4004 Overtime	166	1,000	834		834	16.6%	
4011 Training	3,520	5,000	1,480		1,480	70.4%	3,150
4212 Mileage Costs	176	500	324		324	35.3%	
4301 Purchase of Furniture/Equipmen	57	500	443		443	11.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	2,534	4,000	1,466		1,466	63.4%	379
4307 Stationery	78	500	422		422	15.5%	
4310 Professional Fees - Consultanc	0	2,000	2,000		2,000	0.0%	
4311 Professional Fees - Legal	0	3,000	3,000		3,000	0.0%	
4312 Professional Fees - Other	2,710	2,000	(710)		(710)	135.5%	1,438
4314 Audit Fees	165	3,000	2,835		2,835	5.5%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	13	100	88		88	12.5%	
4322 BACS Charges	15	200	185		185	7.5%	
4323 PDQ Charges	237	800	563		563	29.6%	
4325 Postage	628	1,000	372		372	62.8%	
4326 Telephones	2,040	6,000	3,960		3,960	34.0%	
4327 Computers	7,070	12,000	4,930		4,930	58.9%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	90	1,500	1,410		1,410	6.0%	
4341 Grants	6,546	10,000	3,454		3,454	65.5%	
4342 Subscriptions	3,801	5,000	1,199		1,199	76.0%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4999 Write Off	(2)	0	2		2	0.0%	
General Administration :- Indirect Expenditure	237,163	582,300	345,137	0	345,137	40.7%	4,967
Net Income over Expenditure	436,020	58,405	(377,615)				
6000 plus Transfer from EMR	4,967						

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	440,988						
110 Civic Events							
4348 Civic Gifts	111	200	89		89	55.6%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	111	1,900	1,789	0	1,789	5.9%	0
4331 Mayor's Allowance	750	1,500	750		750	50.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	53	250	197		197	21.2%	
4338 Remembrance Services	37	600	563		563	6.2%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	840	4,050	3,210	0	3,210	20.7%	0
Net Expenditure	(951)	(5,950)	(4,999)				
120 Marketing							
1048 E-News Advertising	(60)	500	560			(12.0%)	
1049 Banner Board	1,043	3,250	2,207			32.1%	
1301 Filming	5,670	2,000	(3,670)			283.5%	
Marketing :- Income	6,653	5,750	(903)			115.7%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	13	5,000	4,987	0	4,987	0.3%	0
Net Income over Expenditure	6,640	550	(6,090)				
130 Neighbourhood Plan							
1101 Neighbourhood Plan	1,994	0	(1,994)			0.0%	
Neighbourhood Plan :- Income	1,994	0	(1,994)				0
4337 Neighbourhood Plan	6,714	10,000	3,286		3,286	67.1%	
Neighbourhood Plan :- Indirect Expenditure	6,714	10,000	3,286	0	3,286	67.1%	0
Net Income over Expenditure	(4,721)	(10,000)	(5,279)				

11:40

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,300	2,300	0	2,300	0.0%	0
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	456	1,092	636		636	41.8%	91
4171 Grounds Maintenance Costs	198	500	302		302	39.7%	
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,366	11,279	1,913	0	1,913	83.0%	91
Net Expenditure	(9,366)	(13,579)	(4,213)				
6000 plus Transfer from EMR	91						
Movement to/(from) Gen Reserve	(9,275)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	896	6,900	6,004		6,004	13.0%	
4203 Fuel	2,274	5,600	3,326		3,326	40.6%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	3,539	13,900	10,361	0	10,361	25.5%	0
Net Expenditure	(3,539)	(13,900)	(10,361)				
310 Sports Park							
1025 Rent & Service Charge	6,365	13,574	7,209			46.9%	
1039 S/P Cats	600	0	(600)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	3,068	2,550	(518)			120.3%	
1061 S/P Court Hire	611	5,406	4,795			11.3%	
Sports Park :- Income	14,894	25,830	10,936			57.7%	0
4111 Electricity	1,850	3,000	1,150		1,150	61.7%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	3,045	8,000	4,955		4,955	38.1%	
4164 Trade Refuse	2,106	4,500	2,394		2,394	46.8%	
4171 Grounds Maintenance Costs	4,357	10,000	5,643		5,643	43.6%	
Sports Park :- Indirect Expenditure	13,703	25,500	11,797	0	11,797	53.7%	0
Net Income over Expenditure	1,191	330	(861)				

11:40

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	41,772	3,000	(38,772)		(38,772)	1392.4%	41,566
4111 Electricity	141	0	(141)		(141)	0.0%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	20,088	0	(20,088)		(20,088)	0.0%	19,911
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	596	3,000	2,404		2,404	19.9%	
Big Park :- Indirect Expenditure	77,729	29,500	(48,229)	0	(48,229)	263.5%	61,477
Net Expenditure	(77,729)	(29,500)	48,229				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(16,252)						
316 Gateway Cafe							
1025 Rent & Service Charge	3,442	8,650	5,208			39.8%	
1111 Electricity	1,425	0	(1,425)			0.0%	
Gateway Cafe :- Income	4,866	8,650	3,784			56.3%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	998
4111 Electricity	1,556	4,200	2,644		2,644	37.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	195	1,000	805		805	19.5%	
4326 Telephones	405	420	15		15	96.4%	
Gateway Cafe :- Indirect Expenditure	3,384	10,120	6,736	0	6,736	33.4%	998
Net Income over Expenditure	1,482	(1,470)	(2,952)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	2,480						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	4,706	5,100	394			92.3%	
1050 Allotment Rent	22	2,145	2,123			1.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	4,853	7,245	2,392			67.0%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Signage	0	2,000	2,000		2,000	0.0%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	3,513	9,500	5,987	0	5,987	37.0%	3,058
4101 Repair/Alteration of Premises	2,135	5,000	2,865		2,865	42.7%	
4141 Water Services	2,974	5,000	2,026		2,026	59.5%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,827	4,000	2,173		2,173	45.7%	42
4301 Purchase of Furniture/Equipmen	6,106	6,000	(106)		(106)	101.8%	4,567
Parks & Open Spaces :- Indirect Expenditure	13,198	22,000	8,802	0	8,802	60.0%	4,609
Net Income over Expenditure	(11,858)	(24,255)	(12,397)				
6000 plus Transfer from EMR	7,667						
Movement to/(from) Gen Reserve	(4,191)						
355 The Hub							
1084 Sports Pavilion	3,949	16,320	12,371			24.2%	
The Hub :- Income	3,949	16,320	12,371			24.2%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	195	2,000	1,805		1,805	9.8%	
4111 Electricity	634	1,500	866		866	42.3%	
4112 Gas	662	1,500	838		838	44.1%	
4171 Grounds Maintenance Costs	14	4,000	3,986		3,986	0.4%	
The Hub :- Indirect Expenditure	1,505	9,000	7,495	0	7,495	16.7%	0
Net Income over Expenditure	2,444	6,820	4,376				
360 Community House							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	2,167	6,120	3,953			35.4%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	250	10,404	10,154			2.4%	
1076 C/H Main Hall	1,393	26,112	24,719			5.3%	
1077 C/H Anzac Room	1,216	12,954	11,738			9.4%	
1078 C/H Main Kitchen	71	1,275	1,204			5.6%	
1079 C/H Anzac Kitchen	8	714	706			1.1%	
1080 C/H Foyer	0	2,346	2,346			0.0%	
1081 C/H Equipment Hire	0	1,326	1,326			0.0%	

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
Community House :- Income	11,798	81,449	69,651			14.5%	0
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
Community House :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4101 Repair/Alteration of Premises	3,070	4,000	930		930	76.8%	
4102 Maintenance of Buildings	1,323	1,000	(323)		(323)	132.3%	
4111 Electricity	3,726	4,000	274		274	93.2%	
4112 Gas	2,285	3,000	715		715	76.2%	
4122 Service Charge	17,956	20,000	2,044		2,044	89.8%	17,956
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	(5,384)	8,000	13,384		13,384	(67.3%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	126	1,000	874		874	12.6%	
4162 Cleaning Materials	81	2,000	1,919		1,919	4.1%	
4163 Personal Hygiene	1,142	2,000	858		858	57.1%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	24,326	62,900	38,574	0	38,574	38.7%	17,956
Net Income over Expenditure	(12,528)	17,549	30,077				
6000 plus Transfer from EMR	17,956						
Movement to/(from) Gen Reserve	5,429						
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				

Detailed Income & Expenditure by Budget Heading 07/09/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	739,690	805,749	66,059			91.8%	
Expenditure	412,603	820,609	408,006	0	408,006	50.3%	
Net Income over Expenditure	327,087	(14,860)	(341,947)				
plus Transfer from EMR	93,156						
Movement to/(from) Gen Reserve	420,242						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 07/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	15,677	
105	VAT Control A/c	7,505	
118	Deposit Aqua	50	
201	Current Bank A/c	705,082	
202	Reserve Account	180,173	
210	Petty Cash	520	
	Total Current Assets		909,007
	<u>Current Liabilities</u>		
506	Mayor's Appeal	9	
566	Deposits Received	1,197	
	Total Current Liabilities		1,205
	Net Current Assets		907,801
	Total Assets less Current Liabilities		907,801
	<u>Represented by :-</u>		
301	Current Year Fund	331,423	
310	General Reserves	224,115	
324	Tree Works	1,192	
325	Staff training	1,269	
328	Service Charges	(2,456)	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
350	P/H Youth Task Group	4,000	
352	CIL	212,226	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
361	Professional Fees - Legal	998	
362	Neighbourhood Plan	289	
370	Capital Receipts Reserve	52,399	
	Total Equity		907,801

A/c Code	352	CIL				Annual Budget	0
Centre		(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		279,309.65
1	01/04/2021	RJ01	Purchase Ledger	POSTMIX		27.55	
2	17/04/2021	AQU2	Purchase Ledger	GREASE TRAP		1,447.50	
2	17/05/2021	AQU2	Purchase Ledger	CN FOR MAINTENANCE			450.00
3	20/05/2021	BARL1	Purchase Ledger	DELL / EPINAY WORKS		19,911.33	
3	20/05/2021	BARL1	Purchase Ledger	PAY BALANCE OF WORKS		41.67	
3	01/06/2021	PLAY001	Purchase Ledger	MULCH SURFACING BIG PARK		41,538.00	
5	10/03/2021	120475	Cashbook	CHQ LOST - RE-ISSUE			316.51
5	10/08/2021	120760	Cashbook	WILDFLOWERS		316.51	
5	26/08/2021	MIW1	Purchase Ledger	DELL WATER COOLER SYSTEM		4,567.19	
		Account CIL			Account Totals	67,849.75	280,076.16
		Centre			Net Balance Month 6		212,226.41

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/08/2021	02	DD	106.06		JULY MOBILE
04/08/2021	Barclays	DD2	3.00		BACS CHARGES JUNE/JUL
05/08/2021	Northstar IT	DD1	1,476.74		AUGUST PLATINUM SUPPORT
09/08/2021	The Fuelcard People	DD1	28.80		FUEL COSTS
10/08/2021	Wightman & Parrish Ltd	120746	121.67		CREDIT OF XL BLACK SACKS
10/08/2021	CASTLE WATER	120747	559.23		JULY WATER
10/08/2021	L&N CONSULTANCY LIMITED	120748	990.00		JULY CONSULATANCY
10/08/2021	Heatcraft And Ventilation Ltd	120749	1,023.82		SUPPLY & FIT NEW PCB TO BOILER
10/08/2021	Spaldings Limited	120750	38.40		TRAFFIC FILM REMOVER
10/08/2021	GYMAID LIMITED	120751	1,800.00		TRAMPOLINE BED
10/08/2021	THOMAS DOOR & WINDOW	120752	632.40		SERVICE AUTOMATIC DOORS / FIRE
10/08/2021	Caroline Reid	120753	609.00		AUGUST CLEANING
10/08/2021	TELSCOMBE RAIDERS	120754	750.00		TELSCOMBE RAIDERS - RE-ISSUE
10/08/2021	EDF	120755	286.53		JULY ELECTRICITY
10/08/2021	TOTAL GAS & POWER	120756	465.39		APRIL - JUNE GAS USAGE
10/08/2021	PATRICIA DAWN PAUL	120757	57.16		DEFIB PADS
10/08/2021	DANIEL TILLER	120758	39.25		MAINTENANCE BITS
10/08/2021	KIMBERLEY DONOVAN	120759	18.00		KIMBERLEY DONOVAN
10/08/2021	WILD FLOWER LAWNS	120760	379.81		WILDFLOWERS
10/08/2021	ROGER BROWN TROPHIES	120641	32.00		ROGER BROWN TROPHIES
10/08/2021	Roger Brown Trophies & Engravi	120642	5.25		TROPNY PLATE ENGRAVING
10/08/2021	ANDREW PICTON	120643	39.15		ANDREW PICTON
10/08/2021	Ricoh Capital Ltd	120644	1,245.16		PHOTOCOPIER RENTAL
10/08/2021	TOTAL GAS & POWER	120645	86.62		GAS USE - JULY
10/08/2021	MR K SIMMONS	120646	50.00		MR K SIMMONS
10/08/2021	CAROLINE REID	120753	-609.00		AUGUST TOILET CLEANIG
10/08/2021	TELSCOMBE RAIDERS	120754	-750.00		GRANT CHQ REISSUED
10/08/2021	CAROLINE REID	120647	609.00		AUGUST TOILET CLEANING
10/08/2021	TELSCOMBE RAIDERS	120648	750.00		TELSCOMBE RAIDERS GRANT
10/08/2021	Barclays	DD	62.00		PDQ CHARGES - JULY
11/08/2021	BAUER CONSUMER MEDIA	DD	55.00		NOT AUTHORISED - IN QUERY
24/08/2021	CHANDLERS BUILDING SUPPLIES	120649	17.03		GUTTERING FOR HUB
24/08/2021	Rigby Taylor	120650	1,060.60		FERTILISER & GRASS SEED
24/08/2021	Trade UK	120651	50.74		GROUNDS MAINTENANCE
24/08/2021	Vitax Limited	120652	1,733.11		BATTERY
24/08/2021	Conect Total Communications	120653	480.60		AUGUST TELEPHONES
24/08/2021	C.E.F	120654	178.80		BULBS
24/08/2021	Spaldings Limited	120655	31.19		HANDLE DIGGING FORK
24/08/2021	JAMES BOOT	120656	639.60		JAMES BOOT
24/08/2021	MR KAKON	120657	50.00		MR KAKON DEPOSIT RETURN
24/08/2021	CTLA	120658	50.00		CTLA - DEPOSIT RETURN
24/08/2021	Heatcraft And Ventilation Ltd	120659	253.49		REPAIR BOILER IN LADIES TOILET
24/08/2021	HILLCREST AMATEUR BOXING	120660	100.00		HILLCREST AMATEUR BOXING
24/08/2021	TOTAL GAS & POWER	120661	225.84		30/06 - 26/07 GAS SUPPLY
25/08/2021	AUGUST SALARIES	AUGUST PAY	24,916.52		AUGUST SALARIES
25/08/2021	PHS Group	DD	685.24		QUARTERLY HYGIENE INV
31/08/2021	The Fuelcard People	DD	103.27		HK66 WMJ DIESEL

Date: 07/09/2021

Peacehaven Town Council

Page 2

Time: 11:41

Current Bank A/c

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			<u>41,536.47</u>		

Supplier	Description of works	Amount
Heatcraft	Service x2 air conditioning chillers on main roof to main hall at C/H	511.50
Chris Bartholomew	Electrical installation condition report for C/H	2,266.00
Chris Bartholomew	Testing of emergency lighting	570.00
Chris Bartholomew	Electrical installation condition report for the HUB	503.33
Chris Bartholomew	Electrical installation condition report for the Café	833.26
Thomas Doors	Service doors at the C/H	527.00
Catercraft	To service catering equipment	350.00
Catercraft	To clean Kitchen Duct	450.00
Heatcraft	Service & Maintain boilers at C/H & HUB	1,095.00

Comment
Service is overdue - this is likely to flag up further issues & increase costs
Following a risk & safety assessment from SAFE I.S this is required
Legally required
Following a risk & safety assessment from SAFE I.S this is required
Following a risk & safety assessment from SAFE I.S this is required

Agenda Item: PF656

Committee: Policy & Finance

Date: 14th September 2021

Title: Energy update

Report Authors: Zoe Malone

Purpose of Report: To update progress on Energy supply

Summary of recommended actions

No actions required – just an informative report.

Introduction

We have now signed up to Crown Commercial Service and will be contacting EDF & Total Gas & Power to switch across to them in the next couple of weeks.

Background

We are out of contract with all our suppliers currently – under CCS we will be able to get better rates and support if required.

Analysis

Having reviewed the options for the council this appears to be the best option both financially and environmentally. We can move to Zero carbon and pay less per unit under the CCS scheme.

Implications

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

<u>Financial</u>	CCS have indicated we will receive a rebate from April 2021 from EDF when we switch across to cover the out of contract rates we have been paying.
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	Zero Carbon energy as part of the PTC plan
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

PEACEHAVEN TOWN COUNCIL

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

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

Agenda Item: PF657
Committee: Policy & Finance
Date: 14th September 2021
Title: SOCIAL MEDIA AND COMMUNICATIONS POLICY
Report Authors: Town Clerk
Purpose of Report: TO APPROVE THE NEW DRAFTED ENHANCEMENTS TO SECTIONS 8 & 9 OF THIS POLICY

Introduction

The Town Clerk has enhanced Section 7 (Social Media) and Section 8 (General Advice) of this Policy.

The Committee is invited to approve the following Draft.

SOCIAL MEDIA AND COMMUNICATIONS POLICY

1. Introduction

- 1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.
- 1.2 Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillor and officers understand the implications of this code which this policy explains within a local context.
- 1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

- 2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.
- 2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

- 3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:
 - Is lawful

- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

4. Official council press releases

- 4.1 The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.
- 4.2 An official council press release is made on behalf of the council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor or committee Chairman) to draft the press release, but the Town Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official council press release.
- 4.3 All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

5. Requests for interview

- 5.1 Any request for an interview with a Councillor or officer should be referred to the Town Clerk (or other nominated officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or officer to be put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- 6.2 During the purdah period, all council publicity shall be managed by the Town Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

7. Social media

- 7.1 The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.
- 7.2 PTC will use social media for the following purposes to:
 - 7.2.1 Communicate key messages and news in a timely way and raise awareness of services provided by PTC.
 - 7.2.2 Engage and communicate with our residents, to pass on information and to collect their views, using social media to start a conversation and seek opinions.
 - 7.2.3 Advertise to specific audiences in a targeted, measurable and cost-effective way.
- 7.3 Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Town Clerk (or other nominated officer).
- 7.4 Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- 7.5 Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.
- 7.6 PTC employees must apply the same safeguards whilst communicating on social media as they would with any other form of communication. These safeguards are as follows:
 - 7.6.1 Any social media account set up by PTC should be politically neutral in relation to content and any information which is shared.
 - 7.6.2 Do not post personal data about an individual who can be identified.
 - 7.6.3 Do not post anything that could be considered discriminatory, offensive or illegal.

7.6.4 If you are in any doubt do not post and speak to your line manager or the Town Clerk for advice.

7.7 To make sure the reputation of PTC is maintained, it is the expectation that all social media accounts set up on behalf of PTC will:

- 7.7.1 Provide regular and accurate updates / posts to followers.
- 7.7.2 Reply to messages and comments as appropriate (within 1 day).
- 7.7.3 Continue to engage and build audiences.
- 7.7.4 Use PTC imagery and branding.
- 7.7.5 Have a purpose i.e. informs /generates conversation / or call to action and provides added value to PTC or individual services within the organisation.
- 7.7.6 Consider the timing and appropriateness of posts in relation to what is going on locally / nationally especially during times of celebration or mourning.

7.8 Negative comments on social media cannot be avoided and should be responded to unless:

- 7.8.1 It is a rhetorical question.
- 7.8.2 It repeats an earlier post which has already been responded to.
- 7.8.3 When responding to negative posts please ensure you only reply once. If comments continue, offer to contact them offline to discuss in more detail.
- 7.8.4 If you are concerned about any of your posts then please speak to your line manager or the Town Clerk for advice.

7.9 PTC is not responsible for the comments posted by others on our social media accounts. We would not wish to restrict freedom of expression and generally we will not hide or remove posts. However, we will balance this approach by reporting (as a breach of the malicious communication act) and / or removing / hiding posts which we consider to be:

- Insulting, threatening or abusive.
- Offensive or of a sexual nature.
- Obscene content.
- Discriminatory (for example: homophobic, racist etc.).
- Illegal or promoting illegal activity.
- Deceptive or intended to deceive.

7.9.1 It is the responsibility of the person managing a social media account to remove any posts which breach the conditions listed above. If you have concerns or questions, then please speak to your line manager or the Town Clerk for advice.

7.10 PTC will not accept payment for advertising on any of our social media platforms. We believe doing this could undermine the level of trust we want to build with residents on our social media channels.

7.11 Use of photography and video - Using images, videos and Graphics Interchange Format (GIFs) (subject to copyright) can help tell a story, show personality, create better engagement and is often more easily accessible than words. PTC want to embrace the most effective methods of communication; however we need to ensure this is done with

consideration to the necessary permissions. If you are using photography, video or GIFs please ensure you:

- 7.11.1 Use original images and obtain the relevant permission of anyone in the image being used.
- 7.11.2 Use the option to share GIFs on social media (which can be found alongside each GIF at www.giphy.com), and never copy and paste links.

7.12 Social media in your personal life - PTC recognises that many employees make use of social media in a personal capacity.

- 7.12.1 Staff must not suggest that they are representing official Council views and should explicitly state that the views posted are their own and not official views.
- 7.12.2 Staff must not use or display their PTC corporate email address on their profile pages.
- 7.12.3 They must not post any offensive or defamatory comments, or share information either pertaining to the council, its members or council staff.
- 7.12.4 Any activity where staff post defamatory, illegal or offensive comments that is brought to the attention of the Council or where staff post information about Council related information when not authorised to do so, will be dealt with under disciplinary procedures.
- 7.12.5 If your personal social media account is targeted for PTC business, then please speak to your line manager or the Town Clerk for advice.

8. General guidance for Councillors and officers

8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.

8.2 Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

8.3 As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

8.4 Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

8.5 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.

- 8.6 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- 8.7 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.8 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

FINANCIAL: To establish Financial Stability

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
<p>To ensure all Committee Chairs are provided with relevant and up to date financial reports.</p> <p>All Committees to take responsibility for the management of their budget.</p>	<p>RFO. FO</p> <p>All Committee Chairs</p> <p>P&F</p>	<p>Continue to include as Agenda item for Committees to discuss Quarterly monitoring</p>	<p>Reports included on Agendas</p> <p>Committees to be more aware</p>	<p>April 22</p> <p>Next Quarterly report Sept 21</p>	
<p>To rebuild General Reserve ratio to 40% of Precept within two years.</p> <p>Increase income streams</p>	<p>RFO. FO</p> <p>P&F</p> <p>Bus. Dev & Comms</p>	<p>Action Plan to be prepared in include Ideas to increase financial efficiency</p>	<p>Ideas to be gathered from Committees and staff</p>	<p>April 22</p> <p>Next Quarterly Report Sept 21</p>	
<p>Reduce costs and make efficiency savings eg: parks team storage shed, bring on to PTC land</p>	<p>RFO</p> <p>Parks Officer</p> <p>P&F</p>	<p>Review of leases</p>	<p>Outline plans being prepared</p>	<p>Reports to Council December 2021</p>	
<p>Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: S106 funds for Centenary Park are finite)</p>	<p>RFO</p> <p>Parks Officer</p> <p>LAE / P&F</p>	<p>Audit of current status and update requirements</p>	<p>Forward estimates needed</p>	<p>March 2022</p>	

Monitor and allocate Section 106 and PTC CIL Prepare Project bids for LDC CIL 2021-22 (New bids)	SPO. FO Bus Dev & Comms P&F	Project Action Plan/Timetable to be established Projects to be identified and prioritised	Historic Audit complete - keep Master Spreadsheet up to date CIL bids open autumn 2021	April 22 6 monthly reports to Council	
Explore funding opportunities including grants as they occur Eg Welcome back fund Ouse Valley Cares Changing Places fund	SPO FO Bus Dev & Comms P & F	Establish links with LDC and ESCC to identify sources of funding	2 applications made Networking links being established by SPO	April 22 6 Monthly report to Council	
Set up a procedure for reporting to appropriate Committee and Council Regarding Regular Health and Safety risk assessments of open spaces, public buildings and play equipment.	TC Parks Officer P&F	Audit of what is currently being done, identify improvements	Work has been undertaken; actions need to be carried forward by Council Staff, reporting lines not yet identified	Dec 2021	
Review and consider the Business Facilities available within Peacehaven town identifying needs and solutions.	SPO Bus Dev & Comms P&F	Complete SWOT Incorporate Uni of Brighton student reports	Business surveys complete	Report Dec 2021 Complete March 2022	

Agenda Item: PF659
Committee: Policy & Finance
Date: 14th September 2021
Title: Installation of bollards on the South Coast Road
Report Author(s): Victoria Onis (Admin & Meetings Officer)
Purpose of Report: To decide which of the Bollard options to purchase

Introduction

From the Committee's last meeting:-

PF626 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD

The Admin. Officer's report was received and commended for its thoroughness.

The Clerk related the background to this item.

The Chairman noted that he is discussing pavement repairs with the Highways Steward.

After discussion, it was resolved as follows:-

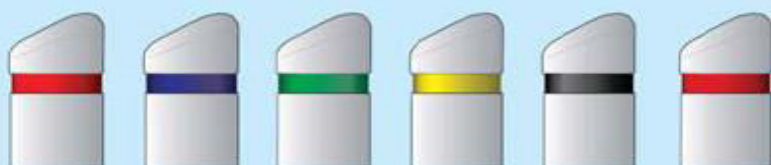
- CIL money will be used for this project.
- Black bollards with reflective strips to be used, like those already used on the South Coast Road.
- Chairman to look in more detail at the 'risk element' of the costings.
- ESCC Highways advice to be sought as required.

Upon further investigation, ESCC Highways has advised that only the following options are now approved; black bollards are no longer an option.

Edgemaster 20 - Only available in white.



Edgemaster Optional Banding (Non highways use)



- A.** 1 x 20mm Red decorative band. **D.** 1 x 20mm Amber decorative band.
B. 1 x 20mm Blue decorative band. **E.** 1 x 20mm Black decorative band.
C. 1 x 20mm Green decorative band. **F.** 1 x 20mm retroreflective band.

All bands are priced at £7.22 per band.

Glenwood 150 – Dark Oak



Light Oak



White



Retroflective bands +£9.82 per post.



Quotes with Reduced risk allowance

	Location 1 (Bolney Ave/Costa)				Location 2 (Outside Subway)			
	Option 1 (Supply and Install)		Option 2 (Install Only)		Option 1 (Supply and Install)		Option 2 (Install Only)	
Subcontractor	Edgemaster	Glenwood	Edgemaster	Glenwood	Edgemaster	Glenwood	Edgemaster	Glenwood
CJ Thorne	£6,341.79	£8,365.12	£6,124.04	£7,635.46	£5,484.14	£6,305.55	£5,325.80	£5,770.47
Glen Elphick	£2,084.52	£3,738.90	£2,084.62	£3,655.23	£1,502.07	£2,715.28	£1,503.82	£2,653.93
Gorringe	£2,546.03	Not Priced	£2,339.81	Not Priced	£1,988.32	Not Priced	£1,827.21	Not Priced
NFC	£5,073.43	Not Priced	£4,585.10	Not Priced	£4,856.00	Not Priced	£4,499.56	Not Priced
Trenchline	£1,588.36	Not Priced	£1,509.50	Not Priced	£1,978.51	Not Priced	£1,771.46	Not Priced

Quotes with Full risk Allowance

	Location 1 (Bolney Ave/Costa)				Location 2 (Outside Subway)			
	Option 1 (Supply and Install)		Option 2 (Install Only)		Option 1 (Supply and Install)		Option 2 (Install Only)	
Subcontractor	Edgemaster	Glenwood	Edgemaster	Glenwood	Edgemaster	Glenwood	Edgemaster	Glenwood
CJ Thorne	£9,734.00	£12,365.83	£8,939.85	£10,422.96	£9,734.00	£12,365.83	£8,939.85	£10,422.96
Glen Elphick	£2,968.43	£4,622.81	£2,968.54	£4,539.15	£2,137.56	£3,350.78	£2,139.31	£3,289.42
Gorringe	£3,786.98	Not Priced	£3,345.76	Not Priced	£2,901.58	Not Priced	£2,579.65	Not Priced
NFC	£7,499.86	Not Priced	£6,664.89	Not Priced	£7,178.43	Not Priced	£6,567.79	Not Priced
Trenchline	£2,254.69	Not Priced	£2,043.55	Not Priced	£1,924.62	Not Priced	£1,771.46	Not Priced

Quote from local contractor Don Burtonshaw who will source and fit

Further to your enquiry, I have pleasure in quoting you as follows for bollards as information sheet from East Sussex Highways.

To supply and erect bollards using Edgemaster 20 posts (slimline).

11 bollards - £1,100.00.

15 bollards - £1,500.00.

26 bollards - £2,600.00.

This equates to approximately £100.00 per bollard to supply and fit.

To supply and erect bollards using Glasdon Glenwood 150 post.

11 bollards - £2,585.00.

15 bollards - £3,525.00.

26 bollards - £6,110.00

This equates to approximately £235.00 per bollard to supply and fit.

Above prices plus V.A.T.

Agenda Item: PF660
Committee: Policy & Finance
Date: 14th September 2021
Title: DEFIBRILATOR AT THE GATEWAY CAFE
Report Authors: Town Clerk
Purpose of Report: TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE DEFIBRILATOR AT THE GATEWAY CAFE

Introduction

At the last meeting of the Committee, it was agreed that PTC would take ownership of this defibrillator.

Background

On inspection of this unit issues with the case and battery were identified.

Analysis

The Aivia200 defibrillator case circuit board inside is broken; part of the circuitry has burnt up and has also damaged the casing. This is why it is not working; also, the door is broken/cracked on the lower righthand side.

The electrical supply is fine.

The battery is old and also needs replacing.

Spare pads are also required.

Conclusions

This essential life-saving equipment must be made fully operational as a matter of urgency.

Recommendations

Purchase of a complete replacement case unit, battery and spare pads, using the Council's CIL money.

Implications

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

<u>Financial</u>	£689.00 from CIL monies.
<u>Legal</u>	Duty to keep this installed equipment operational.
<u>Health & Safety</u>	Essential life-saving equipment

Appendices/Background papers

Product details.

Cardiac Science G5 Pads & Battery Bundle

SKU: CSG5PB8 Categories: AED Consumables, AED Battery, Pads and Batteries, Pads and battery bundles Tags: AED, defibrillator Brand: Cardiac Science

£274.00 (excl.VAT)
£328,80 (incl.VAT)

Cardiac Science G5 Pads & Battery Bundle

Keep your AED rescue ready! This pack includes a Cardiac Science G5 battery, Adult electrode pads (non CPR Version) and prep kit

These are genuine Cardiac Science products and not replica.

In Stock for immediate Dispatch!

In stock

1 Add to basket

Description ekomi Reviews Delivery

Cardiac Science G5 Pads & Battery Bundle

Our consumable refresh kits contain the essential replacement parts to keep your Cardiac Science G5 defibrillator rescue ready.

AIVIA 200 Outdoor AED Cabinet

SKU: X2A200-101 Categories: Cabinets & Brackets, Outdoor Cabinets Tags: AED, defibrillator Brand: Aivia

£415.00 (excl.VAT)
£498,00 (incl.VAT)

The AIVIA 200 alarmed AED cabinet can be installed indoors or outdoors. This strong and durable AED cabinet is alarmed and heated to give your AED maximum protection from the elements if stored outdoors. This is a very popular product and one of our best sellers!

In stock

1 Add to basket

Agenda Item: PF661
Committee: Policy & Finance
Date: 14th September 2021
Title: Repair of hearing loops in Community House
Report Authors: Town Clerk
Purpose of Report: To seek approval to use of PTC CIL monies to repair of these two hearing loops.

Introduction

There are two hearing loops in Community House, one in the main hall and one in the Anzac Room, both needing repairs.

Background

Use of the main hall for Covid safe meetings has highlighted the hearing difficulties some Councillors have. This prompted the engagement of East Sussex Hearing Resource Centre (ESHRC) to inspect the installed hearing loops

Analysis

Both hearing loops need repairs/upgrading – please see attached ESHRC inspection email report and follow-up email.

Conclusions

It is essential that both loops are brought back into service a.s.a.p.

ESHRC has confirmed that digital hearing aids pick up these loops automatically and analogue hearing aids have a switch for this.

The latest hearing aid technology now includes Bluetooth, but this works on a single microphone per user situation. This ‘committee’ type solution is not appropriate for the many and varied users/uses of these rooms.

Hearing loops still offer the clearest audio to most people with hearing difficulties.

Recommendations

1. That PTC CIL monies are used to ensure that both loops are brought back into service a.s.a.p.
2. That the simplest options are pursued to restore service quickly. For confidential parts of meetings, the Caretaker would have to be asked that there was nobody able to take advantage of the ‘overspill’ from these loops outside of the meeting room(s).
3. That the loops are replaced/enhanced by a modern system – to be investigated further and costs input into the 2022/23 budget.

Implications

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

<u>Financial</u>	<u>Anzac Room</u> – Estimated £300 min up to £1,000 max. <u>Main Hall</u> – Estimated small testing fee up to £1,850 max.
<u>Legal</u>	Duty to include all sections of the community.
<u>Health & Safety</u>	Equality of access to meetings and events, etc.
<u>Social value</u>	Equality of access to meetings and events, etc.

Appendices/Background papers

ESHRC inspection email report and follow-up email.

From: Jonathan Cope <Jonathan@eshrc.org>
Sent: 26 August 2021 14:30
To: Senior Caretaker <seniorcaretaker@peacehaventowncouncil.gov.uk>
Cc: Town Clerk <townclerk@peacehaventowncouncil.gov.uk>
Subject: Hearing Loops

So sorry for the delay in getting the quotes together.

At the moment I can give you some rough costings but there are a few different factors that could affect these.

Firstly The Anzac Room.

Cheapest option would be a perimeter loop which is a double loop of cable around the room.

This would run off of one of the amplifiers you currently have assuming there are no faults with them.

This would cost £300 with current amplifier or £1000 with a new amplifier.

Downside with this setup is there is overspill so if anybody was outside the room with the loop setting turned on they would be able to listen in.

The other option we are looking into is a multiloop system which confines the loop to within the walls. This is what would have been setup originally under the carpet. We would have to do this in the ceiling.

This is a far more complex setup and would cost £900 with current amplifier or £3000 with a new amplifier.

For the Main Hall

We could possibly get away with simply just using one of the amplifiers from the Anzac Room.

We know from testing that the loop wire is intact. This would just cost a small setup and testing fee.

If we had to replace just the amplifier it would cost around £750

If we had to replace the whole system we would be looking at £1850

These costings are all approximates but gives you an idea of what it could cost.

Please let me know your thoughts.

Kind regards

Jonathan

Jonathan Cope
Client Support Technician
East Sussex Hearing

From: Jonathan Cope <Jonathan@eshrc.org>

Sent: 06 September 2021 09:41

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

Cc: Senior Caretaker <seniorcaretaker@peacehaventowncouncil.gov.uk>; Mark Dimmock <mark@eshrc.org>

Subject: RE: Hearing Loops

Sorry for the delay but I have been on annual leave. I have answered the questions as best I can.

I need to understand a bit more about how our existing loops work, assuming that they have been repaired.

In summary the anzac room is not working at all. On inspection it looks like the copper tape that is run under the carpet has been damaged or removed when the carpets were refurbished.

This could only be fixed by removing the carpet.

The Main Hall we did manage to get a very faint signal through the loop if within one metre of the wall. This was on a temporary output that was connected to the loop input in the control room.

Does PTC already have the correct microphones and whatever else is needed for these loops to pick up the conversation/sound?

In The Anzac room you have two suspended microphones in the ceiling, on testing these they were quite noisy. I would put this down to there being a lot of electricity running around up there. Also if the air conditioning was on then you would hear that coming through. The loop was also connected to the PA system so anything that would go through there would also come through the loop.

In the Main Hall I couldn't tell what was supposed to be connected to the loop. On arrival there were no apparent inputs as the connection in the control room was not connected to an output of the sound desk. I could see there were a couple of microphones suspended from the ceiling but I wasn't able to test these.

There are so many analogue and digital types of hearing aid around these days; are they all compatible for our existing loops?

Although hearing aids have changed, the practise of how a loop works hasn't. Not all hearing aids have the loop function from standard but most can be activated by the users audiologist.

Both the Anzac Room and the main hall often have large groups in them, so a Bluetooth boardroom solution would not be appropriate.

The only other option we could investigate would be an infrared system. This would require the user to wear a receiver around their neck that would connect to the loop setting on their hearing aid.

"Infrared audio systems can provide a simple solution where a hearing loop is not present or physically possible to install. Infrared hearing systems can also be used for multiple audio channels, for example a service provider might use their IR system not only for assistive listening, but also for more general audio instruction services or translation."

We will soon be starting on setting our budget for 2022/23, so any advice on more suitable systems and approximate costs would be welcomed. If newer systems do not use the same type of loops that we currently have, then repairing them now may also be a consideration.

Please see original email that outlines approximate costings. We would have to source a supplier of the infrared system if you went for this as it's not our typical install.

Full clean install would be approximately: Anzac £3000 , Main Hall £1850

Hope this helps to clear up some questions.

To give a precise quote we would need more information on usage including:

Secure or not secure (Whether people outside the room could pick up the loop audio)

Audio Connections (What do you need to go through the loop? Microphone types (Wireless, tabletop etc))

Do you require connection to emergency system?

The current pricing does not include any additional microphones and would utilize what you currently have on site.

Let me know your thoughts.

Kind regards

Jonathan

Jonathan Cope

Client Support Technician

East Sussex Hearing

Agenda Item:	PF662
Committee:	Policy & Finance
Date:	14/09/2021
Title:	New Centenary Park swings
Report Authors:	Town Clerk
Purpose of Report:	To seek agreement to use S.106/CIL monies for a new children's swing in Centenary Park

Introduction

Centenary Park opened in 2014 and the playground has been a great success

Background

This summer we had a request to install an inclusive swing seat, which we did, and this was installed successfully, however this has meant that there is now only one toddler swing seat in the playground.

It was suggested we purchase another toddler swing and install it where the brick maze is located as the swings are so popular.

Analysis

The brick maze does not appear to be used so its removal would not be an issue, so I asked for the original installer to quote for the same type of swings already in place and then asked two other companies to quote with their similar wooden framed swings. All quotes were with rubber mulch as a safety surface.

One company measured the area and did not have anything that could squeeze into the area with the correct clearances but the other two were able to quote.

Conclusions

At the Leisure & Amenities Committee meeting on the 7th September 2021, It was resolved to recommend acceptance of the quote from Playsafe (the original installers) £5,325.00 + VAT.

A quote from Playdale £6221.44 +vat, was also considered.

The only difference to the two quotes is how the swings are fixed to the ground and the guarantee on the timber parts

The Playsafe original design of swings are installed straight into the ground and are made from Robinia timber which is a semi hardwood and resistant to rotting with a ten-year guarantee.

The Playdale swings have steel fixings to which the timbers are attached above ground are Covered by a 20-year guarantee against structural failure due to rot or infestation when above ground level (i.e. all horizontal and vertical timbers are installed in conjunction with Playdale steel ground fixing brackets).

Recommendations

It is recommended that the Committee agrees the use of CIL/S.106 monies for the installation of this new swing by Playsafe

Implications

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

<u>Financial</u>	<ul style="list-style-type: none"> • 106 money or PTC CIL to be used • £5,325.00 + VAT
<u>Social value</u>	Popular swing with users queuing to use it at busy times this will ease this and make the park better

Appendices/Background papers





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

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

Community Infrastructure Levy (CIL)

Briefing Paper

&

Application Processes

INTRODUCTION

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

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

WHAT IS CIL?

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

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

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

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

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

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

The Lewes District Council Community Infrastructure Levy Charging Schedule can be accessed by following this link [Community Infrastructure Levy Charging Schedule \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk/community-infrastructure-levy-charging-schedule)

BACKGROUND

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

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

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

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

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

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

SOURCES OF CIL

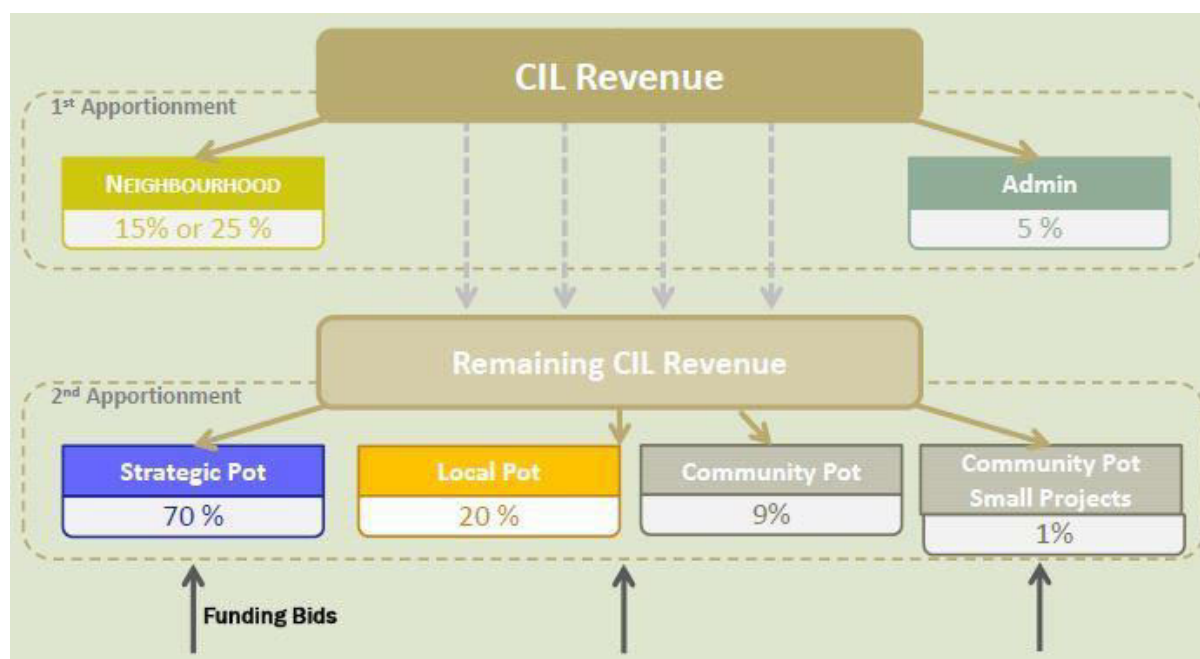
Lewes District Council (LDC) implemented its CIL charging schedule (with all relevant permitted developments chargeable for those areas of the district that lie outside the South Downs National Park Authority) from 1st December 2015. Eastbourne Borough Council implemented its CIL Charging Schedule on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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

CIL WORKING GROUP - CRITERIA FOR ASSESSMENT LARGER BIDS

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

PROCESS

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

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

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

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

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

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

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

APPENDIX A

STANDARD PTC REPORT FORMAT FOR COMMITTEES & COUNCIL

Agenda Item:

Committee:

Date:

Title:

Report Authors:

Purpose of Report:

Introduction

Background

Analysis

Conclusions

Recommendations

Implications

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

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

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

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

APPENDIX B

CIL BIDDING EXPRESSION OF INTEREST FORM

LARGER BIDS FOR PTC CIL FUNDS

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

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

APPENDIX C

LDC CIL BIDDING SWOT ANALYSIS

ASSESSING THE BIDS



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

Spending the Community Infrastructure Levy

10