

PEACEHAVEN TOWN COUNCIL

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

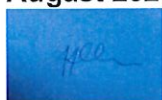
Councillors on this Committee:

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

11th August 2021

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on **TUESDAY 17th August 2021 at 7:30pm**



Tony Allen, Town Clerk

AGENDA

PF618 CHAIRMAN'S ANNOUNCEMENTS

PF619 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

PF620 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF621 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

PF622 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF623 TO ADOPT THE PUBLIC MINUTES OF 13th APRIL 2021

PF624 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.
10. Progress report - Council's new energy provider.

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

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

PF627 THE GATEWAY CAFÉ:-

1. TO AGREE FUNDING FOR THE FORECOURT AREA UPGRADE
2. TO DISCUSS OWNERSHIP/MAINTENANCE OF THE DEFIBRILATOR

PF628 TO APPROVE THE OUTDOOR EVENTS POLICY

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

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

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.

PF631 TO ADOPT THE CONFIDENTIAL MINUTES OF 13th APRIL 2021

PF632 AGED DEBT ANALYSIS

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

PF634 TO REVIEW THE GATEWAY CAFÉ LEASE

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

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 13th April 2021 at 7.30pm

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

PF602 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF603 PUBLIC QUESTIONS

No members of the public were present.

PF604 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to approve apologies from Cllr C Collier and that he be substituted by Cllr D Paul.

PF605 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Paul in matters relating to the Gateway Café; as an employee.

PF606 TO ADOPT THE PUBLIC MINUTES OF 2nd MARCH 2021

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

[It was resolved to take Items PF610 & PF611 at this point]

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

The Parks Officer's report was received and discussed.

It was resolved that, if S.106 monies are not available for this use, PTC CIL funds can be used up to a maximum of £3,000.

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

The Parks Officer's report was received and discussed.

It was resolved that this unused asset could be disposed of as proposed for a payment of £200.

[The Parks Officer left the meeting]

PF607 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

The Clerk reported that the March 2021 figures did not represent exactly the final year-end position, as these were subject to adjustments relating to the year-end closedown process.

It was noted that the Internal Audit will be conducted on the 28th April 2021, to be followed by the AGAR submission and external audit.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Clerk reported on the few significant budget overspends and noted that income was slightly higher than expected, but not at the level forecast.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021

7. List of payments (for approval)

It was resolved to approve the February 2021 payments amounting to £65,923.14, as scheduled in the meeting papers.

It was noted that there was a general underspend across many budget headings and that an estimated £60K-£80K will move into general reserves, bringing a much needed boost in this area.

8. Review of external contracts & their ongoing authorisations.

There were no items for discussion.

PF608 TO APPROVE THE SLA WITH CTLA

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

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

Noted that, at the Committee's last meeting, it was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

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

See above.

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

See above.

PF612 TO CONSIDER CLIMATE CHANGE WP PAPER FOR COMMUNITY HOUSE

Cllr Seabrook's paper was noted and discussed.

Cllr Seabrook stated that the requirement was for the proposed recommendations to be taken forward by the appropriate Council body, so that they are not lost and the Council can continue with its commitment to such improvements; no formal decisions being required at this stage.

It was resolved, by majority, to note the recommendations for the Community House upgrade and to progress them through the Business Development Committee, and to consider the recommendation for Council to become a centre of excellence for climate change.

It was agreed to add the Climate Change Resolution to the Council web site and create some green pages.

PF613 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE

i. To receive the meeting minutes of the 22nd February 2021

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

ii. To receive the meeting minutes of the 8th March 2021

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

iii. To note the draft meeting minutes of the 22nd March 2021

These minutes were noted.

iv. To authorise payment of grants as proposed.

It was resolved to authorise all of the grants proposed to-date for the Covid Emergency Community Grants Scheme, amounting to £9,385.00, as detailed in the schedule in the meeting papers.

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.

PF614 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MARCH 2021

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

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 13th April 2021

PF615 AGED DEBT ANALYSIS

The Finance Officer's report was noted, received and discussed.

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

The current arrangements were discussed and actions agreed.

[Cllr Paul took no part in this item].

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

There being no further business, the meeting closed at 20:21.

Agenda Item:	PF
Committee:	Policy and Finance
Date:	17 August 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 3 (July 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 July 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 41.8% of the budgeted expenditure has been spent so far, and 51.5% of the budgeted income has been received as at the end of month 4 (July 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 July 2021
- Bank reconciliation statement for cashbook 1 – 31 July 2021
- Bank reconciliation statement for cashbook 2 – 31 July 2021
- Detailed income and expenditure month 4 (July 2021)
- Detailed balance sheet month 4 (July 2021)

THE OFFICIALS
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Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 July 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£441,861.88
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,172.97
.....	
Sort Code 20-49-76 • Account No 83521656	


This is the end of your account summary.

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Your Business Current Account









At a glance

24 - 30 Jul 2021

Date	Description	Money out £	Money in £	Balance £
24 Jul	Start Balance			50,000.00
26 Jul	 Cheque Issued Ref: 120703	234.76		49,765.24
	 Cheque Issued Ref: 120708	30.00		49,735.24
	 Cheque Issued Ref: 120711	317.00		49,418.24
	 Direct Credit From Sussex Film Office Ref: 12164		200.00	49,618.24
	 Transfer From Account 30701211		381.76	50,000.00
27 Jul	 Cheque Issued Ref: 120637	3,306.00		46,694.00
	 Cheque Issued Ref: 120702	165.00		46,529.00
	 Cheque Issued Ref: 120707	6,805.80		39,723.20
	 Cheque Issued Ref: 120710	1,234.42		38,488.78
	 Cheque Issued Ref: 120722	474.00		38,014.78
	 Direct Credit From White Hart FC Ref: White Hart FC		90.00	38,104.78
	 Direct Credit From Telscombe T.C ZZ8 Ref: Inv 12167		396.00	38,500.78
	 Transfer From Account 30701211		11,499.22	50,000.00
28 Jul	 Cheque Issued Ref: 120717	992.73		49,007.27
	 Direct Credit From Telscombe T.C ZZ8 Ref: Inv 12196		29.16	49,036.43

Continued

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			49,036.43
28 Jul	 Transfer From Account 30701211		963.57	50,000.00
29 Jul	 Cheque Issued Ref: 120725	11,500.00		38,500.00
	 Cheque Issued Ref: 120730	231.46		38,268.54
	 Transfer From Account 30701211		11,731.46	50,000.00
30 Jul	 Cheque Issued Ref: 120701	312.98		49,687.02
	 Cheque Issued Ref: 120720	265.50		49,421.52
	 Cheque Issued Ref: 120727	4,404.00		45,017.52
	 Transfer From Account 30701211		4,982.48	50,000.00
30 Jul	Balance carried forward			50,000.00
	Total Payments/Receipts	30,273.65	30,273.65	

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%
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Helpful Information

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Get in touch

Online

barclays.co.uk

On the phone

0345-717-1819

**Talk to an advisor 7am – 11pm
or use our 24-hour automated
service**

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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Barclays Business
Banking](https://www.linkedin.com/BarclaysBusinessBanking)

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We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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Date: 05/08/2021

Peacehaven Town Council

Page 1

Time: 15:17

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/07/2021		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

**Bank Reconciliation Statement as at 31/07/2021
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	31/07/2021		50,000.00
Current Account	31/07/2021		441,861.88
			<u>491,861.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/03/2021 120475 WILD FLOWER LAWNS		379.81	
24/03/2021 120491 Roger Brown Trophies & Engravi		32.00	
21/04/2021 120535 ANDREW PICTON		39.15	
06/05/2021 120564 TELSCOMBE RAIDERS		750.00	
27/05/2021 120607 HMRC		7,915.34	
11/06/2021 120618 BARCOMBE LANDSCAPES LTD		50.00	
14/07/2021 120721 Heatcraft And Ventilation ltd		720.00	
14/07/2021 120726 AMBER ROSE MORGAN		300.00	
22/07/2021 120728 Wightman & Parrish Ltd		62.35	
22/07/2021 120729 ESALC Limited		480.00	
22/07/2021 120731 SECRETARY OUTSOURCE		87.50	
28/07/2021 120732 HMRC		8,268.42	
28/07/2021 120733 EAST SUSSEX PENSION FUND		7,120.51	
28/07/2021 120734 ANDREW HEFFERNAN		101.70	
28/07/2021 120735 EH TREECARE LTD		240.00	
28/07/2021 120736 Spaldings Limited		261.60	
28/07/2021 120737 AHGTC		35.00	
28/07/2021 120738 TOTAL GAS & POWER		277.12	
28/07/2021 120739 Corona Energy		980.12	
28/07/2021 120740 Fiddes & Son Ltd T/A Bowcom		45.00	
28/07/2021 120741 MICHELLE EDSER		10.00	
28/07/2021 120742 BRITISH GAS		24.18	
28/07/2021 120743 BRITISH GAS		818.38	
28/07/2021 120744 BRITISH GAS		377.19	
28/07/2021 120745 BRITISH GAS		222.51	
			<u>29,597.88</u>
			462,264.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			462,264.00
Balance per Cash Book is :-			462,264.00
Difference is :-			0.00

Detailed Income & Expenditure by Budget Heading 12/08/2021

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	320,353	640,705	320,352			50.0%	
1010 CIL Income	34,323	0	(34,323)			0.0%	
1013 Income from Photocopying	125	0	(125)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1094 Other Customer & Client Receip	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	370,311	658,205	287,894			56.3%	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	124,478	391,000	266,522		266,522	31.8%	
4002 Employer N.I Contributions	11,065	40,000	28,935		28,935	27.7%	
4003 Employer Pension Contributions	22,127	70,200	48,073		48,073	31.5%	
4004 Overtime	166	1,000	834		834	16.6%	
4011 Training	3,520	5,000	1,480		1,480	70.4%	3,150
4203 Fuel	536	0	(536)		(536)	0.0%	
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	2,625	2,000	(625)		(625)	131.3%	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	182	800	618		618	22.8%	
4325 Postage	393	1,000	607		607	39.3%	
4326 Telephones	1,720	6,000	4,280		4,280	28.7%	
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	197,647	582,300	384,653	0	384,653	33.9%	4,967
Net Income over Expenditure	155,164	58,405	(96,759)				
6000 plus Transfer from EMR	4,967						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	160,131						
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	873	3,250	2,377			26.9%	
1301 Filming	5,670	2,000	(3,670)			283.5%	
Marketing :- Income	6,483	5,750	(733)			112.7%	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	6,470	550	(5,920)				
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	6,075	10,000	3,925		3,925	60.7%	
Neighbourhood Plan :- Indirect Expenditure	6,075	10,000	3,925	0	3,925	60.7%	0
Net Income over Expenditure	(4,081)	(10,000)	(5,919)				

Detailed Income & Expenditure by Budget Heading 12/08/2021

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	1,628	5,600	3,972		3,972	29.1%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	2,893	13,900	11,007	0	11,007	20.8%	0
Net Expenditure	(2,893)	(13,900)	(11,007)				
310 Sports Park							
1025 Rent & Service Charge	5,437	13,574	8,137			40.1%	
1039 S/P Cats	500	0	(500)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,878	2,550	(328)			112.9%	
1061 S/P Court Hire	611	5,406	4,795			11.3%	
Sports Park :- Income	13,676	25,830	12,154			52.9%	0
4111 Electricity	1,637	3,000	1,363		1,363	54.6%	
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	2,921	10,000	7,079		7,079	29.2%	
Sports Park :- Indirect Expenditure	12,054	25,500	13,446	0	13,446	47.3%	0
Net Income over Expenditure	1,622	330	(1,292)				

	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	116	0	(116)		(116)	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	2,167	5,000	2,833		2,833	43.3%	
4303 Machinery Mtce/Lease	596	3,000	2,404		2,404	19.9%	
Big Park :- Indirect Expenditure	76,795	29,500	(47,295)	0	(47,295)	260.3%	61,477
Net Expenditure	(76,795)	(29,500)	47,295				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(15,318)						
316 Gateway Cafe							
1025 Rent & Service Charge	2,753	8,650	5,897			31.8%	
1111 Electricity	1,425	0	(1,425)			0.0%	
Gateway Cafe :- Income	4,178	8,650	4,472			48.3%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	998
4111 Electricity	994	4,200	3,206		3,206	23.7%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	195	1,000	805		805	19.5%	
4326 Telephones	324	420	96		96	77.1%	
Gateway Cafe :- Indirect Expenditure	2,741	10,120	7,379	0	7,379	27.1%	998
Net Income over Expenditure	1,437	(1,470)	(2,907)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	2,434						
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 12/08/2021

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	690	5,000	4,310		4,310	13.8%	
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	1,751	4,000	2,249		2,249	43.8%	42
4301 Purchase of Furniture/Equipmen	1,539	6,000	4,461		4,461	25.6%	
Parks & Open Spaces :- Indirect Expenditure	7,110	22,000	14,890	0	14,890	32.3%	42
Net Income over Expenditure	(5,770)	(24,255)	(18,485)				
6000 plus Transfer from EMR	3,100						
Movement to/(from) Gen Reserve	(2,670)						
355 The Hub							
1084 Sports Pavilion	3,395	16,320	12,925			20.8%	
The Hub :- Income	3,395	16,320	12,925			20.8%	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	449	1,500	1,051		1,051	29.9%	
4112 Gas	662	1,500	838		838	44.1%	
4171 Grounds Maintenance Costs	0	4,000	4,000		4,000	0.0%	
The Hub :- Indirect Expenditure	1,306	9,000	7,694	0	7,694	14.5%	0
Net Income over Expenditure	2,090	6,820	4,730				
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	0	10,404	10,404			0.0%	
1076 C/H Main Hall	486	26,112	25,627			1.9%	
1077 C/H Anzac Room	599	12,954	12,355			4.6%	
1078 C/H Main Kitchen	0	1,275	1,275			0.0%	
1079 C/H Anzac Kitchen	0	714	714			0.0%	
1080 C/H Foyer	0	2,346	2,346			0.0%	
1081 C/H Equipment Hire	0	1,326	1,326			0.0%	

	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	9,944	81,449	71,505			12.2%	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	2,634	4,000	1,366		1,366	65.8%	
4102 Maintenance of Buildings	1,323	1,000	(323)		(323)	132.3%	
4111 Electricity	3,726	4,000	274		274	93.2%	
4112 Gas	2,070	3,000	930		930	69.0%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
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	571	2,000	1,429		1,429	28.6%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	5,147	62,900	57,753	0	57,753	8.2%	0
Net Income over Expenditure	4,797	17,549	12,752				
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				

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Peacehaven Town Council

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Detailed Income & Expenditure by Budget Heading 12/08/2021

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	414,834	805,749	390,915			51.5%	
Expenditure	343,109	820,609	477,500	0	477,500	41.8%	
Net Income over Expenditure	<u>71,724</u>	<u>(14,860)</u>	<u>(86,584)</u>				
plus Transfer from EMR	70,632						
Movement to/(from) Gen Reserve	<u>142,356</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 12/08/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
102	Debtors Control	11,313	
105	VAT Control A/c	2,813	
118	Deposit Aqua	50	
201	Current Bank A/c	454,263	
202	Reserve Account	180,173	
210	Petty Cash	520	
	Total Current Assets		649,132
<u>Current Liabilities</u>			
506	Mayor's Appeal	9	
566	Deposits Received	1,022	
	Total Current Liabilities		1,030
	Net Current Assets		648,102
	Total Assets less Current Liabilities		648,102
<u>Represented by :-</u>			
301	Current Year Fund	71,724	
310	General Reserves	201,592	
324	Tree Works	1,192	
325	Staff training	1,269	
328	Service Charges	15,500	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
350	P/H Youth Task Group	4,000	
352	CIL	216,794	
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		648,102

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Peacehaven Town Council

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Nominal Ledger Report by ACCOUNT

User :ZM

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	
		Account CIL			Account Totals	63,282.56	280,076.16
		Centre			Net Balance Month 6		216,793.60

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/07/2021	Barclays	DD	3.00		COMMISSION CHARGES
06/07/2021	Northstar IT	DD1	1,461.35		JULY SUPPORT
07/07/2021	02	DD2	95.76		JULY MOBILES
08/07/2021	BRITISH GAS	120709	46.64		17 MAY - 28 MAY ELECTRICITY
08/07/2021	Heatcraft And Ventilation Ltd	120710	1,234.42		EXTRACTION FAN REPAIRS
08/07/2021	Society Of Local Council Clerk	120711	317.00		TONY ALLEN MEMBERSHIP
08/07/2021	L&N CONSULTANCY LIMITED	120712	1,188.00		JUNE CONSULTANCY
08/07/2021	Lewes District Council	120713	378.00		ANNUAL PLAY AREA INSPECTIONS
08/07/2021	CASTLE WATER	120714	202.97		JUNE WATER
08/07/2021	Mulberry &Co	120715	60.00		KS - ROLES & RESPONSIBILITIES
08/07/2021	STAR FUELS	120716	593.14		RED DIESEL / FUEL 25.06.21
12/07/2021	The Fuelcard People	DD	10.80		FUEL
12/07/2021	Northstar IT	DD1	13.19		uk hosted exchange
12/07/2021	Northstar IT	DD2	499.80		CLUG 500GB SERVER BACKUP
12/07/2021	Northstar IT	DD3	600.00		WARRANTY EXTENSION
12/07/2021	Barclays	DD	62.00		JUNE PDQ CHARGES
14/07/2021	EDF	120717	992.73		JUNE ELCTRICITY
14/07/2021	Caroline Reid	120718	609.00		TOILET CLEANING - JULY
14/07/2021	HR Services Partnership	120719	306.00		HR ADVICE / SUPPORT - JUNE
14/07/2021	AQUA MUNDUS LTD	120720	265.50		SERVICE & CLEAN OF GREASE TRAP
14/07/2021	Heatcraft And Ventilation Ltd	120721	720.00		SERVICE INC GAS SAFETY CERT
14/07/2021	The Play Inspection Company Lt	120722	474.00		RE-TEST AH
14/07/2021	Conect Total Communications	120723	481.33		CALL CHARGES - JULY
14/07/2021	CIRCUS WORLD	120724	200.00		DEPOSIT RETURNED
14/07/2021	LEWES DISTRICT CITIZENS	120725	11,500.00		CAB - SLA
14/07/2021	AMBER ROSE MORGAN	120726	300.00		ZOE GILES GRANT
16/07/2021	Northstar IT	DD4	58.80		CLOUD 500GB SERVER BACKUP JUNE
19/07/2021	The Fuelcard People	DD	102.77		FUEL - HK66 WMJ
22/07/2021	Farrington Property Developmen	120727	4,404.00		UNIT 14 & YARD W/C 22 JULY
22/07/2021	Wightman & Parrish Ltd	120728	62.35		HEAVY DUTY BLACK SACKS
22/07/2021	ESALC Limited	120729	480.00		TIME MANAGEMENT TRAINING
22/07/2021	Business Sream	120730	231.46		6 MAY - 5 JULY WASTE SERVICES
22/07/2021	SECRETARY OUTSOURCE	120731	87.50		SECRETARY OUTSOURCE
23/07/2021	JULY SALARIES	JULY SALAR	26,043.81		JULY SALARIES
28/07/2021	HMRC	120732	8,268.42		HMRC
28/07/2021	EAST SUSSEX PENSION FUND	120733	7,120.51		EAST SUSSEX PENSION FUND
28/07/2021	ANDREW HEFFERNAN	120734	101.70		ANDREW HEFFERNAN MILEAGE
28/07/2021	EH TREECARE LTD	120735	240.00		OVAL PARK TREE REMOVAL
28/07/2021	Spaldings Limited	120736	261.60		MAINTENANCE COSTS
28/07/2021	AHGTC	120737	35.00		AHGTC 2021/22
28/07/2021	TOTAL GAS & POWER	120738	277.12		MAY - JUNE GAS
28/07/2021	Corona Energy	120739	980.12		GAS USAGE MARCH 2018
28/07/2021	Fiddes & Son Ltd T/A Bowcom	120740	45.00		ATOM BATTERY
28/07/2021	MICHELLE EDSER	120741	10.00		M.EDSER EXPENSES
28/07/2021	BRITISH GAS	120742	24.18		JULY ELECTRICITY
28/07/2021	BRITISH GAS	120743	818.38		JULY ELECTRICITY
28/07/2021	BRITISH GAS	120744	377.19		JULY ELECTRICITY

Date: 12/08/2021

Peacehaven Town Council

Page 2

Time: 12:00

Current Bank A/c

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2021	BRITISH GAS	120745	222.51		JULY ELECTRICITY
Total Payments			72,867.05		

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	awaiting written report
Following a risk & safety assessment from SAFE I.S this is required	awaiting written report
Legally required	awaiting written report
Following a risk & safety assessment from SAFE I.S this is required	awaiting written report
Following a risk & safety assessment from SAFE I.S this is required	awaiting written report
	done
	waiting for a date for them to service equipment.
	done
	done

Agenda Item:

Committee: Policy & Finance

Date: 17th August 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

Having moved away from ESCC and finally getting all our supply billed to the right address I am now looking at moving our supply so that we can hopefully have one supplier across all meters.

Background

I have contacted EDF as they can offer green energy at competitive rates. They have given the option to fall under the crown commercial service which in essence appears to be similar to ESCC, however it's free and we will be able to contact the supplier/s ourselves, we can use them to negotiate buying power which should help us keep costs down.

Analysis

See below from CCS which outlines the benefits of sourcing our energy through them.

1. enhanced customer service options
2. competitive management and administration fees
3. provision of educational, market and budget reporting
4. electronic portal for customer account access
5. key account management provided
6. CCS specific customer team
7. annual audit
8. annual budget forecasting
9. bespoke customer specific reports on request
10. risk managed trading and procurement
11. a transparent not for profit pricing structure
12. fully compliant agreement

I have asked the question "what is in it for them"? and their reply was;

"If there was a billing issue, yes you would contact the supplier directly. We can assist too if there are disputes but these are rare.

Yes, the service is free. CCS makes it's money by charging a small levy to the supplier. You, as the buyer, would not incur this.

Implications

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

<u>Financial</u>	Reduction in Kpw unit costs
<u>Legal</u>	
<u>Environmental and sustainability</u>	Zero Carbon energy as part of the PTC plan
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
To ensure all Committee Chairs are provided with relevant and up to date financial reports.	RFO. FO All Committee Chairs P&F	Continue to include as Agenda item for Committees to discuss Quarterly monitoring	Reports included on Agendas Committees to be more aware	April 22 Next Quarterly report Sept 21	
All Committees to take responsibility for the management of their budget.					
To rebuild General Reserve ratio to 40% of Precept within two years.	RFO. FO P&F Bus. Dev & Comms	Action Plan to be prepared in include Ideas to increase financial efficiency	Ideas to be gathered from Committees and staff	April 22 Next Quarterly Report Sept 21	
Increase income streams					
Reduce costs and make efficiency savings eg: parks team storage shed, bring on to PTC land	RFO Parks Officer P&F	Review of leases	Outline plans being prepared	Reports to Council December 2021	
Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: \$106 funds for Centenary Park are finite)	RFO Parks Officer LAE / P&F	Audit of current status and update requirements	Forward estimates needed	March 2022	

<p>Monitor and allocate Section 106 and PTC CIL</p> <p>Prepare Project bids for LDC CIL 2021-22 (New bids)</p> <p>Explore funding opportunities including grants as they occur Eg Welcome back fund Ouse Valley Cares Changing Places fund</p>	<p>SPO. FO</p> <p>Bus Dev & Comms P&F</p> <p>SPO FO</p> <p>Bus Dev & Comms P & F</p>	<p>Project Action</p> <p>Plan/Timetable to be established</p> <p>Projects to be identified and prioritised</p> <p>Establish links with LDC and ESCC to identify sources of funding</p>	<p>Historic Audit complete - keep Master Spreadsheet up to date</p> <p>CIL bids open autumn 2021</p> <p>2 applications made</p> <p>Networking links being established by SPO</p>	<p>April 22</p> <p>6 monthly reports to Council</p> <p>April 22</p> <p>6 Monthly report to Council</p>	

Agenda Item: PF626
Committee: Policy & Finance
Date: 17th August 2021
Title: Safety issues outside of Greggs/Costa/Subway on The South Coast Road
Report Authors: Victoria Onis (Admin & Meetings Officer)
Purpose of Report: To consider the purchase of Bollards and set a budget for this.

Background

The South Coast Road has become heavily congested over the last 5 years due to the increase of housing and population. The areas outside of Greggs/Costa and further along Subway have been getting increasingly dangerous for both vehicles and pedestrians due to the anti-social parking, with ongoing Resident Complaints.

Greggs/Costa As well as lorries/vans parking on the pavement/double yellow lines throughout the opening times of 6.30am to 10pm 7-days a week, the entrance to these outlets opens up close to the junction on to the South Coast Road which is also the entrance and exit to residents of Bolney Ave.

Bolney Avenue is heavily used by both Residents of Bolney Ave, the Swimming School and the three outlets, Costa, Greggs and the Co-op.

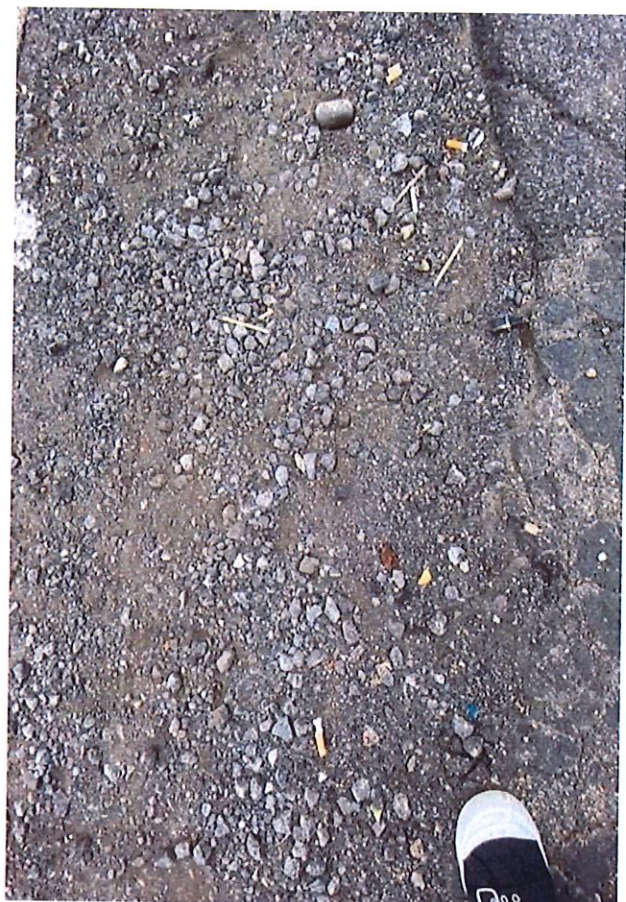
Location 1 Greggs/Costa

The restricted view for vehicles pulling out from Bolney Avenue (this is the key “leading” traffic direction)





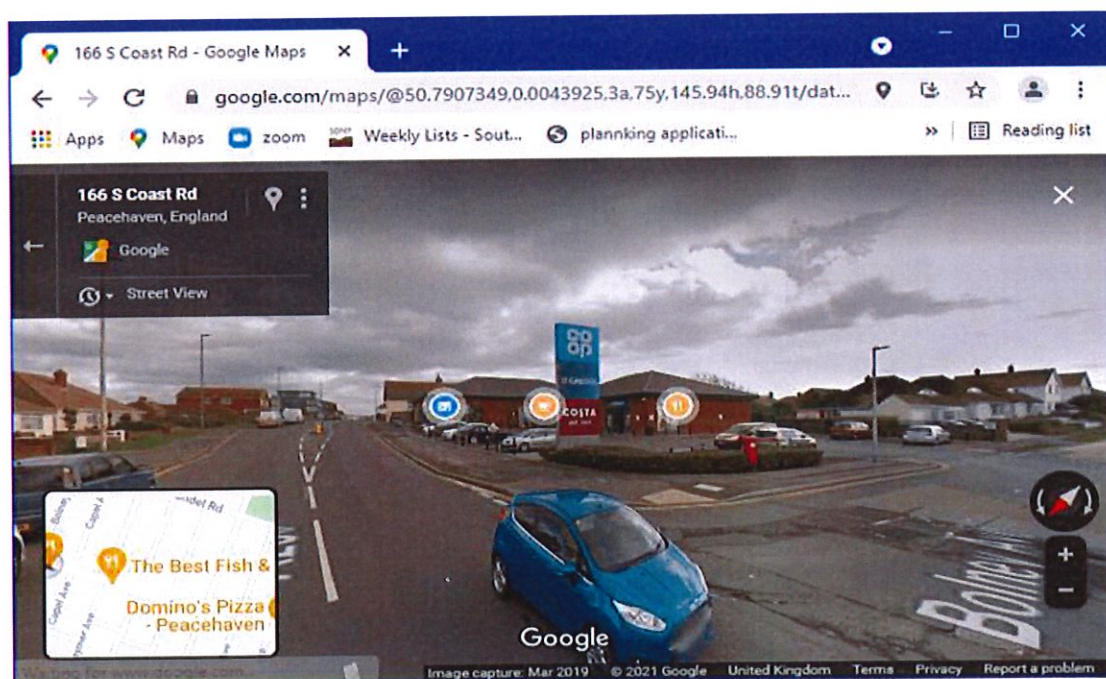
Significant damage has been caused to the pavement surface and services under the path may be compromised. I have reported this to ESCC Highways and they are ONLY going to patch over a small section which is directly outside of the Co op entrance.



Analysis

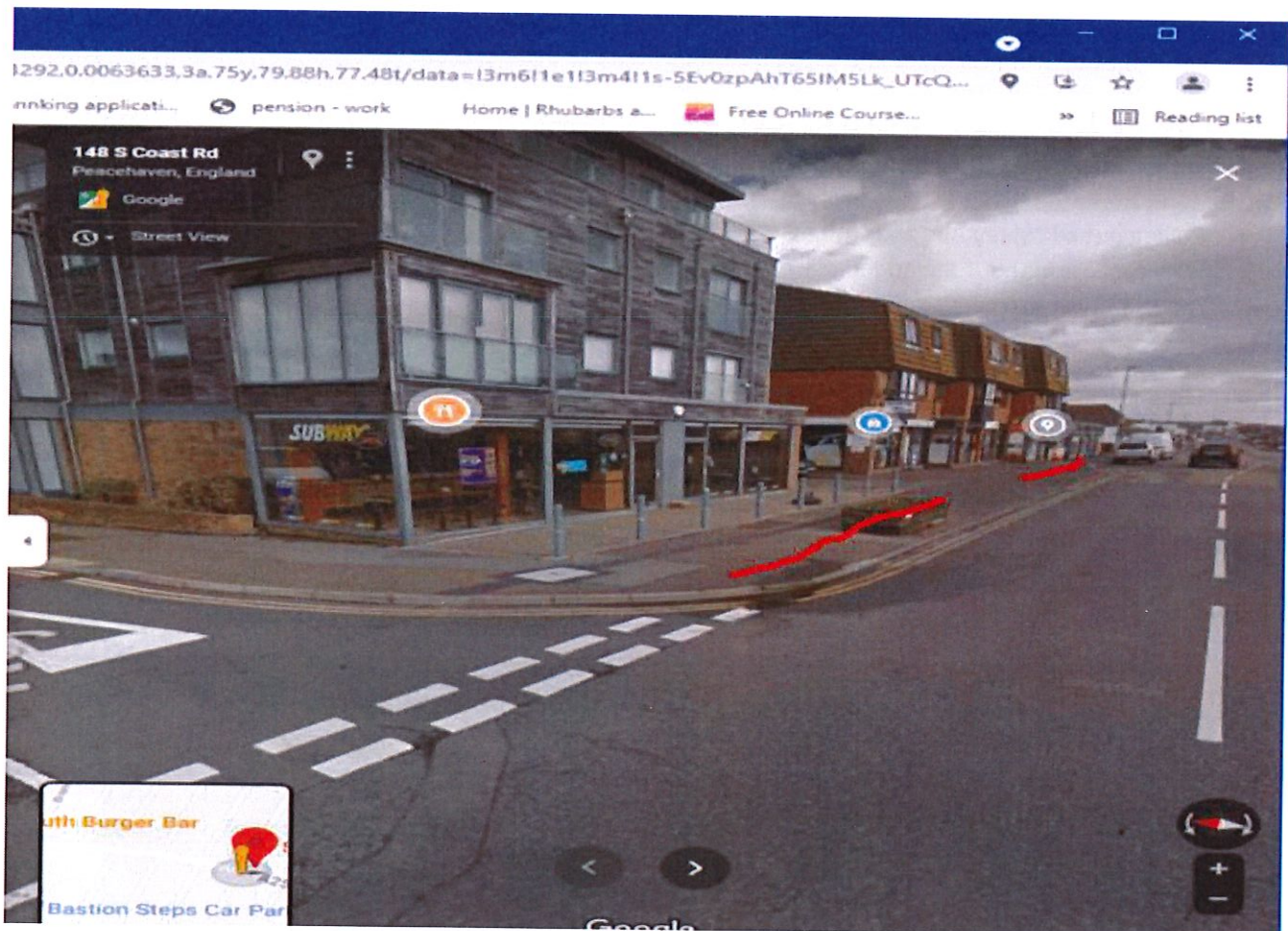
Location 1 Greggs/Costa

- Steve O'Connell, Community Speed Watch Officer for Sussex Police, reported in our last Road Safety WP Zoom, that this is an area of High concern for Public Safety due many minor (so far) accidents.
- Lorries and vans block the line of sight when pulling out of Bolney Avenue, cars are having to nudge out into the traffic flow, which may be speeding around the offending vehicles. This can result in cars breaking suddenly or swerving towards the opposing line of traffic which is sitting in the centre of the road waiting to turn right into the outlets on Bolney Avenue. To exacerbate matters, the junction is in a dip, at an angle, narrow and full of pot holes.
- The pavement here is more than wide enough to accommodate bollards, but there is road signage that intrudes into the footpath making it very difficult for people with mobility scooters to pass through when there is illegal pavement parking (It is illegal because the offside wheels are parked on double yellow lines)
- The pavement has also crumbled due to this parking and there are large chunks of road surface which could flick up from car tyres and cause a serious injury to a pedestrian.
- Vehicles travel along this road at speeds in excess of 40mph (it's a 30) this area is already a hazard without the speed (do we know if there has been any kind of speed survey?).
- Pulling out of Bolney Ave and turning right towards Newhaven, across two lanes of speeding traffic, is a risky process without the added risk of a Lorry blocking the view. When turning left towards Brighton, road safety is also compromised.
- ESCC are not willing to support the cost for bollards along here, the areas outside of Subway and Greggs have been brought to the attention of Highways in recent SLR meetings.
- The Traffic Police and Parking Enforcement monitor the area 'occasionally' and Residents have been taking pictures, but this is a problem from 6.30am to 10pm, the occasional monitoring is not going to resolve the problem.



Location 2 Subway

- Multiple complaints from residents living above the outlets. Residents woken and disturbed by cars continually pulling up on pavement and horns from Takeaway delivery drivers, pulling up on yellow lines and pavements.
- Unsafe as cars are parked half on pavement/yellow lines, narrowing the road for vehicles and narrowing the pavement and causing safety issues for pedestrians walking.
- Pulling out of Keymer Ave and turning left means you must manoeuvre slightly further out to get round the cars parked upon the yellow lines which increases the chances of a hitting a car coming along to turn right into Keymer Ave.
- Town Council Planters have been destroyed and damaged beyond repair by vehicles driving into them to park on the pavement.



Conclusions

Over the last 2 years I have:-

- Involved the parking enforcement team who have informed me that they do not have the manpower to monitor as often as needed, they may have time to visit every few weeks.
- Made the Police are aware of this area after there has been many minor accidents. This area is well known as a hot spot to the traffic police who have even reported to us that this area needs Bollards.
- Sent pictures from the public to Operation Crackdown, unfortunately do not have the manpower to work through these reports quickly, this is a not a fix.
- Feedback from Police Traffic Officer Steve O'Connell

From: Stephen.OConnell

Sent: 30 July 2021 13:20

To: Admin <admin@peacehaventowncouncil.gov.uk>

Subject: RE: Bollards - Peacehaven

Good Afternoon Victoria,

We get many complaints at residents meetings and through our inbox about this, HGV's and vans use the pavement outside the COOP opp Greggs and Costa especially in morning and evening peak periods for their break rather than use the car park, this action causes severe problems with traffic exiting Bolney Avenue onto the busy A259 as drivers cannot see around them and vehicles have to pull out into the carriageway for a clearer view resulting in numerous near misses.

The other issue is for pedestrians, where HGV's and vans have parked in the pavement it restricts access for disabled persons as they cannot pass safely, also the pavement surface has now degraded to such an extent by vehicles that the surface in my opinion is uneven and unsafe for pedestrians especially the elderly and an accident waiting to happen, we will move vehicles on if we see them and give words of advice but cannot be there all the time. From a drivers perspective it is also a hazard as pedestrians do tend to walk out from the front end of badly parked vehicles, many of which are school children as this is a popular meeting place. I know that NSL have been made aware of this issue as well at the Joint Action Meetings that I attend.

For us Subway not so much an issue only when busy as again it's bad parking and the usual I will only be minute syndrome, outside Subway parking too near the junction is the biggest problem.

Kind regards,

Steve.

Sussex Safer Roads
PARTNERSHIP



Steve O'Connell – CSW Officer / Admin SPOC

Sussex Safer Roads Partnership

Operations Command

Shoreham Police Station | Ham Road |

Shoreham-by-Sea | Sussex | BN43 6PA

www.sussexsaferroads.gov.uk | www.communityspeedwatch.org

www.sussex.police.uk

Recommendations

- Agree to fund bollards ourselves in **two** areas on the South Coast Road, which will resolve the matter with minimal delay.

Other options

1) Consider signage or road / pavement markings, or raising the kerb height

Raising the kerb will be expensive and drawn out and would make it harder for people to cross the road and potentially need railings to prevent people falling into the road, which will be at a cost and application submitted to ESCC.

2) CIL bid (involves getting a plan together, permissions, quotes etc a lot of work and probably months of delay as bidding for 2021 is not expected to open until autumn, reviews likely would be end of the year so funding not likely to be received until 2022)

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?	Significant expenditure, currently uncoded. Use of PTC and LDC CIL monies. Some ESCC funding. Failure to take action will result in further damage to the pavement surface and potentially underlying utilities which could result in significant costs and inconvenience if damaged. E.g. water or gas leak
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Standing Orders?• Council Powers/Duties?• Lease/landlord responsibilities?	Highways Laws. Health & Safety Laws. Equalities Act 2010
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Need to maintain safe and useable footpath for all
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	ESCC Highways principle Authority. Highways Act 1980
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	Pedestrian Safety
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	Improves visibility of traffic exiting from Bolney Avenue onto South Coast Road. Reduces anti social noise for residents living above Subway Ensures footpath is accessible at all times

Social value <ul style="list-style-type: none"> Charities/voluntary orgs? Support for those in need? Area improvements? Community benefits? 	Improved and safer area for community.
Climate <ul style="list-style-type: none"> Carbon footprint? Materials? Recycling? 	No impact on climate change. Will the bollards be made from recycled plastic?

Appendices/Background papers

Three quotes? Quotes received from ESCC and Licence costs from ESCC Highways

Location map? attached

Location pictures? Pictures of the Bolney Aveune Junction/Subway and pavement outside of the three outlets

Supporting doc's? Highway Code / Quotes / Licence costings

HIGHWAY CODE

Section 242

You **MUST NOT** leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.

Laws RTA 1988, sect 22 & CUR reg 103

Section 243

DO NOT stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space

Section 244

You **MUST NOT** park partially or wholly on the pavement in London, and should not do so elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.

Law GL(GP)A sect 15

Section 246

Goods vehicles. Vehicles with a maximum laden weight of over 7.5 tonnes (including any trailer) **MUST NOT** be parked on a verge, pavement or any land situated between carriageways, without police permission. The only exception is when parking is essential for loading and unloading, in which case the vehicle **MUST NOT** be left unattended.

Law RTA 1988 sect 19

QUOTES & SPECIFICATIONS

Licences

- A Section 171 – Excavation licence will be required. This licence costs **£399.61**, however this is a base rate and if the total cost of the works exceed £3,996.10, then this licence is priced at 10% of that cost,

For example if the job costs 5k in total, the 171 licence would cost £500

- A licence to place bollards and/or posts on the highway for 2 years can be requested for a fee of **£60.14**.

The options for Bollards are:-

- To use ESH contractors to purchase the Bollards and install or install only
- To use a local Highways Approved contractor to purchase the Bollards and install
 - as long as the contractor has the necessary £10 million Public Liability Insurance and NSRWA accreditations

ESCC currently recommend only two Highways safe Bollards and NO passively safe recycled Bollards.

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.

Quotes from ESH

There are two comparisons. The first set of quotes are with Full Risk Allowance and the second is with Reduced Risk Allowance.

ESH clarified the comparison between Full Risk allowance and Low Risk Allowance: -

An insurance is perhaps a good way to look at it, the risk is basically building in the cost of potential for delays into the price of the works. The higher the value of risk you agree to on the quotation, the more likely it is that the cost of any delays will be covered in the price of the quote agreed to, and the less likely you are to have any additional costs arise later on. The lower the value of risk built in to the quotation, the more of a chance there is that you might have additional costs later on if something goes wrong or there are delays. The question of having a lower or higher risk allowance depends on how likely the council feels any of the risks listed at the bottom of the quotes are to materialise

EDGEMASTER 20 POST

glasdon - Bing

Edgemaster™ 20 Post with Free Delivery


https://uk.glasdon.com/edgemaster-20-tm-post

Glasdon
Quality By Design

enquiries@glasdon-uk.co.uk

Edgemaster™ 20 Post

Edgemaster is a slimline marker post manufactured from a tough Durapol material. This low cost and low-maintenance verge marker is an economical solution to stop people from parking on grass verges.



£14.61
excluding VAT
£17.53 inc. VAT
£5.95 + VAT delivery (orders under £100)*
£7.14 delivery inc. VAT (orders under £120)*

[Add to Basket](#)

[How can I pay?](#)

[How can I get a quote?](#)

[Chat now](#)

COOKIE SETTINGS

GLENWOOD 150 POST

glasdon - Bing

Glenwood™ 150 Post - with Free Delivery

https://uk.glasdon.com/glenwood-150-post

Glasdon
Quality By Design

COVID-19 Information Update

Request a callback

enquiries@glasdon-uk.co.uk


0 items: £0.00 View Quote

Free Delivery
*Terms and Conditions Apply

Home Company Products Products by Industry Careers Clearance

Glenwood™ 150 Post

Manufactured from Everwood, this wood effect post is ideal for access control, verge protection or marking cycle routes in rural schemes. This post looks as good as wood with none of the maintenance.



£114.69
excluding VAT
£137.63 inc. VAT
Includes free delivery*

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[How can I get a quote?](#)

[Quick Quote](#)

Quantity:

Colour:

Bandin

[Chat now](#)

COOKIE SETTINGS

Quotes with Reduced risk allowance

Subcontractor	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)	
	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

Subcontractor	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)	
	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

Agenda Item: PF627
Committee: Policy & Finance
Date: 17th August 2021
Title: Gateway Café forecourt resurfacing
Report Authors: Kevin Bray
Purpose of Report: To recommend contractor and CIL provision

Introduction

The LA&E committee asked for £4000 to be set aside from CIL funds for the resurfacing of the cafe forecourt area, the quotes have come in way above this estimate.

Background

The café forecourt

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

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

Analysis

The LA&E committee have recommended using Hobart paving for the project as they installed the rest of the paving area originally and this has proved to be a success.

Conclusions

The quotes were as follows.

Hobart paving £11,109.00 + vat.

Sussex driveways £8,200.00 + vat.

Southeast driveways £9,120.00 +vat.

Recommendations

1. To accept the L&A recommendation
2. To agree to increase the CIL contribution to cover the cost **£11,109.00 + vat**

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?	<ul style="list-style-type: none">• Cil funds to pay for the work.

<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	<ul style="list-style-type: none"> • Improved area for public to dine
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? 	

Appendices/Background papers



PEACEHAVEN TOWN COUNCIL OUTDOOR EVENTS POLICY

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INTRODUCTION

The Outdoor Events Policy reflects:

- The importance of outdoor events to the economy of the town
- The demand from promoters to hold outdoor events in Peacehaven
- The difficult balance needed to maximise event benefits while minimising the challenges that are faced in holding them
- Peacehaven Town Council (PTC) encourage event organisers to maximise sustainability benefits of events.

PRIORITIES

PTC is working to tackle inequality and outdoor events contribute to the following Sustainable Community Strategy priorities of:

- Promoting enterprise and learning
- Reducing crime and improving safety
- Improving health and well-being

CONTRIBUTION TO PRIORITIES

The benefits of outdoor events include:

- The creation of jobs through the contribution of outdoor events to the overall visitor
- Developing community cohesion through both large-scale events and community events held across the town which brings local people together whether as participants or spectators.
- Promoting sport and physical activity which encourages regular participation and benefits the health and well-being of the town's residents.
- Raising the profile of the town
- Providing opportunities for local and national charities to raise funds through participants being sponsored to take part in events.
- The generation of income to the council which contributes to the support of community events.

OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- Ensure effective planning and management of events
- Maximise safety for those working and attending events
- Ensure the promotion of Licensing Objectives

- Ensure that the sustainability of events is improved by protecting and enhancing the environment, meeting social needs, and promoting economic success
- Provide a framework for the application process to seek approval for outdoor events
- **Ensure pre-event consultation takes place**
- Maximise the opportunity for increased spending that makes a positive contribution to the local economy
- Minimise the inevitable disruption particularly of major events to the residents and businesses of the town
- Ensure compliance with the animal welfare
- Set out a scale of charges for events
- Ensure the recognition of areas as outdoor event spaces
- Develop the existing strong events programme with events throughout the year to maximise the impact of events to the town's economy.

APPLYING TO HOLD AN EVENT

The size and type of the event determines how to apply and fees payable.

Size	*Audience Capacity	How to apply
Small	Under 500	Submit an Outdoor Event Application Form
Medium	500 - 3000	Submit an Outdoor Event Application Form
Large	Over 3000	Submit an Event Management Plan

* Audience capacity is the maximum number of people expected at the event at one time.

ADD APPLICATION FORM LINK

All events will be required to comply with the guidance provided by the Health & Safety Executive guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events available from www.hse.gov.uk.

Professional firework displays must comply with Health & Safety Executive Guide HSG 123. For Filming & Photography on council land, a different application procedure applies. Please contact the Events Team for details communications@peacehaventowncouncil.gov.uk

For Small & Medium Events

The event organiser submits an Outdoor Event Application Form a minimum of 3 months before event set up on site begins. Where an event is considered to have significant impact on an area, site, or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size. The application form is assessed by Outdoor Events Team and a Consent Form issued if permission is granted.

The Outdoor Event Application Form contains questions and guidance on the areas you will need to consider before holding an event. Depending on the nature of the event, you may need to plan for

some of the areas listed below under 'large events'. A risk assessment is required for all events and the application form contains a template.

Large Events

An initial discussion with Events Team is followed up with submission of an Event Management Plan at least 6 months before event set up on site begins. If further development of the plan is necessary, a timescale greater than 6 months is likely to be required. If the timescale for event planning is not met, Peacehaven Town Council's consent may be withdrawn.

Event Management Plan Organisers of large events will need to produce a plan which will be subject to the approval of the Outdoor Events Team and the multi-agency event liaison officers for the event. The plan will include but not be limited to:

- Access Provision
- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult
- Complaint's procedure
- Concessions and caterers
- Covid - 19
- Crowd management
- Emergency control
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Food safety
- Infrastructure
- Licensing requirements
- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision

- Security and stewarding provision
- Site plans
- Statement of intent
- Production and event timetable
- Traffic management
- Transport management
- Waste management

LICENSING, PERMISSIONS & INSURANCE

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
 - A Temporary Events Notice (TEN) or time limited premises licenses may be required. The Events Team can advise whether you need a license depending on the size and nature of your event. The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event. This can be applied for via Lewes District Council Licensing Office
 - Public Liability Insurance is a requirement to a 10M cover.
 - Our Terms & conditions, form signed & dated.
 - health & safety risk assessments are a requirement.
 - application forms submitted.
 -

CRITERIA FOR APPROVAL OF AN EVENT

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered during the application process to ensure compliance with the objectives of this policy and the requirements for holding an event.

- Public safety and security issues
- The ability of the event organiser to manage the financial requirements of the event
- The ability of the organisers to effectively plan, manage and control the event
- Impact upon the environment and damage limitation
- Impact of the event on regular users of public spaces, stakeholders, and local residents
- Timing of the event
- Size of location, numbers attending, or numbers estimated to attend

- Impact on transport and traffic infrastructure to support the event e.g., parking, increased use of public transport and road closures.
- Type of event
- The creation of opportunities for local participation
- Legal constraints
- Compliance with conditions specific to the event location
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and Licensing Authority e.g., noise disturbance and food hygiene
- Impact on traffic and transport infrastructure for those not participating in the event.

APPROVAL PROCESS BY THE COUNCIL

All events will require consent from the council in the capacity as landlord for the area the event is being held.

This is provided by:

- The council's Civic and Community Events Committee who will approve the annual calendar of major events during their first meeting of each year.
- Delegated powers are granted to the Communications & Civic Officers in consultation with the Chair of the Committee to make any changes to the Outdoor Events Programme which are received after the approval of the annual calendar.
- If the Officers consider that a new event is a large event or has corporate budgetary or policy implications the matter shall be referred to the Committee.
- Consent for small and medium sized events can be granted by the Outdoor Events Team.

CONSULTATION

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Initial consultation by the organiser with the Outdoor Events Team to ensure it fits within the Outdoor Events Policy
- Internal sections of the council
- Emergency services
- Transport providers
- Local ward councillors
- External partners specific to an event location
- Communities of interest specific to the event.

FEES AND CHARGES

The fees for holding outdoor events are set out in the supporting document Outdoor Event Fees.

The Application Fee, Hire Fee and Reinstatement Deposit (if applicable) are payable once consent has been granted.

The fees applied depend on whether an event is:

- Commercial
- Charity (National)
- Enthusiast
- Community Commercial

Commercial

These events provide a commercial benefit to a profit-making business or operation including product launches, corporate events and other marketing and promotional activities for profit making organisations.

Charity

Events organised by registered national charities and are predominantly fundraising events for the benefit of the charity.

Enthusiast

This type of event is organised by owners/collectors' clubs who display their goods.

Community

Any event organised by not for profit, community or voluntary groups that directly benefit the residents and visitors of the city, and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

The classification of the event type is subject of officer discretion and may affect any of the following:

- Whether an application is accepted
- The application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of the consultation to be undertaken

Other Fees

Application Fee

This covers the costs of processing the application. The fee charged depends on the type of the event.

Hire Fee

This fee covers the cost of hiring the site. Community events that demonstrate significant benefit to local people and the community and that minimise the negative impacts of the event may be eligible for a discretionary discount of up to 100% on the hire fee.

Reinstatement Deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. The deposit will be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event. Licensing Fees Under the Licensing Act 2003, if your audience is 499 or more you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late-night entertainment.

For further information on licence fees please contact the Environmental Health & Licensing Team at Lewes District Council. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be used.

Waste Management

Event organisers are required to have arrangements in place to minimise waste, promote recycling and where unavoidable, dispose of waste.

If the event organisers' arrangements are not sufficient and result in an increased service level being provided the costs will be charged to the event organiser.

Highways – Road Closure and Signage Costs

Where road closures are required to comply with Highway Regulation and Enforcement, a fee will be made to the event organiser for these formal road closures. PTC would expect the organiser to manage the road closure with adequate security measures in place.

Parking

For large events it is advisable to advertise that there will be no parking available and to access public transport ONLY.

Where the event organiser requires parking bay suspensions to be put in place for disabled parking, a fee may be charged to the event organiser.

Monitoring of events

The outdoor events team will monitor the large events to ensure compliance with the policy and the location hire agreement. The costs of these visits are not recharged. However, where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

SUSTAINABLE EVENTS

Peacehaven Town Council is committed to working with event organisers to improve the sustainability of events by protecting and enhancing the environment, meeting social needs, and promoting economic success.

Event organisers will be asked about their plans for sustainability at the application stage, including how they plan to:

- Support the local economy
- Minimise waste, water, and energy use
- Encourage public transport and sustainable food
- Communicate with everyone involved with the

GENERAL REGULATIONS

The following general regulations will apply to all events.

Hours of Operation

This will include both the duration of the event itself and the rigging and de-rigging of the event site. The requirements will be specific to event locations. The terminal hour is determined by open spaces premises licences.

Noise Levels

Permissible noise levels will be dependent on specific locations and their individual requirements. A Noise Management Plan may be required to mitigate any potential noise disturbance. Reference should be made to the Noise Council's Code of Practice for Environmental Noise Control at Concerts.

Health & Safety

The enforcing authority for health and safety for most outdoor events are Lewes District Council's Environmental Health, Health and Safety Teams.

The Outdoor Events Team reviews the event application forms or event management plans to ensure a risk assessment has taken place. The team works with event organisers and other agencies to ensure events are run safely.

Food Safety

Where the event involves the provision of food or has food franchises all traders should be adequately vetted to the satisfaction of Regulatory Services before being permitted to trade and copies of certificates issued.

Transport Management

Transport management is a major concern for events. Event organisers must liaise with LDC highways and parking teams and act on any appropriate guidance. Robust Transport and Traffic Management Plans should be drawn up as part of the event planning process for events where significant numbers of people will be travelling to the event.

LEGISLATION, REGULATIONS AND GUIDANCE

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981

- Data Protection Act 1994 and 1998 • Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995 • Town and Country Planning Act 1947 and 1990
- Licensing Act 2003 • The Children's Act 1989 • Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996

MONITORING OF POLICY

Outdoor Events are unique and therefore the challenges posed by each event are different.

Therefore, as events evolve and develop it will be necessary for the Outdoor Events Policy to evolve and develop accordingly. All the partner agencies recognise the importance of outdoor events to the town and work together to provide a programme of safe and well managed events for the benefit of residents and visitors.

CONTACT DETAILS

Communications Officer

communications@peacehaventowncouncil.gov.uk

Civic & Marketing Officer

civicandmarketing@peacehaventowncouncil.gov.uk

Information Officer

info@peacehaventowncouncil.gov.uk

Town Clerk

townclerk@peacehaventowncouncil.gov.uk

Tel: 01273 585493 option 1

www.peacehaventowncouncil.gov.uk

AGENDA ITEM:	C809-e-iv
Subject:	Armed Forces Day – combined with PTC Summer Fair
Date:	27 th July 2021
Report:	Deborah Donovan

Summary of recommended actions

To apply for the remainder of the PTC COVID support fund, to deliver a combined Town's Summer Fair with an Armed Forces Day

Introduction

The Civic Officer received an enquiring from local resident, David King proposing the following:
A JOINT ARMED FORCES DAY AND PTC SUMMER FAIR.

Background

David made contact in January 2021; he explained an event for Armed Forces Day is match funded by the MOD for up to £10,000 but applications close at the end of March every year. I had to advise David that our Community Events had been put on hold, as we were following Government advice especially considering gatherings for social events. Therefore, an application for this year was **too late to consider**.

David told me that he is happy to look at planning an event for 2022, the date would fall during the last weekend in June (25/26). To enable planning to happen he would need to be in a position to put an application in for match funding with the MOD as early as possible.

To start this process, he would need to know:

1. What support the Council would offer in the way of facilities and what value is equated to that.
2. What financial support the council would offer.

With this information David would then be able to start planning how it would be possible to fund the event as the MOD funding is match funding only. David explained further that he would like to work together to raise a sum up to £10,000 locally and with the match funding from the MOD would create a massive event for the town; bringing in visitors from many areas and to also consider that Brighton do not hold an Armed Forces Day! It would therefore be a good tourist attraction for the town which would in turn bring in revenue as well for local traders.

Proposal

Our community have missed our town events over the past 18 month due to COVID.

I would like Council members to consider allocating the remainder of the PTC 'COVID' support fund, which will help fund this joint event which was unable to take place this year due to the impact made on the unfortunate cancellation of **all** community events.

David is a local event organiser and would like to deliver this event for the local community but without the answers to the questions he cannot progress his proposal. He has also applied for a normal PTC grant but realises this may be too late for his application to the Military of Defence.

Analysis

This event was agreed to go ahead at the recent CCE Committee meeting. All members support the joint venture and members of our Events working party would work with members of the Armed Forces to deliver a giant combined event. This type of event would bring something different to the town and would accommodate all ages.

PTC will endeavour to seek sponsorship from local businesses too.

The estimated cost: up to £10,000 in sponsorship which is match funded by the Military of Defence.
Potential Income based this amount: unknown/shared between the two organisations.

Agenda Item: PF630
Committee: Policy & Finance
Date: 17th August 2021
Title: Renewal of the bus shelter at Sutton Avenue outside Kempton house
Report Author(s): Kevin Bray
Purpose of Report: To approve the use of PTC CIL monies

Introduction

PTC own several bus shelters around the town, which looked after by the grounds team

Background

The shelter at Sutton Avenue outside Kempton house has deteriorated to the point of needing to be replaced.

Analysis

At the last planning and highways meeting officers were asked to look at a shelter with a sedum roof (as part of the climate change aims of the Council), with separate entry/egress for safety reasons.

Conclusions

Two companies have replied to a request for quotes to remove the existing shelter and fit a new shelter the same size as the existing shelter with a sedum roof

1. **GW shelters** £6,326.00 + vat Flat roof Arun – open fronted – aluminium framed - enclosed shelter with seat and sedum roof – polycarbonate glazing - notice board.
2. **Externiture Ltd** £7,288.00 + vat Three-bay - front entry/front exit- aluminium framed - enclosed shelter with seat and sedum roof – polycarbonate glazing - notice board.

Recommendations

The committee is asked to:

1. Choose a preferred design and to recommend that PTC CIL money is used to purchase the shelter.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• PTC CIL money to be used• Replacing an existing shelter owned by PTC
<u>Legal</u>	
<u>Environmental and sustainability</u>	Bus shelters have a life span of up to 20 years
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Sedum roof option is environmentally friendly

Appendices/Background papers

Attached pictures of the shelters

QUOTATION

Peacehaven Town Council
Peacehaven Town Council
Community House
Meridian Centre
PEACEHAVEN
Peacehaven
Sussex
BN10 8BB
GBR

Quotation Date

09 Aug 2021

Expiry

30 Aug 2021

Account Number
Quotation Number

7525

Reference

Sedum Roof shelter

VAT Number

256 4018 13

Externiture Ltd
Unit 3 Daytona Drive
Thatcham
Berkshire
RG19 4ZD
UNITED KINGDOM
Tel: 01635 862100

Manufacture and install 3 bay front entry front exit sedum roof bus shelter

Hi Kevin

As requested please find below quotation to manufacture and install 3 bay front entry front exit sedum roof bus shelter

3 bay front entry front exit
Aluminium framed
RAL 6005 moss green (TBC)
6mm polycarbonate glazing
Sedum roof
Seat
DDR board

Removal of existing shelter
Installation of new

Quotation does not include any permit costs or additional TM requirements

Quotation for requested items only, any additional costs can be quoted separately

Description	Quantity	Unit Price	VAT	Amount GBP
Manufacture 2 bay enclosed Sedum roof bus shelter	1.00	5,800.00	20%	5,800.00
Removal of Existing bus shelter	1.00	210.00	20%	210.00
Installation of new bus shelter	1.00	975.00	20%	975.00
8 x A4 poster case	1.00	303.00	20%	303.00
			Subtotal	7,288.00

Description	Quantity	Unit Price	VAT	Amount GBP
Total VAT 20%				1,457.60
TOTAL £				8,745.60



Quotation				
Quote No	GWQ698a	Date	09/08/2021	
Customer	Peacehaven Town Council Community House The Meridian Centre Peacehaven BN10 8BB	Site Address	Sutton Avenue o/s Community Centre Peacehaven BN10 7NL	
Contact	Kevin Bray parksofficer@peacehaventowncouncil.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply, deliver and install a FLAT ROOF Arun enclosed shelter to the following specification:	1	£4,440.00	£4,440.00
1a	2.64m (2 bay) long x 1.375m wide			
1b	Steel sandwich composite roof with aluminium surround			
1c	6mm Clear polycarbonate panels			
1d	Mid rails			
1e	Open front			
2. Extras				
2a	2 bay aluminium seat	1	£150.00	£150.00
2b	Non illuminated single sided information case bespoke sized 630mm x 1200mm	1	£358.00	£358.00
2c	Non illuminated single sided information case standard sized 635mm x 1016mm	1	£278.50	£278.50
2d	Sedum roof	1	£950.00	£950.00
3. Colour				
3a	Polyester powder coated Green BS218	inc		
4. Install				
4a	For dig into level site at back of path	inc		
4b	Standard give / take traffic management	inc		
4c	Leave existing seat in position and install shelter around the seat	inc		
5. Removal				
5a	To remove and dispose of existing shelter at time of new installation	1	£150.00	£150.00
6. Exceptions				
6a	Out of hours or exceptional working	exc		
6b	Exceptional Traffic management	exc		
	<i>Any site specific method statements, risk assessment, permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</i>			

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
 - 2 Terms of payment - strictly 30 days nett
 - 3 GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
 - 4 Slopes in excess of 150mm must also be notified
 - 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
 - 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost
- Please refer to additional document for full terms and conditions

GW Shelter Solutions Ltd
28 Woodstock Avenue
Horndean, Waterlooville
Hampshire PO8 9TG

www.gwsheltersolutions.co.uk
glen@gwsheltersolutions.co.uk
02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36

