

# **PEACEHAVEN TOWN COUNCIL**

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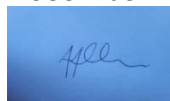
TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

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. A Goble (Vice Chair of Committee), Cllr. C Cheta, Cllr. C Gallagher, Cllr. S Griffiths, Cllr. D Seabrook, Cllr A Milliner

30<sup>th</sup> November 2021

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY** 7<sup>th</sup> December 2021 at 7:30pm in the Anzac Room, Community House



Tony Allen, Town Clerk

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

PF692 CHAIRMAN'S ANNOUNCEMENTS

PF693 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF694 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF695 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF696 TO ADOPT THE PUBLIC MINUTES OF 26<sup>th</sup> OCTOBER 2021

PF697 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.
  - a. To discuss and approve urgent works for the air conditioning & heating unit in the main hall, Community House.
10. To discuss and agree the recommendation to vire £10,000 to a capital project reserve and £10,000 to the Hub boiler reserve as part of ongoing budget discussions.

PF698 TO DISCUSS THE DEVELOPMENT OF THE 2022/23 BUDGET

PF699 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER

PF700 TO DISCUSS AND AGREE THE USE OF THE FUNDS REMAINING IN THE COVID SUPPORT EARMARKED RESERVE

PF701 GRANTS SUB-COMMITTEE

1. To note the Draft minutes of the meeting held on the 25<sup>th</sup> November 2021.
2. To discuss and agree grants allocations for Round 2 2021/22.

PF702 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF703 TO DISCUSS AND AGREE OFFICE PHOTOCOPIER RENTAL OPTIONS

**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.*

PF704 TO ADOPT THE CONFIDENTIAL MINUTES OF 26<sup>th</sup> OCTOBER 2021

PF705 AGED DEBT ANALYSIS

PF706 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS

PF707 DATE OF NEXT MEETING – Tuesday 18<sup>th</sup> January 2022 at 7.30pm

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26<sup>th</sup> October 2021 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr D Paul, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher. Town Clerk T Allen.

**PF667 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF668 PUBLIC QUESTIONS**

There were no public questions.

**PF669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr I Sharkey, Cllr Cheta and Cllr Goble were approved.  
It was resolved that Cllr Paul substitutes for Cllr Goble.

**PF670 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths re. Item E687 as a friend of a contractor under discussion.  
Cllr Paul re. Item E686 as an employee of the Gateway Café.

**PF671 TO ADOPT THE PUBLIC MINUTES OF 14<sup>th</sup> SEPTEMBER 2021**

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

**PF672 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received and noted.

The Finance Officer reported that the income figures had been distorted by a payment of CIL monies from LDC, which will be moved to Earmarked Reserves.

It was noted that facilities bookings were increasing, thus improving the income stream.

**2. Bank account summary**

Received and noted.

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

Received and approved for signing.

**4. Income & Expenditure report**

Received and noted.

**5. Balance Sheet**

Received and noted.

**6. CIL & S.106 report**

Received and noted.

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

It was resolved to approve the September 2021 payments amounting to £124,558.98, as scheduled in the meeting papers.

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

There were no matters for review.

**9. Funding report for buildings equipment maintenance works.**

Received and noted.

**10. To authorise a virement request from Remembrance Services budget to a new code for donations.**

The Finance Officer's report was received and discussed.

## **Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

It was resolved to move £500 from the remembrance services code and place in a donations code so if this is not spent this financial year, It can be earmarked it to ensure the donated money will be spent for what it was intended for.

### **PF673 TO NOTE THE OUTCOME OF THE 2021/22 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS REQUIRED**

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been addressed.

The Finance Officer was thanked for her hard work.

### **PF674 TO RECEIVE & APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT**

The Risk Assessment report was received and approved.

Clerk to find out if Council's with the Power of General Competence can still have access to funding via the Public Works Loans Board.

### **PF675 TO RECEIVE REPORTS FROM COMMITTEE CHAIRMEN ON SETTING THE 2022/23 BUDGET REQUIREMENTS**

The 'Pass 1' 2022/23 budget projections and influences on the new budget were discussed.

The Chairman asked that plans for future works in all relevant areas of the Council's operations are reflected in the new budget.

### **PF676 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL'S NEW ENERGY PROVIDER**

The Finance Officer's report was received and discussed.

The Finance Officer reported that the Council's energy supplies no longer came from British Gas, but from EDF via Crown Commercial Services; final details being arranged.

It was noted that the anticipated cost savings from this new arrangement will be largely offset by increasing energy costs.

The Finance Officer was thanked for her persistence in this matter.

### **PF677 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE**

The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment.

Cllr Griffiths suggested that the money might be better spent on more modern solutions.

Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little used these days.

It was resolved that the hirers/users of the Council's facilities should be canvassed in this respect.

### **PF678 TO APPROVE AN INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE**

The Clerk's report was received and discussed.

The Clerk noted that with Community House now being over 40 years old, a lot of the building's fabric and equipment was in need of replacement/upgrading.

It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.

### **PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE TO THE MULTI-USE GAMES AREA (MUGA) IN CENBTENARY PARK**

The Finance Officer's report was received and discussed.

It was noted that these improvements were required due to the increasing numbers using this facility, with no budget set for this purpose.

It was resolved that PTC CIL monies be used for this purpose.

### **PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT IN THE CURRENT FINANCIAL YEAR**

The report from Cllr Gallagher and the Clerk was received and discussed.

Cllr Gallagher related the background to this item and outlined the future progression for the NDP.

It was noted that the use of consultants would be key in the final stages of the delivery of the NDP.

## **Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

Regarding Recommendation 1 – return of control to the Council - the Clerk stated that there may be legal ramifications as the NDP relates to Telscombe as well and no one Council can have overall control.

It was resolved that the Clerk will look into this matter, take advice and report to Council.

Regarding Recommendations 2 & 3, it was resolved to recommend to Council that an additional amount of £5,100 be allocated to the NDP project for the current financial year, to be a virement from the salaries budget, taking account that no SPO salary is currently being paid.

### **PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT**

The report from Cllr Seabrook and the Parks Officer was received and discussed.

The Chairman noted that the programme could not necessarily tie the new Council in 2023 but would be a good guide for it.

It was resolved that a capital reserve is built up at £10K p.a. to fund the required machinery replacement.

It was resolved that the four highlighted items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items.

### **PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC**

#### **CIL MONIES**

The report from the Parks Officer was received and discussed.

It was resolved that PTC CIL monies should be used for this purpose up to an amount of £9,000, and that the Parks Officer would get additional quotes for the LA&E Committee to take this matter forward.

***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.***

### **PF683 TO ADOPT THE CONFIDENTIAL MINUTES OF 14<sup>th</sup> SEPTEMBER 2021**

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

### **PF684 AGED DEBT ANALYSIS**

The Chairman noted that the current exposure to risk is at an acceptable level.

### **PF685 TO DISCUSS & AGREE ANNUAL RENT/HIRE INCREASES FOR FACILITIES IN 2022/23**

The Finance Officer's report was received and discussed, with actions agreed.

### **PF686 TO NOTE PROGRESS & AGREE ACTIONS RELATING TO THE RENEWAL OF THE GATEWAY CAFÉ LEASE**

The Clerk's progress report was received and noted.

### **PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS**

It was resolved to take this item at the end of the meeting.

### **PF688 CTLA SLA/CONTRACT PRICE REVIEW**

### **PF689 LDCA SLA/CONTRACT PRICE REVIEW**

The Clerk's report was received and discussed and actions agreed.

### **PF690 TO DISCUSS & AGREE AN EXPENSES ALLOWANCE FOR THE DEPUTY MAYOR**

The Civic Officer's report was received and discussed, with actions agreed.

*[Cllr Griffiths left the meeting]*

### **PF687 TO REVIEW STATUS OF COUNCIL'S SUB-CONTRACTORS**

The Clerk's report was received and discussed, with actions agreed.

*[Cllr Griffiths returned to the meeting]*

### **PF691 DATE OF NEXT MEETING – Tuesday 7<sup>th</sup> December 2021 at 7.30pm**

**Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26<sup>th</sup> October 2021**

*There being no further business, the meeting closed at 20:58.*

**Agenda Item:** **PF697-1**

**Committee:** Policy and Finance

**Date:** 7 December 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

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### **Summary of recommended actions**

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

### **Introduction**

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

The attached reports summarise the council's overall financial position as at the end of month 7 (October 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 October 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 74.3% of the budgeted expenditure has been spent so far, and 108.3% of the budgeted income has been received as at the end of month 8 (November 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:

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

### **Appendices/Background papers**

- Barclays Bank account summary balances – 31 October 2021
- Bank reconciliation statement for cashbook 1 – 31 October 2021
- Bank reconciliation statement for cashbook 2 – 31 October 2021
- Detailed income and expenditure month 8 (November 2021)
- Detailed balance sheet month 8 (November 2021)



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## Your Business accounts – at a glance

### Up-to-date account information

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

### Your balances on 29 October 2021

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#### Business Current Accounts

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

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#### Business Savings Accounts

Active Saver	£660,621.09
.....	
Sort Code 20-49-76 • Account No 30701211	
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Business Premium Account	£180,177.46
.....	
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


















### 23 - 29 Oct 2021

Date	Description	Money out £	Money in £	Balance £
23 Oct	Start Balance			50,244.63
25 Oct	DD Direct Debit to Peacehaven TC Ref: BACS	24,732.62		25,512.01
	Cheque Issued Ref: 120696	4,776.00		20,736.01
	Cheque Issued Ref: 204819	1,188.00		19,548.01
	Cheque Issued Ref: 204833	236.20		19,311.81
	Cheque Issued Ref: 204838	163.14		19,148.67
	Giro Direct Credit From Peacehaven Youth Ref: 12385		105.00	19,253.67
	Giro Direct Credit From Peacehaven Youth Ref: 12376 12379 12381		305.00	19,558.67
	Giro Direct Credit From Cma Productions UK Ref: 12296		560.00	20,118.67
	Giro Transfer From Account 30701211		29,881.33	50,000.00
26 Oct	Cheque Issued Ref: 120682	50.00		49,950.00
	Cheque Issued Ref: 204835	1,274.09		48,675.91
	Cheque Issued Ref: 204844	198.11		48,477.80
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: Inv 12409		396.00	48,873.80

Continued

Start balance	£50,244.63
Money out	£55,052.92
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£54,808.29
End balance	£50,000.00

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				48,873.80
26 Oct	 Direct Credit From Royal Pavilion & M Ref: RP009700		154.16	49,027.96
	 Transfer From Account 30701211		876.04	49,904.00
	 Direct Credit From Bait Bucket Ltd F Ref: Inv 12390/12392		96.00	50,000.00
27 Oct	 Cheque Issued Ref: 204839	7,915.34		42,084.66
	 Cheque Issued Ref: 204847	22.77		42,061.89
	 Cheque Issued Ref: 204849	13,331.95		28,729.94
	 Cheque Issued Ref: 204852	34.21		28,695.73
	 Transfer From Account 30701211		21,304.27	50,000.00
28 Oct	 Cheque Issued Ref: 204825	50.00		49,950.00
	 Cheque Issued Ref: 204845	216.00		49,734.00
	 Cheque Issued Ref: 204853	57.37		49,676.63
	 Direct Credit From Ovett Lucy Ref: Lashmasters		101.60	49,778.23
	 Transfer From Account 30701211		221.77	50,000.00
29 Oct	 Cheque Issued Ref: 204857	17.66		49,982.34
	 Transfer to Account 30701211	789.46		49,192.88
	 Direct Credit From St Johns School		50.00	49,242.88
	 Direct Credit From Dimensions UK Ref: 12361 12358 12354		757.12	50,000.00
29 Oct	Balance carried forward			50,000.00
Total Payments/Receipts		55,052.92	54,808.29	

**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%

### 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](http://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](http://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](http://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](http://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.

### 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

### Follow us



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[www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)

### Using your debit card in the UK and abroad

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](https://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)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

\*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

# Financial Services Compensation Scheme Information Sheet

Basic information about the protection of your eligible deposits	
Eligible deposits in Barclays Bank UK PLC are protected by:	the Financial Services Compensation Scheme ("FSCS") <sup>1</sup>
Limit of protection:	£85,000 per depositor per bank <sup>2</sup>  The following trading names are part of Barclays:  Barclays, Barclays Business Banking, Barclays Premier Banking and Barclays Wealth Management
If you have more eligible deposits at the same bank:	All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £85,000.
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. <sup>3</sup>
Reimbursement period in case of bank's failure:	10 working days. <sup>4</sup>
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Barclays Bank UK PLC for enquiries relating to your account:	Barclays Bank UK PLC 1 Churchill Place Canary Wharf London E14 5HP
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor Beaufort House 15 St. Botolph Street London EC3A 7QU  Tel: 0800 678 1100 or 020 7741 4100 email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a>
More information:	<a href="http://www.fscs.org.uk">www.fscs.org.uk</a>

## Additional information

### <sup>1</sup>Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

### <sup>2</sup>General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance, a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank, building society or credit union operates under different trading names. Barclays Bank UK PLC also trades under Barclays, Barclays Business Banking, Barclays Premier Banking and Barclays Wealth Management.

This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under [www.fscs.org.uk](http://www.fscs.org.uk)

### <sup>3</sup>Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor. However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

#### **<sup>4</sup>Reimbursement**

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk). It will repay your eligible deposits (up to £85,000) within ten working days from 1 January 2021 to 31 December 2023; and within seven working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under [www.fscs.org.uk](http://www.fscs.org.uk)

#### **Other important information**

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

## Financial Services Compensation Scheme Exclusions List

A deposit is excluded from protection if:

(1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.

(2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.

(3) It is a deposit made by a depositor which is one of the following:

- credit institution
- financial institution
- investment firm
- insurance undertaking
- reinsurance undertaking
- collective investment undertaking
- pension or retirement fund<sup>1</sup>
- public authority, other than a small local authority.

(4) It is a deposit of a credit union to which the credit union itself is entitled.

(5) It is a deposit which can only be proven by a financial instrument<sup>2</sup> unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which existed in the UK, Gibraltar or a Member State of the EU on 2 July 2014.

(6) It is a deposit of a collective investment scheme which qualifies as a small company.<sup>3</sup>

(7) It is a deposit of an overseas financial services institution which qualifies as a small company.<sup>4</sup>

(8) It is a deposit of certain regulated firms (investment firms, insurances undertakings and reinsurances undertakings) which qualify as a small business or a small company<sup>5</sup> refer to the FSCS for further information on this category.

(9) It is not held by an establishment of a bank, building society or credit union in the UK or, in cases of a bank or building society incorporated in the UK, it is not held by an establishment in Gibraltar.

**For further information about exclusions, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)**

<sup>1</sup> Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded

<sup>2</sup> As listed in Part 1 of Schedule 2 to the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001, read with Part 2 of that Schedule

<sup>3</sup> Under the Companies Act 1985 or Companies Act 2006

<sup>4</sup> See footnote 3

<sup>5</sup> See footnote 3

**You can get this in Braille, large print or audio by calling 0800 400 100\* (via Text Relay if appropriate) or by ordering online from [barclays.co.uk/accessibleservices](http://barclays.co.uk/accessibleservices)**

#### **Call monitoring and charges information**

To keep a high quality of service, your call may be monitored or recorded for training and security.

\*Calls to 0800 numbers are free when calling from a UK landline. Charges may apply when using a mobile phone or calling from abroad.

†Lines are open 8.30am-5.30pm Monday to Friday and Saturday 9am-2pm, except bank holidays. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines and will count towards any inclusive minutes you have that cover calls to landline numbers. Call charges may differ, please check with your local provider.

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**Bank Reconciliation Statement as at 17/09/2021  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/10/2021		180,177.46
			<u>180,177.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,177.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,177.46
		<b>Balance per Cash Book is :-</b>	<b>180,177.46</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021		50,000.00
Current Account	31/10/2021		660,621.09
			<u>710,621.09</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
14/07/2021 120726 AMBER ROSE MORGAN	300.00
28/07/2021 120741 MICHELLE EDSER	10.00
23/09/2021 120698 TEXTHELP	900.00
06/10/2021 204824 ZOE ANDERSON	50.00
12/10/2021 204832 AMP Services	94.44
12/10/2021 204834 CATERCRAFT SUPPLIES LTD	420.00
12/10/2021 204837 C R Allen & Sons	999.05
19/10/2021 204842 Farrington Property Developmen	4,404.00
19/10/2021 204843 SOUTHCOAST LOCKSMITHS LTD	21.75
19/10/2021 204846 Conect Total Communications	480.85
19/10/2021 2048488 C.E.F	160.44
19/10/2021 204850 MR CRANMER	50.00
19/10/2021 204851 PEACEHAVEN PLAYERS	18.00
22/10/2021 204854 C.E.F	9.48
22/10/2021 204855 Mailserve LTD	290.40
22/10/2021 204856 SECRETARY OUTSOURCE	75.00
	<u>8,283.41</u>
	702,337.68

**Receipts not Banked/Cleared (Plus)**

21/10/2021	238.00
21/10/2021	40.00
21/10/2021	62.50
22/10/2021	40.00
25/10/2021	11.40
26/10/2021	69.88
28/10/2021	40.00
28/10/2021	50.68
29/10/2021	130.65
29/10/2021	40.00
29/10/2021	11.40
29/10/2021	14.60
	<u>749.11</u>
	703,086.79
<b>Balance per Cash Book is :-</b>	<b>703,086.79</b>
<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	640,705	640,705	0			100.0%	
1010 CIL Income	134,218	0	(134,218)			0.0%	134,218
1013 Income from Photocopying	288	0	(288)			0.0%	
1016 Housing Benefit Claims LDC	15,242	15,200	(42)			100.3%	
1094 Other Customer & Client Receipt	180	0	(180)			0.0%	
1100 Interest Received	9	300	291			3.0%	
1309 Other Income	222	2,000	1,778			11.1%	
<b>General Administration :- Income</b>	<b>790,864</b>	<b>658,205</b>	<b>(132,659)</b>			<b>120.2%</b>	<b>134,218</b>
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%	
<b>General Administration :- Direct Expenditure</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
4001 Salaries	248,392	385,900	137,508		137,508	64.4%	
4002 Employer N.I Contributions	22,123	40,000	17,877		17,877	55.3%	
4003 Employer Pension Contributions	43,897	70,200	26,303		26,303	62.5%	
4004 Overtime	747	1,000	253		253	74.7%	
4011 Training	3,780	5,000	1,220		1,220	75.6%	3,150
4203 Fuel	111	0	(111)		(111)	0.0%	
4212 Mileage Costs	199	500	301		301	39.8%	
4301 Purchase of Furniture/Equipmen	57	500	443		443	11.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	3,596	4,000	404		404	89.9%	379
4307 Stationery	132	500	368		368	26.5%	
4310 Professional Fees - Consultanc	999	2,000	1,001		1,001	50.0%	
4311 Professional Fees - Legal	84	3,000	2,916		2,916	2.8%	
4312 Professional Fees - Other	3,475	2,000	(1,475)		(1,475)	173.8%	1,438
4314 Audit Fees	1,945	3,000	1,055		1,055	64.8%	
4315 Insurance	10,291	10,000	(291)		(291)	102.9%	
4321 Bank Charges	72	100	28		28	72.0%	
4322 BACS Charges	21	200	179		179	10.5%	
4323 PDQ Charges	402	800	398		398	50.3%	
4325 Postage	1,317	1,000	(317)		(317)	131.7%	
4326 Telephones	3,264	6,000	2,736		2,736	54.4%	
4327 Computers	11,814	12,000	186		186	98.5%	
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	90	1,500	1,410		1,410	6.0%	
4341 Grants	7,290	10,000	2,710		2,710	72.9%	
4342 Subscriptions	4,211	5,000	789		789	84.2%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4999 Write Off	(2)	0	2		2	0.0%	
<b>General Administration :- Indirect Expenditure</b>	<b>369,683</b>	<b>577,200</b>	<b>207,517</b>	<b>0</b>	<b>207,517</b>	<b>64.0%</b>	<b>4,967</b>
<b>Net Income over Expenditure</b>	<b>403,681</b>	<b>63,505</b>	<b>(340,176)</b>				
6000 plus Transfer from EMR	4,967						

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 less Transfer to EMR	134,218						
<b>Movement to/(from) Gen Reserve</b>	<b>274,430</b>						
<b>110 Civic Events</b>							
4348 Civic Gifts	146	200	54		54	73.1%	
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	<b>146</b>	<b>1,900</b>	<b>1,754</b>	<b>0</b>	<b>1,754</b>	<b>7.7%</b>	<b>0</b>
4331 Mayor's Allowance	1,480	1,500	20		20	98.7%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	36	250	214		214	14.4%	
4338 Remembrance Services	117	600	483		483	19.5%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>1,633</b>	<b>4,050</b>	<b>2,417</b>	<b>0</b>	<b>2,417</b>	<b>40.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,779)</b>	<b>(5,950)</b>	<b>(4,171)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	90	500	410			18.0%	
1049 Banner Board	1,593	3,250	1,657			49.0%	
1301 Filming	6,110	2,000	(4,110)			305.5%	
Marketing :- Income	<b>7,793</b>	<b>5,750</b>	<b>(2,043)</b>			<b>135.5%</b>	<b>0</b>
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0.0%</b>	<b>0</b>
4328 Website	750	2,500	1,750		1,750	30.0%	
4329 Advertising	13	1,000	987		987	1.3%	
4330 Newsletter	0	1,500	1,500		1,500	0.0%	
Marketing :- Indirect Expenditure	<b>763</b>	<b>5,000</b>	<b>4,237</b>	<b>0</b>	<b>4,237</b>	<b>15.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,030</b>	<b>550</b>	<b>(6,480)</b>				
<b>130 Neighbourhood Plan</b>							
1101 Neighbourhood Plan	3,247	0	(3,247)			0.0%	
Neighbourhood Plan :- Income	<b>3,247</b>	<b>0</b>	<b>(3,247)</b>				<b>0</b>
4337 Neighbourhood Plan	9,837	15,100	5,263		5,263	65.1%	
Neighbourhood Plan :- Indirect Expenditure	<b>9,837</b>	<b>15,100</b>	<b>5,263</b>	<b>0</b>	<b>5,263</b>	<b>65.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,589)</b>	<b>(15,100)</b>	<b>(8,511)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	0	1,100	1,100		1,100	0.0%	
4852 Monument & War Memorial	70	600	530		530	11.7%	(530)
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>70</b>	<b>2,300</b>	<b>2,230</b>	<b>0</b>	<b>2,230</b>	<b>3.0%</b>	<b>(530)</b>
4101 Repair/Alteration of Premises	24	1,000	976		976	2.4%	
4111 Electricity	513	1,092	579		579	46.9%	91
4171 Grounds Maintenance Costs	1,118	500	(618)		(618)	223.6%	920
4850 Grass Cutting Contract	8,687	8,687	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>10,341</b>	<b>11,279</b>	<b>938</b>	<b>0</b>	<b>938</b>	<b>91.7%</b>	<b>1,010</b>
<b>Net Expenditure</b>	<b>(10,411)</b>	<b>(13,579)</b>	<b>(3,168)</b>				
6000 plus Transfer from EMR	480						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,931)</b>						
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	4,864	6,900	2,036		2,036	70.5%	
4203 Fuel	3,172	5,600	2,428		2,428	56.6%	
4204 Road Fund License	275	600	325		325	45.8%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	623	800	177		177	77.9%	
Grounds Team General Exp :- Indirect Expenditure	<b>9,018</b>	<b>13,900</b>	<b>4,882</b>	<b>0</b>	<b>4,882</b>	<b>64.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,018)</b>	<b>(13,900)</b>	<b>(4,882)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	12,598	13,574	976			92.8%	
1039 S/P Cats	1,000	0	(1,000)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	5,708	2,550	(3,158)			223.8%	
1061 S/P Court Hire	3,301	5,406	2,105			61.1%	
Sports Park :- Income	<b>26,857</b>	<b>25,830</b>	<b>(1,027)</b>			<b>104.0%</b>	<b>0</b>
4111 Electricity	2,127	3,000	873		873	70.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	4,872	8,000	3,128		3,128	60.9%	
4164 Trade Refuse	3,159	4,500	1,341		1,341	70.2%	
4171 Grounds Maintenance Costs	9,195	10,000	805		805	91.9%	4,669
Sports Park :- Indirect Expenditure	<b>21,698</b>	<b>25,500</b>	<b>3,802</b>	<b>0</b>	<b>3,802</b>	<b>85.1%</b>	<b>4,669</b>
<b>Net Income over Expenditure</b>	<b>5,160</b>	<b>330</b>	<b>(4,830)</b>				
6000 plus Transfer from EMR	4,669						
<b>Movement to/(from) Gen Reserve</b>	<b>9,829</b>						

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	53,171	3,000	(50,171)		(50,171)	1772.4%	52,676
4111 Electricity	226	0	(226)		(226)	0.0%	
4112 Gas	64	0	(64)		(64)	0.0%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	240	1,000	760		760	24.0%	
4171 Grounds Maintenance Costs	20,553	0	(20,553)		(20,553)	0.0%	20,377
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	2,942	3,000	58		58	98.1%	
<b>Big Park :- Indirect Expenditure</b>	<b>95,999</b>	<b>29,500</b>	<b>(66,499)</b>	<b>0</b>	<b>(66,499)</b>	<b>325.4%</b>	<b>73,052</b>
<b>Net Expenditure</b>	<b>(95,999)</b>	<b>(29,500)</b>	<b>66,499</b>				
6000 plus Transfer from EMR	73,052						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,947)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	6,195	8,650	2,455			71.6%	
1111 Electricity	2,572	0	(2,572)			0.0%	
<b>Gateway Cafe :- Income</b>	<b>8,767</b>	<b>8,650</b>	<b>(117)</b>			<b>101.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,246	3,000	1,754		1,754	41.5%	998
4111 Electricity	2,142	4,200	2,058		2,058	51.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	1,066	1,000	(66)		(66)	106.6%	
4326 Telephones	648	420	(228)		(228)	154.3%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>5,102</b>	<b>10,120</b>	<b>5,018</b>	<b>0</b>	<b>5,018</b>	<b>50.4%</b>	<b>998</b>
<b>Net Income over Expenditure</b>	<b>3,665</b>	<b>(1,470)</b>	<b>(5,135)</b>				
6000 plus Transfer from EMR	998						
<b>Movement to/(from) Gen Reserve</b>	<b>4,662</b>						
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	5,196	5,100	(96)			101.9%	
1050 Allotment Rent	132	2,145	2,013			6.2%	
1303 Water Charges	100	0	(100)			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>5,453</b>	<b>7,245</b>	<b>1,792</b>			<b>75.3%</b>	<b>0</b>
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	140	2,000	1,860		1,860	7.0%	
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%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>3,653</b>	<b>9,500</b>	<b>5,847</b>	<b>0</b>	<b>5,847</b>	<b>38.4%</b>	<b>3,058</b>
4101 Repair/Alteration of Premises	2,168	5,000	2,832		2,832	43.4%	
4141 Water Services	3,541	5,000	1,459		1,459	70.8%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,536	4,000	1,464		1,464	63.4%	134
4301 Purchase of Furniture/Equipmen	8,377	6,000	(2,377)		(2,377)	139.6%	4,576
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>16,855</b>	<b>22,000</b>	<b>5,145</b>	<b>0</b>	<b>5,145</b>	<b>76.6%</b>	<b>4,710</b>
<b>Net Income over Expenditure</b>	<b>(15,055)</b>	<b>(24,255)</b>	<b>(9,200)</b>				
6000 plus Transfer from EMR	7,768						
<b>Movement to/(from) Gen Reserve</b>	<b>(7,286)</b>						
<b>355 The Hub</b>							
1084 Sports Pavilion	9,045	16,320	7,275			55.4%	
<b>The Hub :- Income</b>	<b>9,045</b>	<b>16,320</b>	<b>7,275</b>			<b>55.4%</b>	<b>0</b>
4175 Music Licence	407	500	93		93	81.4%	
<b>The Hub :- Direct Expenditure</b>	<b>407</b>	<b>500</b>	<b>93</b>	<b>0</b>	<b>93</b>	<b>81.4%</b>	<b>0</b>
4103 Annual Servicing Costs	232	2,000	1,768		1,768	11.6%	
4111 Electricity	884	1,500	616		616	58.9%	
4112 Gas	1,006	1,500	494		494	67.1%	
4171 Grounds Maintenance Costs	161	4,000	3,839		3,839	4.0%	
<b>The Hub :- Indirect Expenditure</b>	<b>2,283</b>	<b>9,000</b>	<b>6,717</b>	<b>0</b>	<b>6,717</b>	<b>25.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,354</b>	<b>6,820</b>	<b>466</b>				
<b>360 Community House</b>							
1069 C/H Police Room	1,556	2,295	740			67.8%	
1070 C/H Phoenix Room	4,333	6,120	1,787			70.8%	
1072 C/H Copper Room	4,888	12,903	8,016			37.9%	
1075 C/H Charles Neville	1,098	10,404	9,306			10.6%	
1076 C/H Main Hall	4,316	26,112	21,796			16.5%	
1077 C/H Anzac Room	3,686	12,954	9,268			28.5%	
1078 C/H Main Kitchen	217	1,275	1,058			17.0%	
1079 C/H Anzac Kitchen	66	714	648			9.3%	
1080 C/H Foyer	0	2,346	2,346			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1081 C/H Equipment Hire	12	1,326	1,314			0.9%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	406	500	94			81.2%	
Community House :- Income	<b>20,828</b>	<b>81,449</b>	<b>60,621</b>			<b>25.6%</b>	<b>0</b>
4167 Cinema Costs	0	1,000	1,000		1,000	0.0%	
4175 Music Licence	1,008	0	(1,008)		(1,008)	0.0%	
Community House :- Direct Expenditure	<b>1,008</b>	<b>1,000</b>	<b>(8)</b>	<b>0</b>	<b>(8)</b>	<b>100.8%</b>	<b>0</b>
4101 Repair/Alteration of Premises	6,653	4,000	(2,653)		(2,653)	166.3%	
4102 Maintenance of Buildings	1,844	1,000	(844)		(844)	184.3%	
4111 Electricity	6,034	4,000	(2,034)		(2,034)	150.8%	
4112 Gas	3,033	3,000	(33)		(33)	101.1%	
4122 Service Charge	17,956	20,000	2,044		2,044	89.8%	15,500
4131 Rates	11,800	15,800	4,000		4,000	74.7%	
4141 Water Services	(6,488)	8,000	14,488		14,488	(81.1%)	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	417	1,000	583		583	41.7%	
4162 Cleaning Materials	181	2,000	1,819		1,819	9.0%	
4163 Personal Hygiene	1,735	2,000	265		265	86.7%	
4305 Uniform	566	600	34		34	94.3%	
Community House :- Indirect Expenditure	<b>43,730</b>	<b>62,900</b>	<b>19,170</b>	<b>0</b>	<b>19,170</b>	<b>69.5%</b>	<b>15,500</b>
<b>Net Income over Expenditure</b>	<b>(23,911)</b>	<b>17,549</b>	<b>41,460</b>				
6000 plus Transfer from EMR	15,500						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,411)</b>						
<b>440 Christmas Market</b>							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	<b>0</b>	<b>2,300</b>	<b>2,300</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>140</b>	<b>140</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2021

Month No: 8

## 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	872,853	805,749	(67,104)			108.3%	
Expenditure	609,726	820,609	210,883	0	210,883	74.3%	
<b>Net Income over Expenditure</b>	<u>263,127</u>	<u>(14,860)</u>	<u>(277,987)</u>				
plus Transfer from EMR	107,435						
less Transfer to EMR	134,218						
<b>Movement to/(from) Gen Reserve</b>	<u>236,343</u>						



## Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 01/12/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	11,907	
105	VAT Control A/c	5,106	
118	Deposit Aqua	50	
201	Current Bank A/c	643,791	
202	Reserve Account	180,177	
210	Petty Cash	520	
	<b>Total Current Assets</b>		<b>841,551</b>
	<u>Current Liabilities</u>		
506	Mayor's Appeal	250	
515	PAYE	(0)	
516	NIC	0	
566	Deposits Received	1,797	
	<b>Total Current Liabilities</b>		<b>2,047</b>
	<b>Net Current Assets</b>		<b>839,505</b>
	<b>Total Assets less Current Liabilities</b>		<b>839,505</b>
	<u>Represented by :-</u>		
301	Current Year Fund	262,627	
310	General Reserves	104,176	
324	Tree Works	1,192	
325	Staff training	1,269	
329	Covid-19 Recovery Reserves	10,615	
330	Noticeboards	650	
336	Monument & War Memorial	530	
350	P/H Youth Task Group	4,000	
352	CIL	329,179	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
358	Climate Change	5,000	
360	Donations Received	500	
361	Professional Fees - Legal	998	
362	Neighbourhood Plan	289	
370	Capital Receipts Reserve	52,399	
	<b>Total Equity</b>		<b>839,505</b>

<b>A/c Code</b>	352	CIL				<b>Annual Budget</b>	0
<b>Centre</b>		(none)				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>		<b>Debit</b>	<b>Credit</b>
				<b>Opening Balance</b>			<b>279,309.65</b>
1	01/04/2021	RJ01	Purchase Ledger	POSTMIX		27.55	
2	17/04/2021	AQU2	Purchase Ledger	GREASE TRAP		1,447.50	
2	17/05/2021	AQU2	Purchase Ledger	CN FOR MAINTENANCE			450.00
3	20/05/2021	BARL1	Purchase Ledger	DELL / EPINAY WORKS		19,911.33	
3	20/05/2021	BARL1	Purchase Ledger	PAY BALANCE OF WORKS		41.67	
3	01/06/2021	PLAY001	Purchase Ledger	MULCH SURFACING BIG PARK		41,538.00	
5	10/03/2021	120475	Cashbook	CHQ LOST - RE-ISSUE			316.51
5	10/08/2021	120760	Cashbook	WILDFLOWERS		316.51	
5	26/08/2021	MIW1	Purchase Ledger	DELL WATER COOLER SYSTEM		4,567.19	
6	23/09/2021	120700	Cashbook	DEFIB WAREHOUSE		689.00	
6	27/09/2021	AV01	Purchase Ledger	FENCING FOR OUTSIDE CAFE		465.38	
7	13/10/2021	HOB1	Purchase Ledger	PAVE OUTSIDE OF CAFE		11,109.96	
8	20/09/2021	191	Journal	RE-TURF MUGA COURT - CIL			3,980.00
8	20/09/2021	192	Journal	REVERSE JOURNAL 191		3,980.00	
8	20/09/2021	192	Journal	RE-TURF MUGA COURT - CIL		3,980.00	
8	28/10/2021	TR01	Purchase Ledger	CONCRETE POSTS FOR WATER FOUNT		9.00	
8	08/11/2021	TR01	Purchase Ledger	DELL WATER COOLER BITS		74.12	
8	16/11/2021	TR01	Purchase Ledger	DELL WATER TAP		18.48	
8	17/11/2021	196	Journal	CIL RECEIPTS 2021			134,218.27
8	25/11/2021	BACS	Cashbook	BOLLARD INSTALLATION		919.50	
		Account CIL		<b>Account Totals</b>		<b>89,095.19</b>	<b>418,274.43</b>
		Centre		<b>Net Balance Month 9</b>			<b>329,179.24</b>

**Agenda Item: PF697.6**

**Committee: POLICY & FINANCE**

**Date: 7<sup>th</sup> DECEMBER 2021**

**Title: SECTION 106 & CIL**

**Report Authors: Senior Projects Officer (September 2021)**

**Purpose of Report: To note and facilitate future monitoring and appropriate spending**

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### **Introduction**

This report is provided to handover the current position re: S106 Planning Obligation monies and PTC's CIL balance. The current position in terms of S106 is detailed in the spreadsheet at Appendix 1 and summarised in Table 1 below. Updates are provided on the £2,303,089.68 that the Town Council has been made aware of, received by LDC from S106 since 2007. The spreadsheet shows where this has been spent or allocated to, what the current position is, who the money is held by, what the project ideas are and any future actions needed.

In terms of CIL our current balance is £246,549.61, which will increase further when we receive the next instalment from LDC in October 2021.

### **Background**

The planning agreements which relate to these financial allocations have been sourced and provided to the Town Clerk. References are given in the spreadsheet and correlate to the application number. Any spending needs to accord with the wording of the S106 agreement. Please note - when monies have been transferred from LDC to ESCC or "allocated" to a project by either authority they are secure and the spend by date is not applicable i.e.: the monies cannot at that point be returned to the developer. For the currently held PTC monies, the "to be spent by" dates are all considered to be addressed.

CIL spending should be in accordance with the following as per LDC's guidance documentation:

*Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by **funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.***

### **Analysis**

To summarise, items with outstanding actions and amounts for PTC are as per table 1 below. Some sites are noted twice as there are different "pots" available for the same development to go to different spending areas.

There is circa £509,380 plus any interest that accrues for recreation (possible football 3G or other ideas). This is all held by LDC with S106 agreements wording as follows:

#### **LW0/13/0686**

"Recreation Space Contribution"

...to the provision or improvement of outdoor playing space facilities, casual play space facilities and equipped play areas in the area of the site in lieu of outdoor playing space facilities being provided on the site itself.....

#### **LW0/13/0644**

"Recreation Space Contribution"

...contribution to the provision or improvement of outdoor playing space facilities in the area of the site in lieu of outdoor playing space facilities being provided on the site itself.....

There is also circa £48k for spending at The Dell which relates to the development at 184 South Coast Road LW/11/1318 as per the following S106 wording:

2. The Authority shall use the District Contributions for the purposes specified in this Deed. The Recreation Contribution will be used towards projects at The Dell recreation ground, installing a range of DDA inclusive toddler play equipment; installing new fencing and gates, providing DDA compliant pathways, and providing associated open space furniture.

In addition, there is circa £325,747 plus any further interest that accrues, for accessibility, sustainable non-car alternatives such as cycle, walking, improved bus stops etc. This is all held by ESCC and spending will need to be agreed with them. Discussions are underway with ESCC, PCS, the Swale Academy Trust and Sustrans re: a potential off road cycle route as one idea under LW//2013/0686. ESCC are conducting a study of the A259 from October 2021 and measures may be identified within that for spending.

**Table 1**

Planning Ref	Site	Current Amounts*	Held by / for
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peacehaven	£14,105.06	ESCC for Accessibility improvements within the area of the site
LW/2009/1093	16 and 16a South Coast Road	£17,207.14	ESCC for Accessibility improvements within the area of the site
LW/11/1318 (now LW/15/0023)	184 South Coast Road Peacehaven	48,148.26	LDC for The Dell - equipment, pathways, furniture (DDA/equalities)
LW/2013/0644	Land on the North Side of Arundel Road	£317,407.84	LDC for Centenary Park, 3G football pitch or alternative ideas
LW/2013/0644	Land on the North Side of Arundel Road	£139,326.63	ESCC for schemes improving cycling and walking routes, bus stops between Peacehaven and Newhaven.
LW/2013/0686	Land North of 56 Keymer Avenue	£155,109.74	ESCC measures from A259 study or will consider alternatives e.g.: cycle route
LW/2013/0686	Land North of 56 Keymer Avenue	£191,973.67	LDC for Centenary Park, 3G football pitch or alternative ideas
<b>TOTAL</b>		<b>£883,278.34</b>	

There is also £20,000 per annum as follows:

LW/17/0226	Lower Hoddern Farm	£20K due annually to 2029	Held by LDC for Big Park on-going maintenance  £20k for 2021-22 can now be allocated by PTC with agreement of LDC
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\*There may be further increases due to interest / indexation

## **Conclusions**

Committee is asked to please note the circa £883,278.34 which is available to projects. PTC need to liaise with ESCC and LDC to ensure the spending of this money meets the needs and aspirations of the Town.

## **Recommendations**

1. Section 106 / CIL Working Party to be reconvened.
2. Spending to be in accordance with S106 wording
3. Projects to be considered that support the vision and policies of the Neighbourhood Plan **and Internal Business Plan**

## **Implications**

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

<b><u>Financial</u></b>	<ul style="list-style-type: none"><li>• UK Law, Council Powers/Duties</li></ul>
<b><u>Legal</u></b>	<ul style="list-style-type: none"><li>• UK Law, Council Powers/Duties</li></ul>
<b><u>Health &amp; Safety</u></b>	<ul style="list-style-type: none"><li>• Health and Safety, Accessibility, Equality</li></ul>
<b><u>Planning</u></b>	<ul style="list-style-type: none"><li>• Financial, Planning and Property Law</li></ul>
<b><u>Environmental and sustainability</u></b>	<ul style="list-style-type: none"><li>• Biodiversity, Green spaces, Walking/cycling</li></ul>
<b><u>Crime and disorder</u></b>	<ul style="list-style-type: none"><li>• CCTV, prevention, monitoring</li></ul>
<b><u>Social value</u></b>	<ul style="list-style-type: none"><li>• S106/CIL</li></ul>
<b><u>Climate</u></b>	<ul style="list-style-type: none"><li>• Sustainability, non-car travel, buildings fit for the future</li></ul>

## **Appendices/Background papers**

1. Spreadsheet "S106 Agreements and Amounts PTC Projects Master v3 (updated September 2021)"

Application	Site	Contribution type	Initial Amount	To be spent on	Criteria of payment	Money Received	To be Spent by	Spend Status	Additional info/ spent on / current value if known Sept '21	APPLICANT / DEVELOPER / LEGAL AGREEMENT DETAILS / NOTES	PROJECT IDEA / FUNDS AGREED
LW/07/1256	Land To The East Of The Sports Park Piddinghoe Avenue Peacehaven	Open/ Outdoor Play Space	£ 838,756.00	Provision or improvement of outdoor playing space facilities		30-Apr-12	30-Apr-19	Spent or allocated	£247,534.14 + £391,255.38 spent on Big Park. Amount to spend with interest £131,901.48	Part of big parks, archaeology surveys and education are spending the rest of it.	PTC to investigate projects agreed. Action with History Working Party
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peacehaven	Accessibility	£ 13,230.00	Accessibility improvements within the area of the site	Prior to 1st occupation	01-Oct-12	01-Oct-22	Allocated to ESCC but unspent	£14,105.06		£14,105.06 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE
LW/09/1093	16 & 16 A South Coast Road Peacehaven	Accessibility	£ 12,600.00	Accessibility improvement in the area of the site	Prior to 1st occupation	19-Aug-19	16-Oct-22	Allocated to ESCC but unspent	£17,207.14		£17,207.14 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE
		Open/ Outdoor Play Space	£ 24,276.00	Provision or improvement of outdoor playing space facilities in the area of the site		19-Aug-19	16-Oct-22	Spent or allocated	20,522 left (check with C Bibb) 27,512.12 less 6990 (Nov 2020 spent on pitch drainage)	Improvement of outdoor play space in the EAST of Peacehaven - How restrictive is this? Big Park near enough? Alternative?	Full balance spending agreed Jan 2021 NO FURTHER ACTION REQUIRED
LW/11/1318 (now LW/15/0023)	184 South Coast Road Peacehaven	Open/ Outdoor Play Space	£ 38,840.00	Outdoor play facilities in the area of the site in lieu of facilities being provided on site itself	Prior to occupation	01-Feb-19	26-Feb-26	Projects under review	48,148.26 with indexation and interest	For The Dell - equipment, pathways, furniture (DDA/equalities)	Under consideration, land registry info obtained. PTC NEED TO DECIDE SPENDING IN ACCORDANCE WITH S106 RESTRICTIONS
LW/13/0644	Land On The North Side Of Arundel Road Peacehaven	Recreation Space	£ 282,385.00	Provision or improvement of outdoor playspace facilities in the area of the site in lieu of Outdoor playing space facilities being provided on the Site	Prior to occupation	24-Aug-18	23-Aug-25	Projects under review by LDC/PTC	£317,407.84 held	For Centenary Park but needs clear separation from original project - also see 13/0686 below. Football Pitch?	Alternative idea - Improvements to Gateway Cafe / THE HUB. SEE NOTES BELOW FOR 13/0686
		Accessibility	£ 118,000.00	Towards County Council's scheme of improvements for cycling and walking routes and bus stops between Peacehaven and Newhaven.		24-Aug-18	23-Aug-25	Allocated to ESCC but unspent	£139,326.63	ESCC	£139,326.63 transferred to ESCC July 2021 NOT YET SPENT - PTC CAN INFLUENCE
LW/13/0686	Thakeham Homes. Land North Of 56 Keymer Avenue Peacehaven	Transport Provision	£ 150,698.40	Towards the County Council's schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements	Prior to commencement	08-Sep-14	08-Sep-21	Allocated to ESCC but unspent	£155,109.74	ESCC	Potentially allocated to measures resulting from ESCC A259 study, commencing 2021. Meeting 24/3/21 PTC and ESCC to present cycle route option £155,109.74 transferred to ESCC July 2021. NOT YET SPENT - PTC TO DISCUSS CYCLE ROUTE WITH PCSSWALE/ESCC/SUSTRANS
		Travel Plan	£ 4,500.00	Auditing fee		11-Sep-15	11-Sep-22	Unspent ESCC	£4,595.02 amount reflects indexation and interests	ESCC	No action for PTC
		Recreation Space	£ 187,930.00	Provision or improvement of outdoor playspace facilities, casual play space facilities and equipped play areas in the area of the site	Prior to 1st occupation	11-Sep-15	11-Sep-22	Projects under review by LDC/PTC	£191,973.67 amount reflects indexation and interests	For Centenary Park but needs clear separation from original project - also see 13/0644 above. Football Pitch?	Alternative ideas - Must be RECREATION PROVISION / POSSIBLY MEET AN EXISTING NEED SUPPORTS OPEN SPACE (EG TOILETS). QUICK WIN IS FOOTBALL. C BIBB COMMENTS
LW/16/0841	LW/16/0841 Land at 264 South Coast Road	Affordable housing	£ 300,000.00		prior to 1st occupation	14-Nov-18		Pending	Leighton Rowe @ LDC could advise on status		No action for PTC
LW/14/0424 Reserved Matters LW/15/0850 Finished	LW/14/0424 2 South Coast Rd	Transport Provision	£ 13,622.28		Prior to commencement	09-Aug-18	08-Aug-25	Pending	£14,247.75 held		No action for PTC
		Kerbside Recycling	£ 266.00	Provision or improvement of kerbside recycling facilities	prior to 1st occupation	09-Aug-18	08-Aug-25	Pending	£275.73 held		No action for PTC
LW/17/0226	Lower Hoddern Farm LW/17/0226	Centenary Park Contribution £200,001.00	£ 66,667.00	C Bibb 4-12-20 for ongoing maintenance of the Big Park eg seasonal staff, playground repairs, improvements etc. To be spend roughly 20k per annum	prior to occupations of phase 1	24-Jun-19	24-Jun-24	Partially Spent	£66667.00 received (by LDC)	CAN ONLY BE SPENT ON CENTENARY PARK - roughly 20k per annum runs from June 2019	£40,000 agreed Jan 2021 (for 2019 and 2020 two year portions)
			£ 66,667.00		prior to occupation of phase 2			Pending	not yet due		Review June 2021 £20k due for 2021
			£ 66,667.00		Prior to occupation of phase 3			Pending	not yet due		Review up to 2029
		Play Area Commuted Sum	£ 80,000.00		prior to 75% of Market housing for each phase			LDC	not yet due		No action for PTC
LW/19/0398	18-28 Cripps Avenue, Peacehaven	Kerbside Recycling	£ 589.00		prior to occupation			LDC	not commenced		No action for PTC
		Traffic Regulation Order	£ 5,000.00		prior to commencement			ESCC	not commenced		No action for PTC
		Affordable housing	£ 32,396.00					LDC	not commenced		No action for PTC
			£ 2,303,089.68								

BOLD = FULL AGREEMENT ON FILE (SOME NOT AVAILABLE AND NEED TO BE REQUESTED FROM LDC DIRECT)

## List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/10/2021	Barclays	DD	3.00		13 sep- 12 sep
04/10/2021	The Fuelcard People	DD1	100.64		HK66WMJ FUEL
04/10/2021	Northstar IT	DD2	1,425.60		MIGRATION OF CLLR MAILBOX
06/10/2021	Double Nine Ltd / Merlin Workw	204815	1,115.92		UNIFORM
06/10/2021	Acacia Groundcare Equipment Re	204816	1,181.70		TRACROT / SCARIFIER HIRE
06/10/2021	Wightman & Parrish Ltd	204817	234.61		GREEN SACKS/ HAND SANITISER
06/10/2021	SOUTHCOAST LOCKSMITHS LTD	204818	15.60		CABIN HOOK
06/10/2021	L&N CONSULTANCY LIMITED	204819	1,188.00		AUG/SEPT CONSULTANCY
06/10/2021	SOUTH COAST WELDING	204820	1,525.00		WELDING
06/10/2021	M.D.J Light Brothers Ltd	204820	288.00		SKIP HIRE
06/10/2021	EMILY STANTON	204822	50.00		EMILY STANTON DEP REFUND
06/10/2021	LOUISE STONE	204833	50.00		L.STONE DEPOSIT REFUND
06/10/2021	ZOE ANDERSON	204824	50.00		Z.ANDERSON DESPOITE REFUND
06/10/2021	CHRIS GAULT	204825	50.00		C.GAULT DEPOSIT REFUND
06/10/2021	JOLEIGH SADLER	204826	50.00		J.SADLER - DEPOSIT REFUND
06/10/2021	SEAHAVEN BRANCH RSSG	204827	56.00		RSSG TRAFALGAR MEAL
06/10/2021	Northstar IT	DD3	1,376.04		MONTHLY SUPPORT - OCTOBER
06/10/2021	02	DD	106.54		SEPT/OCT BILLING
06/10/2021	ZOE ANDERSON	204824	50.00		CANCEL & REISSUE
06/10/2021	ZOE ANDERSON	204824	-100.00		ZA CANCEL & REISSUE
11/10/2021	The Fuelcard People	DD	10.80		FUEL CARD FEES
11/10/2021	Barclays	DD1	62.00		PDQ CHGS - SEPT
12/10/2021	EDF	204829	381.56		SEPTEMBER ELECTRICITY
12/10/2021	CASTLE WATER	204830	363.02		SEPTEMBER WATER
12/10/2021	Caroline Reid	204831	609.00		OCTOBER CLEANING
12/10/2021	AMP Services	204832	94.44		CUTTER BAR ASSEMBLY
12/10/2021	TOTAL GAS & POWER	204833	236.20		SEPTEMBER GAS
12/10/2021	CATERCRAFT SUPPLIES LTD	204834	420.00		SERVICE EQUIPMENT
12/10/2021	Ricoh Capital Ltd	204835	1,274.09		01/10-31/12 P/COPY RENTAL
12/10/2021	TRAVIS PERKINS Trading	204836	74.50		WOOD FOR BIG PARK
12/10/2021	C R Allen & Sons	204837	999.05		WELDING & MATERIALS
12/10/2021	Business Sream	204838	163.14		5 JUL4 SEPT WASTE SERVICES
12/10/2021	TELSCOMBE RAIDERS	120648	-750.00		REISSUE CHQ
12/10/2021	HMRC	204839	7,915.34		HMRC MAY SALARY REISSUE
12/10/2021	TELSCOMBE RAIDERS FOOTBAL	204840	500.00		TELSCOMBE RAIDERS GRANT
12/10/2021	TELSCOMBE RAIDERS FOOTBAL	204841	250.00		TELSCOMBE RAIDERS
14/10/2021	VARIOUS PAYMENT	CC AUG/SEP	519.32		CC PAYMENTS AUG/SEPT
18/10/2021	The Fuelcard People	DD	109.56		GYO6 PPX FUEL
19/10/2021	Farrington Property Developmen	204842	4,404.00		UNIT 14 W/C 21/10 - 13 WKS
19/10/2021	SOUTHCOAST LOCKSMITHS LTD	204843	21.75		KEY FOR CAFE
19/10/2021	Double Nine Ltd / Merlin Workw	204844	198.11		CARETAKER UNIFORM
19/10/2021	Mulberry & Co	204845	216.00		INTERNAL AUDIT
19/10/2021	Conect Total Communications	204846	480.85		TELEPHONES - OCT
19/10/2021	BRITISH GAS	204847	22.77		UNIT 14 GAS 29/09-16/10
19/10/2021	C.E.F	2048488	160.44		DOWNLIGHT & LED HIGH BATTEN
19/10/2021	HOBARD PAVING COMPANY	204849	13,331.95		PAVE OUTSIDE OF CAFE
19/10/2021	MR CRANMER	204850	50.00		MR CRANMER

## List of Payments made between 01/10/2021 and 30/11/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/10/2021	PEACEHAVEN PLAYERS	204851	18.00		PEACEHAVEN PLAYERS
19/10/2021	NEWSQUEST MEDIA	BACS	1,198.80		RECRUITMENT CONSULTANCY
19/10/2021	PEACEHAVEN PLAYERS	204851	-18.00		EVENT CANCELLED
22/10/2021	CASTLE WATER	204852	34.21		WATER USAGE
22/10/2021	Trade UK	204853	57.37		CREDIT PADLOCK
22/10/2021	C.E.F	204854	9.48		4PIN LAMP
22/10/2021	Mailserv LTD	204855	290.40		TMR MAINTENANCE CHARGE
22/10/2021	SECRETARY OUTSOURCE	204856	75.00		SECRETARY OUTSOURCE
22/10/2021	BRITISH GAS	204857	17.66		UNIT 14 ELEC 29/09-16/10
22/10/2021	EDF	dd	3.76		STREET LIGHTS - SEPT-OCT
25/10/2021	OCTOBER SALARIES	OCT SALARI	24,732.62		OCTOBER SALARIES
01/11/2021	The Fuelcard People	DD	133.27		HK66WMJ FUEL
03/11/2021	C R Allen & Sons	204858	180.00		KUBOTA REPAIRS
03/11/2021	Trade UK	204859	75.48		SEALED OVER & FRAME/ TAPE
03/11/2021	L&N CONSULTANCY LIMITED	204860	1,584.00		OCTOBER CONSULTATION
03/11/2021	BRITISH GAS	120761	29.47		17 OCT - 28 OCT ELECTRCITIY
03/11/2021	PPL PRS Ltd	120762	1,698.01		MUSIC LICENCE OCT 21-OCT 22
03/11/2021	CASTLE WATER	120763	361.18		OCTOBER WATER - SPORTS PARK
03/11/2021	PROLUDIC LTD	120764	2,071.45		PLAY EQUIPMENT
03/11/2021	ESALC Limited	120765	240.00		LEADERSHIP TRAINING MR & TJ
03/11/2021	MR SANDERS	120766	50.00		MR SANDERS
03/11/2021	SIAN COTTY	120767	50.00		SIAN COTTY
03/11/2021	LUCY OVETT	120768	50.00		LUCY OVETT
03/11/2021	JAMES BOOT	120769	525.00		JAMES BOOT CONSULTANCY
03/11/2021	EAST SUSSEX PENSION FUND	120770	7,501.70		OCTOBER SALARIES
03/11/2021	HMRC	120771	8,180.96		HMRC - OCT SALARIES
03/11/2021	LUCY OVETT	120768	-50.00		LUCY OVETT - CANCELLED
03/11/2021	EAST SUSSEX PENSION FUND	120770	-7,501.70		CX CHQ - LOST
04/11/2021	TOTAL GAS & POWER	120772	853.62		HUB GAS - OCT
04/11/2021	EDF	120773	401.02		OCTOBER ELECTRICITY
04/11/2021	Northstar IT	DD1	1,376.04		MONTHLY SUPPORT - NOV
04/11/2021	02	DD2	106.54		OCTOBER BILLING
04/11/2021	Barclays	DD	3.00		OCTOBER COMM CHGS
08/11/2021	The Fuelcard People	DD	42.23		hk66 wmj
10/11/2021	TRAVIS PERKINS Trading	120774	51.76		GENERAL REPAIRS / WATER FOUNTA
10/11/2021	Brewers and Sons Ltd	120775	308.66		TRACTOR / GENERAL
10/11/2021	Lewes District Council	120776	180.00		23/11-22/11 licence fee
10/11/2021	REBECCA DRYER	120777	50.00		DEPOSIT REFUND R.D
10/11/2021	TRACEY PICKETT	120778	50.00		REUND DEPOSIT T.P
10/11/2021	THE SIGN SHED	120779	81.85		NO PARKING SIGNS
10/11/2021	HR Services Partnership	120780	612.00		OCTOBER HR SUPPORT
10/11/2021	CVS TYRES LTD	120781	655.86		TYRES
10/11/2021	Barclays	DD1	62.00		OCTOBER PDQ CHARGES
10/11/2021	TRACEY PICKETT	120778	-50.00		DONATED TO MAYORS FUND
15/11/2021	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE CHARGES
16/11/2021	AMP Services	120782	84.00		POWER BRUSH FOR MEMORIAL
16/11/2021	Tansleys Printers Limited	120783	120.00		CHRISTMAS CARDS



## List of Payments made between 01/10/2021 and 30/11/2021

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16/11/2021	Trade UK	120784	179.99		DRILL
16/11/2021	Wightman & Parrish Ltd	120785	239.11		CLEANING / GREEN SACKS
16/11/2021	Caroline Reid	120787	609.00		NOVEMBER CLEANING
16/11/2021	R.J.Meaker Fencing Ltd	120788	7.34		2-6 G/B
16/11/2021	ZOE ANDERSEN	120789	50.00		ZOE ANDERSEN DEP REFUND
16/11/2021	Radius Connect	120790	480.60		NOVEMBER BILL
16/11/2021	CUTTS MARINE	120786	96.00		MAROONS FOR REM DAY
22/11/2021	EDF	DD	55.31		OCTOBER ELECTRICITY
22/11/2021	LISTER WILDER	CC	594.00		MEGASLIT
22/11/2021	A.P.A PRODUCTS	CC1	24.00		ENTREMATIC KEY
22/11/2021	AS CATERING SUPPLIES	CC2	57.54		AS CATERING SUPPLIER
22/11/2021	PREMIER TRAINING	C4	60.00		ZOE - AAT ONLINE LEARNING
22/11/2021	CASH HAND FEE	CC4	7.50		CASH HAND FEE
24/11/2021	Business Sream	120791	16.95		5 JULY - 27 OCT WASTE SERVICES
24/11/2021	TRAVIS PERKINS Trading	120792	142.62		DELL WATER TAP
24/11/2021	BRITISH GAS	120793	32.50		gas - 29 oct - 16 nov
24/11/2021	BRITISH GAS	120794	23.97		ELECTRICITY 29 OCT - 16 NOV
24/11/2021	Hugh Page Sussex ltd	120795	573.77		MOWER REPAIRS
24/11/2021	AMP Services	120796	238.69		SERVICE OF SHREDDER
24/11/2021	LUCY OVETT	120797	49.76		LUCT OVETT REFUND
24/11/2021	TRAVIS PERKINS Trading	120798	88.94		DELL WATER COOLER BITS
24/11/2021	EAST SUSSEX PENSION FUND	120799	7,501.70		EAST SUSSEX PENSION FUND
24/11/2021	PHS Group	DD	711.10		QUARTERLY HYGIENE COSTS
25/11/2021	HMRC	120800	7,241.80		HMRC - NOV SALARIE
25/11/2021	EAST SUSSEX PENSION FUND	120801	6,669.71		LGPS NOVEMBER
25/11/2021	SIEMENS FINANCIAL SERVICES	120802	335.83		FRANKING MACHINE RENTAL
25/11/2021	NOVEMBER SALARIES	NOV SALARI	23,396.35		NOVEMBER SALARIES
25/11/2021	ESCC	BACS	919.50		BOLLARD INSTALLATION
<b>Total Payments</b>			<b>138,095.82</b>		

Supplier	Description of works	Amount	Comment
Heatcraft	Service x2 air conditioning chillers on main roof to main hall at C/H	511.50	Service is overdue - this is likely to flag up further issues & increase costs
Chris Bartholomew	Electrical installation condition report for C/H	2,266.00	Following a risk & safety assessment from SAFE I.S this is required
Chris Bartholomew	Testing of emergency lighting	570.00	Legally required
Chris Bartholomew	Electrical installation condition report for the HUB	503.33	Following a risk & safety assessment from SAFE I.S this is required
Chris Bartholomew	Electrical installation condition report for the Café	833.26	Following a risk & safety assessment from SAFE I.S this is required
Thomas Doors	Service doors at the C/H	527.00	Required annually
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	
Audience Seating	Maintenance of hall seating	492.60	Agreed to be serviced Jan 22
Heatcraft	Supply & fit X2 new filter units & new belts to Supply fan and Supply & fit new compressor amongst other things	6,511.47	To be agreed by council



## Heating, Ventilation, Air Conditioning, Plumbing

Peacehaven Town Council  
Town Council Office, Meridian  
Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

Elizabeth House, 50 - 52 St. Richards Road,  
Portslade, Brighton, East Sussex BN41 1PA  
Tel: 01273 419005

Email: [service@heatcrafthandv.com](mailto:service@heatcrafthandv.com)

### Quote

Your Order Number	Job Number	Quote Date (tax point)	Quote Number
1885	J01FDQ	11/11/2021	J01FDQ
Site Details	Community House,Peacehaven,BN10 8BB		
Issue Reported :	Service 2 x no Carrier air conditioning chillers serving the main hall for heating and cooling - Remedials		
Work Required :	<b>Service Remedials</b> <b>Unit 1.</b> The wiring in the main control panel requires checking, no wiring diagram in the panel. Specialist controls engineer required to investigate further is included to report on findings. Supply and fit 2 x new filters to unit. Supply and fit 2 x new belts to supply fan. Fully test operation on completion.  <b>Unit 2.</b> Evacuate refrigerant. Supply and fit 1 x new compressor assembly (3x operatives required) Recharge with new refrigerant. Supply and fit 1 x new relay and base to condensor. Supply and fit 2 x new filters to unit. Supply and fit 2 x new belts to supply fan. Fully test operation on completion.  <i>*Access is required to the roof in order to complete above works. Materials are on a 8 week lead time from receipt of order.</i>		
	Description	Net	Vat @ 20%
	Labour & Materials	6511.47	1302.29
	<b>Sub Total</b>	6511.47	1302.29
	<b>TOTAL Due</b>		7813.76

- Please note that this does not include the cost of our original call out.
- If further materials are found to be required, a new quotation will follow.
- Following quote acceptance if the order is cancelled whilst goods are in transit, a restocking charge of up to 25% of the value of the parts may be applicable.
- It is assumed that all works will be carried out during normal working hours (unless stated otherwise).
- This quotation is valid for 30 days from the above date.
- Please provide written confirmation of acceptance by post or email to the above address.

**Agenda Item:**

**Committee: Policy & Finance**

**Date:**

**Title: Vire Request**

**Report Authors: Zoe Malone**

**Purpose of Report: To agree to vire funds from current budget to reserves**

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### **Summary of recommended actions**

To discuss and agree the recommendation to vire £10,000 to a ~~vehicle capital project~~ reserve and £10,000 to the Hub boiler reserve as part of ongoing budget discussions.

### **Introduction**

It was recently discussed at the last P&F meeting on 26<sup>th</sup> October the need to start planning for the future and setting monies aside for items / replacement items so council are prepared with the expenditure should it need to arise.

### **Background**

Vehicle replacement will be required over the next 10 years and with no reserve currently to cover this we need to gradually start building a reserve so we can replace such items, a capital projects reserve will begin the process of supporting a future capital programme. The same for the Hub Boiler, it requires replacement and we will need to ensure we have sufficient funds to cover this.

### **Analysis**

With general costs of most products and energy going up the precept request for next financial year will be higher than the previous two years and this will impact the proportion of the residents council tax. We want to keep this increase to a minimum and it's recommended that as we are in a strong position this year currently that we take £20,000 from this years budget (current year fund) which will mean a lower amount to be transferred to general reserves, however will also mean we have kept the council tax proportion under 5%.

### **Implications**

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

<b><u>Financial</u></b>	Less money transferred to the general reserves at the end of this financial year.
<b><u>Legal</u></b>	N/A
<b><u>Environmental and sustainability</u></b>	N/A
<b><u>Crime and disorder</u></b>	N/A
<b><u>Climate</u></b>	N/A

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### **Appendices/Background papers**

<p><a href="#">Copy of Invoice from Replay who carried out the works.</a></p>
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## POLICY & FINANCE

### 100 General Administration

	2021/22 Budget	Draft 2022/23 Budget	% Change	
4301 Purchase of Furniture/Equipment	500	500	0.0%	
4302 Purchase of Materials	500	500	0.0%	
4306 Printing	4,000	5,000	25.0%	Includes the Photocopier rental
4307 Stationery	500	500	0.0%	
4311 Professional Fees - Legal	3,000	2,000	-33.3%	
4314 Audit Fees	3,000	3,000	0.0%	
4315 Insurance	10,000	10,500	5.0%	
4321 Bank Charges	100	100	0.0%	
4322 BACS Charges	200	200	0.0%	
4323 PDQ Charges	800	800	0.0%	
4325 Postage	1,000	1,000	0.0%	With a view to moving to BACS payment
4326 Telephone	6,000	6,000	0.0%	
4327 Computers	12,000	12,500	4.2%	
4333 Members Allowance	3,500	3,500	0.0%	
4341 Grants	10,000	10,000	0.0%	
4342 Subscription	5,000	5,500	10.0%	
4345 CTLA Service Level Agreement	6,000	6,500	8.3%	
4346 CAB Service Level Agreement	11,500	11,500	0.0%	
TBC HCC Service Level Agreement	0	3,000	#DIV/0!	
4347 Climate Change Actions	0	0	#DIV/0!	
322 Vehicle Reserve	0	0	#DIV/0!	
4444 Election Costs	9,000	9,000	0.0%	
General Administration: Expenditure	86,600	91,600	5.8%	
1001 Precept				
1005 Grants - Lewes DC			#DIV/0!	
1013 Income from Photocopying	0		#DIV/0!	
1016 Housing Benefit Claims LDC	15,200	15,200	0.0%	
1100 Interest Received	300	200	-33.3%	
1309 Other Income	2,000	1,000	-50.0%	
General Administration: Income	17,500	16,400	-6.3%	
<b>Net Expenditure over Income</b>	<b>69,100</b>	<b>75,200</b>	<b>8.8%</b>	

**360 Community House**

4101	Repair/Alteration of Premises	4,000	5,000	25.0%	
4102	Maintenance of Building	1,000	5,000	400.0%	To include fire alarm maintenance & equipment
4111	Electricity	4,000	6,000	50.0%	
4112	Gas	3,000	4,000	33.3%	
4122	Service Charge	20,000	20,000	0.0%	
4131	Rates	15,800	15,800	0.0%	
4141	Water Services	8,000	8,000	0.0%	
4151	Fixtures & Fittings	1,500	1,500	0.0%	Include renovation of Field & Robson Room
4161	Cleaning Costs	1,000	1,000	0.0%	£520 Blinds
4162	Cleaning Materials	2,000	1,000	-50.0%	
4163	Personal Hygiene	2,000	2,500	25.0%	
4167	Cinema Costs	1,000	1,000	0.0%	
4175	Music Licence	0	1,250	#DIV/0!	
4305	Uniform	600	600	0.0%	
Community House: Expenditure		63,900	72,650	13.7%	
1069	C/H Police Room	2,295	2,341	2.0%	
1070	C/H Phoenix Room	6,120	6,242	2.0%	
1072	C/H Copper Room	12,903	13,161	2.0%	
1075	C/H Charles Neville	10,404	10,612	2.0%	
1076	C/H Main Hall	26,112	26,634	2.0%	
1077	C/H Anzac Room	12,954	13,213	2.0%	
1078	C/H Main Kitchen	1,275	1,301	2.0%	
1079	C/H Anzac Kitchen	714	728	2.0%	
1080	C/H Foyer	2,346	2,393	2.0%	
1081	C/H Equipment Hire	1,326	1,353	2.0%	
1091	Cinema Income	4,500	4,590	2.0%	
1092	Electricity Feed-In Tariff	500	510	2.0%	
Community House: Income		81,449	83,078	2.0%	
<b>Net Expenditure over Income</b>		<b>-17,549</b>	<b>-10,428</b>	<b>-40.6%</b>	
<b>POLICY &amp; FINANCE: Total Expenditure</b>		<b>150,500</b>	<b>164,250</b>	<b>9.1%</b>	
<b>POLICY &amp; FINANCE: Total Income</b>		<b>98,949</b>	<b>99,478</b>	<b>0.5%</b>	
<b>Net Expenditure over Income</b>		<b>51,551</b>	<b>64,772</b>	<b>25.6%</b>	



## PLANNING & HIGHWAYS

### 130 Neighbourhood Plan

4337 Neighbourhood Plan  
Neighbourhood Plan: Expenditure

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

### 200 Planning & Highways

4101 Repairs & Alterations  
4111 Streetlight Electricity  
4171 Grounds Maintenance Costs  
4850 Grass Cutting Contract  
4851 Noticeboards  
4852 Monument & War Memorial  
4853 Street Furniture

Planning & Highways: Expenditure

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

**PLANNING & HIGHWAYS: Total Expenditure**

**PLANNING & HIGHWAYS: Total Income**

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

2021/22 Budget	Draft 2022/23 Budget	% Change
10,000	5,000	-50.0%
10,000	5,000	-50.0%
<b>10,000</b>	<b>5,000</b>	<b>-50.0%</b>
1,000	700	-30.0%
1,092	1,092	0.0%
500	500	0.0%
8,687	8,687	0.0%
1,100	650	-40.9%
600	600	0.0%
600	600	0.0%
13,579	12,829	-5.5%
<b>13,579</b>	<b>12,829</b>	<b>-5.5%</b>
<b>23,579</b>	<b>17,829</b>	<b>-24.4%</b>
<b>0</b>	<b>0</b>	
<b>23,579</b>	<b>17,829</b>	<b>-24.4%</b>

Spent £24 this year so far...

We have £650 in EMR & Budget not spent this year so far  
Earmark remaining money this year

## CIVIC & EVENTS

### 110   Civic Events

	2021/22 Budget	Draft 2022/23 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,200	1,200	0.0%
4335 Civic Expenses	0	1,000	#DIV/0!
4336 Civic Service	250	500	100.0%
4338 Remembrance Services	600	1,100	83.3%
4339 In the Event of a Royal Death	500	500	0.0%
4348 Civic Gifts, visits & events	200	1,470	635.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	700	700	0.0%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

5,950      8,970      50.8%

### **Net Expenditure over Income**

**5,950      8,970      50.8%**

### 120   Marketing

4328 Website (include Browsealoud)	2,500	3,250	30.0%
4329 Advertising	1,000	1,000	0.0%
4352 Annual Report	200	200	0.0%
4353 Banner Board	0	0	#DIV/0!
4330 Newsletter	1,500	1,500	0.0%

Marketing: Expenditure

5,200      5,950      14.4%

1048 E-News advertising	500	500	0.0%
1301 Filming	2,000	2,000	0.0%
1049 Banner Board Income	3,250	4,000	23.1%
1300 Donations Received	0	0	#DIV/0!
1045 Event Sponsorship			#DIV/0!

Marketing: Income

5,750      6,500

<b>Net Expenditure over Income</b>		<b>-550</b>	<b>-550</b>	<b>0.0%</b>
<u>430</u>	<u>Summer Fair</u>			
4329	Advertising	350	900	
4500	Event Staff Overtime	1,150	1,150	
4900	Miscellaneous Expenses	1,200	1,200	
	Summer Fair: Expenditure	2,700	3,250	
1045	Event Sponsorship	500	500	
1046	Stall Income (Events)	1,400	1,500	
1094	Other Customer & Client Receipts	800	800	
	Summer Fair: Income	2,700	2,800	
<b>Net Expenditure over Income</b>		<b>0</b>	<b>450</b>	
<u>440</u>	<u>Christmas Market</u>			
4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	1,000	500	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	300	
	Christmas Market: Income	2,300	1,800	
<b>Net Expenditure over Income</b>		<b>-140</b>	<b>360</b>	
<b>CIVIC &amp; EVENTS: Total Expenditure</b>		<b>16,150</b>	<b>19,970</b>	<b>23.7%</b>
<b>CIVIC &amp; EVENTS: Total Income</b>		<b>10,750</b>	<b>11,100</b>	
<b>Net Expenditure over Income</b>		<b>5,400</b>	<b>8,870</b>	<b>64.3%</b>

## LEISURE, AMENITIES & ENVIRONMENT

### 300   Grounds Team General Exp

	2021/22 Budget	Draft 2022/23 Budget	% Change
4202 Repairs/Maintenance of Vehicle	6,900	6,000	-13.0%
4203 Fuel	5,600	5,500	-1.8%
4204 Road Fund License	600	600	0.0%
4305 Uniform	800	900	12.5%
Grounds Team: Expenditure	13,900	13,000	-6.5%
<b>Net Expenditure over Income</b>	<b>13,900</b>	<b>13,000</b>	<b>-6.5%</b>

### 310   Sports Park

4111 Electricity	3,000	3,300	10.0%	Excludes café usage which will be budgeted separately
4141 Water Services	0	0	#DIV/0!	
4131 Rates	0	2,345	#DIV/0!	
4164 Trade Refuse	4,500	4,500	0.0%	
4171 Grounds Maintenance Costs	10,000	10,000	0.0%	
Sports Park: Expenditure	17,500	20,145	15.1%	
1025 Rent & Service Charge	13,574	13,845	2.0%	
1039 S/P Cats	0		#DIV/0!	
1041 S/P Telephone Masts	4,300	4,500	4.7%	
1043 S/P Football Pitches	2,550	3,000	17.6%	
1061 S/P Court and MUGA Hire	5,406	5,406	0.0%	
Sports Park: Income	25,830	26,751	3.6%	
<b>Net Expenditure over Income</b>	<b>-8,330</b>	<b>-6,606</b>	<b>-20.7%</b>	

### 315   Big Park

4101 Repair/Alteration of Premises	3,000	5,000	66.7%	To include fence repairs
4102 Maintenance of Unit 14	0	500	#DIV/0!	To include fire equipment servicing
4111 Electricity (unit 14)	0	300	#DIV/0!	

4112	Gas (unit 14)	0	300	#DIV/0!	
4121	Rents	15,000	15,000	0.0%	
4131	Rates	2,500	4,716	88.6%	
4141	Water Services	0	0	#DIV/0!	
4161	Cleaning Costs	8,000	8,000	0.0%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	5,000	6,000	20.0%	
4302	Purchase of Materials	0	0	#DIV/0!	
4303	Machinery Mtce/Lease	3,000	3,500	16.7%	Inc service of mower, parts, etc.
	Big Park: Expenditure	37,500	44,316	18.2%	
1005	Grants - Lewes DC	0		#DIV/0!	
1094	Other Customer & Client Receipts	0		#DIV/0!	
tbc	Transfer from Big Park EMR	15,000	15,000	0.0%	
	Big Park: Income	15,000	15,000	0.0%	
	<b>Net Expenditure over Income</b>	<b>22,500</b>	<b>29,316</b>	<b>30.3%</b>	
<u>316</u>	<u>Gateway Café</u>				
4101	Repair/Alteration of Premises	3,000	3,000	0.0%	
4111	Electricity	4,200	6,000	42.9%	
4326	Telephone & Wifi	420	972	131.4%	
4115	CCTV Maintenance	1,500	1,500	0.0%	
4116	Servicing / Maintenance	1,000	1,500	50.0%	To include electrical tests that are required
	Gateway Café: Expenditure	10,120	12,972	28.2%	
1111	Electricity	0	6,000	#DIV/0!	
1025	Rent & Service Charge	8,650	8,823	2.0%	
	Gateway Café: Income	8,650	14,823	71.4%	
	<b>Net Expenditure over Income</b>	<b>1,470</b>	<b>-1,851</b>	<b>-225.9%</b>	
<u>330</u>	<u>Parks &amp; Open Spaces</u>				

4101	Repairs / Alterations	5,000	5,000	0.0%	To include all outdoor areas
4104	Vandalism Repairs	2,000	1,500	-25.0%	
4141	Water Services	5,000	5,000	0.0%	
4164	Trade Refuse	2,000	2,000	0.0%	
4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	6,000	5,000	-16.7%	
4105	Tree Works	2,000	2,000	0.0%	
4106	Signage	2,000	1,500	-25.0%	
4107	Climate Change Actions	1,000	1,000	0.0%	
4108	Tree Planting	2,500	2,500	0.0%	
Amenity Area: Expenditure		31,500	29,500	-6.3%	
1044	Hire of the Dell	5,100	5,100	0.0%	
1050	Allotment Rent	2,145	2,145	0.0%	
Amenity Area: Income		7,245	7,245	0.0%	
<b>Net Expenditure over Income</b>		<b>24,255</b>	<b>22,255</b>	<b>-8.2%</b>	
<b>355 The Hub</b>					
4103	Annual Servicing Costs	2,000	2,000	0.0%	Include £1428 of lighting requirements
4111	Electricity	1,500	1,700	13.3%	
4112	Gas	1,500	1,700	13.3%	
4131	Rates	0	0	#DIV/0!	
4171	Maintenance of Hub	4,000	5,000	25.0%	
357	Hub Pavillion Boiler & Roof Reserve		0	#DIV/0!	
4175	Music Licence	500	500	0.0%	
The Hub: Expenditure		9,500	10,900	14.7%	
1084	The Hub	16,320	16,646	2.0%	
The Hub: Income		16,320	16,646	2.0%	
<b>Net Expenditure over Income</b>		<b>-6,820</b>	<b>-5,746</b>	<b>-15.7%</b>	

LEISURE, AMENITIES & ENV: Total Expenditure	120,020	130,833	9.0%
LEISURE, AMENITIES & ENV: Total Income	73,045	80,466	10.2%
Net Expenditure over Income	46,975	50,367	7.2%

## **PERSONNEL**

### **100 General Administration**

4001	Salaries
4002	ER's NIC
4003	ER's Supn
4004	Overtime
4011	Staff Training
4212	Staff Mileage Costs
4312	Professional Fees - HR
4310	Professional Fees - Consultancy
4334	Members Training

General Administration: Expenditure

**Net Expenditure over Income**

**PERSONNEL: Total Expenditure**

**PERSONNEL: Total Income**

**Net Expenditure over Income**

<b>2021/22 Budget</b>	<b>Draft 2022/23 Budget</b>	<b>% Change</b>
391,000	406,640	4.0%
40,000	42,640	6.6%
70,200	75,228	7.2%
1,000	1,000	0.0%
5,000	5,000	0.0%
500	500	0.0%
2,000	2,000	0.0%
2,000	2,000	0.0%
1,500	2,000	33.3%
513,200	537,008	4.6%
<b>513,200</b>	<b>537,008</b>	<b>4.6%</b>
<b>513,200</b>	<b>537,008</b>	<b>4.6%</b>
<b>0</b>	<b>0</b>	
<b>513,200</b>	<b>537,008</b>	<b>4.6%</b>



## COUNCIL

	2021/2022 Budget	Draft 2022/23 Budget	% Change
Policy & Finance	150,500	164,250	9.1%
Planning & Highways	23,579	17,829	-24.4%
Civic & Events	16,150	19,970	23.7%
Leisure, Amenities & Environment	120,020	130,833	9.0%
Personnel	513,200	537,008	4.6%
<b>Total Expenditure</b>	<b>823,449</b>	<b>869,890</b>	<b>5.6%</b>
Policy & Finance	98,949	99,478	0.5%
Planning & Highways	0	0	
Civic & Events	10,750	11,100	
Leisure, Amenities & Environment	73,045	80,466	10.2%
Personnel	0	0	
<b>Total Income</b>	<b>182,744</b>	<b>191,044</b>	<b>4.5%</b>
<b>Net Expenditure over Income</b>	<b>640,705</b>	<b>678,846</b>	<b>6.0%</b>
<b>Precept</b>	<b>£640,705</b>	<b>£678,846</b>	<b>6.0%</b>
<b>Tax Base</b>	<b>4,717.6</b>	<b>4,805.0</b>	<b>1.9%</b>
<b>Band D</b>	<b>£135.81</b>	<b>£141.28</b>	<b>4.0%</b>

# **PEACEHAVEN TOWN COUNCIL**

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

**Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 25<sup>th</sup> November 2021 at 7.30 p.m.**

**Present:-** Cllr. D Seabrook, Cllr G Hill, Cllr L Symonds, Cllr R White, Cllr A Milliner.  
Victoria Onis, Admin Officer.

## **1 GSC043 CHAIRS ANNOUNCEMENTS**

In the absence of the Chairman Cllr Griffiths, the Vice-chairman Cllr Seabrook took the Chair.

## **2 GSC044 PUBLIC QUESTIONS**

There were no public questions.

## **3 GSC045 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to accept apologies from Cllr Griffiths, Cllr Sanderson, Cllr Sharkey, Cllr Collier, and for Cllr Hill to substitute for Cllr Griffiths.

## **4 GSC046 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Hill as having a personal interest with Kempton House  
Cllr White being a member of the Family Support Work Children's charity.  
Cllr Seabrook as a member of the Peacehaven & Telscombe access group

## **5 GSC047 TO APPROVE & SIGN THE MINUTES OF TUESDAY 29<sup>TH</sup> APRIL 2021**

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

## **6 GSC048 DEVELOPING A SERVICE LEVEL AGREEMENT WITH HAVENS COMMUNITY CARS**

Havens Community Cars provides transport anywhere in Sussex without restrictions. It was proposed to develop a Service Level Agreement from next April with Havens Community Cars with a contribution of 3k a year to support this.

It was requested that Havens Community Cars provide Peacehaven Town Council with a written proposal to include activity levels.

## **Meeting of Peacehaven Town Council Grants Sub-Committee – 25<sup>th</sup> November 2021**

### **7 GSC049 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 2 2020/2021**

#### **PEACEHAVEN HORTICULTURAL SOCIETY**

The Grant application papers were noted and discussed.

At the Grants meeting on Wednesday 13<sup>th</sup> November 2019, it was resolved to cover Room hire at Community House. Due to Covid restrictions Community House has been closed to hirers for a long period of time and the Horticultural society has only held two meetings since Covid restrictions were eased. It was resolved to allow the Horticultural Society to use the allowance given in November 2019 until the new financial year.

#### **PEACEHAVEN, TELSCOMBE ACCESS GROUP**

The Grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year. This will be funded by the Covid Emergency Grant budget.

#### **NEWHAVEN DAY CENTRE (AGE CONCERN)**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £600** to support towards the costs of repairs in the activity room.

#### **SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £500** to help support towards the costs of leasing an electric van to provide transport between SCDA services.

#### **NEWHAVEN CRICKET CLUB**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £250** to help towards a portable cricket net. This will enable Newhaven Cricket club to use this item for its junior and senior cricket practice sessions.

#### **AFFINITY ROWING CLUB**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £400** towards the procurement of oars.

#### **ROTARY CLUB OF NEWHAVEN**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £250** towards a New Years Event for 100 elderly and vulnerable people.

#### **CHICHESTER DIOCESAN ASSOCIATION FOR FAMILY SUPPORT WORK**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £500** to support with the continuation and development of a Kinship Carers Support Group for families living in Peacehaven

#### **KEMPTON HOUSE DAY CENTRE**

The Grant application papers were noted and discussed.

## **Meeting of Peacehaven Town Council Grants Sub-Committee – 25<sup>th</sup> November 2021**

There was a lack of detail in the application and no suitable documents provided for purchases made with the previous Grant, awarded in April.

### **PEACEHAVEN & TELSCOMBE FOOTBALL CLUB ACADEMY -**

The Grant application papers were noted and discussed.

It was resolved to recommend a Grant of £600 which will support the continuation of grass roots football - using the all-weather pitches which are at a higher cost.

### **PEACEHAVEN TAI CHI WELL BEING GROUP**

The Grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room up to the end of the current financial year. This will be funded by the Covid Emergency Grant budget

### **NEWHAVEN LEWES DISTRICT MENCAP**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £750** to support towards running costs. Due to Covid the Hall has been closed for 18 months and has become run down due to no income. This will be funded by the Covid Emergency Grant budget.

### **HAVEN HARMONIES**

The Grant application papers were noted and discussed.

**It was resolved to recommend a grant of £510** to support the costs of Hall Hire at the Hillcrest Centre in Newhaven. The Choir has members from all areas including Peacehaven. This will be funded by the Covid Emergency Grant budget.

## **8 GSC050 TO DISCUSS BUDGETARY REQUIREMENTS 2022/23**

It was proposed that the funds remaining in the Covid-19 support earmarked reserves budget go into a new reserve fund. This needs to be discussed and agreed by the Policy & Finance Committee.

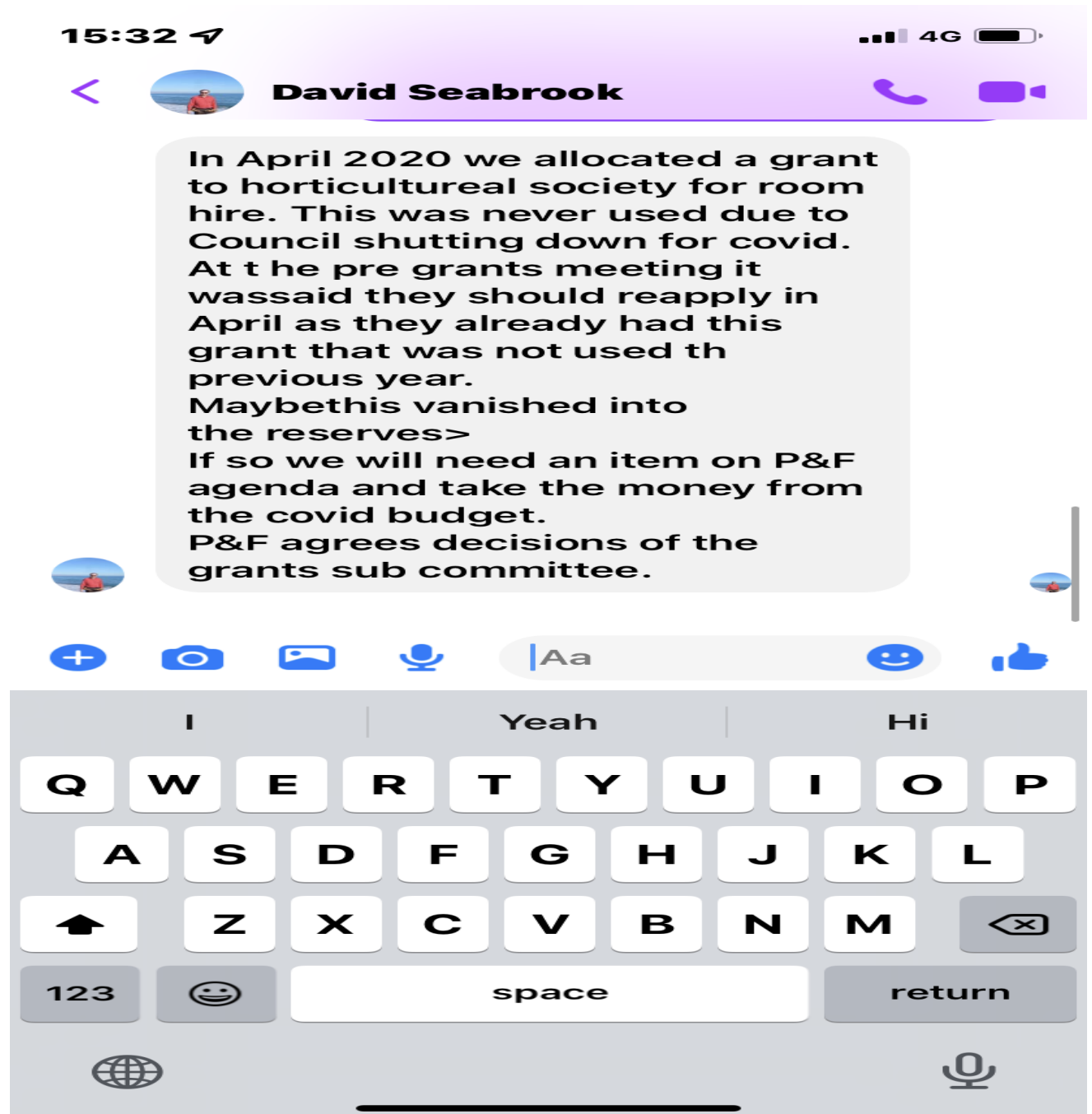
It was proposed to keep the CAB and CTLA SLA amounts at the current level and to allow an additional £3,000 for a new SLA with Havens Community Cars.

## **GSC043 DATE OF NEXT MEETING – TO BE AGREED**

Thursday 21<sup>st</sup> April 2022

*There being no further business, the meeting closed at 20.55*

Agenda Item: PF701.2  
Committee: Policy & Finance  
Date: 7<sup>th</sup> December 2021  
Title: Photocopier Rental  
Report Authors: Town Clerk/Cllr Seabrook  
Purpose of Report: To decide on grant for the Horticultural Society



### **Meeting of Peacehaven Town Council Grants Sub-Committee – 9th June 2020**

#### **Peacehaven Horticultural Society**

The grant application papers were noted and discussed.

It was resolved to recommend a grant in the form of use of the Anzac Room for the group's monthly meetings up to the end of the current financial year.

### **Meeting of Peacehaven Town Council Grants Sub-Committee – 11<sup>th</sup> November 2020**

#### **Peacehaven Horticultural Society**

The grant application papers were noted and discussed.

It was resolved that this application should not be approved as the Society had not spent any of its previous grant for room hire at Community House and that this should be sufficient for the rest of the current financial year.

<u>ORGANISATION</u>	<u>2020/21 April First round awarded</u>	<u>2021/22 November Second roundAmount Requested</u>	<u>Summary of reasons for grant request</u>	<u>Approved Yes / No</u>	<u>Amount approved by Council for November 21/22 from Grants Budget</u>	<u>Amount approved by Council for November 21/22 from Covid Budget</u>	<u>Comments on Decision</u>
Peacehaven Horticultural Society			To cover the costs of room hire at Community House for monthly meeting.	N	£0.00	£0.00	Not needed as already covered for this year. 5 months left. Then reapply in April 22
Peacehaven, Telscombe and Saldean Access Group		£150.00	To cover the costs of room hire at Community House for monthly meetings and the cost of public liability insurance (£150)	Y		£314.00	12 months room hire plus insurance
Newhaven Day Centre (AGE CONCERN)		£750	To support with costs for new flooring and new roof in the activity room.	Y	£600.00		
Sussex Community Development Association		£750	Towards the lease of an electric van to transport between SCDA services.	Y	£500.00		
Newhaven Cricket Club		£250	To help towards a portable cricket net. This will enable newhaven cricket club to use this item for its junior and senior cricket practice sessions.	Y	£250.00		
Affinity Rowing Club		£750	To support the procurement of oars.	Y	£400.00		
Rotary Club of Newhaven		£250	to help support towards organising a New Years Even party for 100 elderly or vulnerable people, afternoon tea, entertainment and a small gift.	Y	£250.00		
Chichester Diocesan Association for Family Support Work	£600	£750	To support with the continuation and development of a Kinship Carers Support Group for families living in Peacehaven in 2021/2022.	Y	£500.00		
Kempton House Day Centre	£500	£800	To support purchase of cutlery and to support transport costs for a day trip.	N	£0.00		Insufficient detail.
Peacehaven & Telscombe Football Club Academy	£750	£1,000	To support the continuation of grass roots football - using the all weather pitches which are at a higher cost.	Y	£600.00		Evidence of how money has been spent required for future reference.
Peacehaven Tai Chi Well being group		£750	<b>Room Hire</b> - The group is aimed at delivery all the benefits Tai Chi can bring, especially to older and senior adults and the membership is made up of this age bracket. In order to keep costs low the group are requesting free room hire.	Y		£750.00	Check amount for room hire
Newhaven Lewes District Mencap		£750	Due to Covid and hall being closed for 18 months a lot of thngs need repairing & funds have run down due to no income.	Y		£750.00	
Haven Harmonies		£510	To support the costs of Hall Hire at the Hillcrest Centre in Newhaven. The Choir has members from all local areas including Peacehaven.			£510.00	
<b>£6,900.00</b>		<b>£7,460.00</b>	<b>Amount Committed</b>		<b>£3,100.00</b>	<b>£2,324.00</b>	
<b>Grant Remaining</b>		<b>£3,100.00</b>	<b>Budget Remaining</b>		<b>£0.00</b>	<b>£8,291.33</b>	
<b>Covid budget</b>		<b>£10,615.33</b>					

## PF702 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<p><b>PF635 THE FUTURE USE OF THE FIELDS &amp; ROBSON ROOMS IN COMMUNITY HOUSE</b></p> <p>The Clerk related the background to this item.</p> <p>It was agreed that, from a budgetary angle at least, the Council is not currently in a position to move its office staff to these rooms.</p> <p>It was resolved that these rooms should be let on a short-term Lease at a rent in line with the current rent charged.</p>	<p>EMCOR vacated these rooms on the 31<sup>st</sup> August 2021.</p> <p>A local company that had expressed keen interest decided in the end not to rent these rooms.</p> <p>To move the office staff into these rooms, just the IT &amp; telecoms would cost C.£5,700.</p> <p>ESWCC has looked at these rooms in relation to the move of the library but has apparently rejected them.</p>	<p>Town Clerk</p> <p>Admin Officer</p>			
2	<p><b>PF661 USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</b></p> <p>The Clerk's report was received and discussed. It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible.</p> <p>Clerk to obtain a detail costing of required repairs for the Committee's next meeting.</p> <p><b>PF677 USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</b></p> <p>The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment. Cllr Griffiths suggested that the money might be better spent on more modern solutions.</p> <p>Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little</p>	<p><b>Anzac Room</b></p> <p><b>Perimeter Loop Wire using current amplifier installed. This will not be secure and could be picked up from outside of the room.</b></p> <p>Loop wire £160, Trunking £100, Labour £250, Total £510.00</p> <p><b>Perimeter Loop with new amplifier</b></p> <p>Same as above £510, Amplifier £550</p> <p>Total £1060.00</p> <p><b>Multiloop installation under carpet as previously installed (carpet will have to be removed prior to visit) This will keep the signal confined to the room.</b></p> <p>Copper Tape £320, Amplifier £2600</p> <p>Labour £750, Total £3670.00</p> <p><b>Main Hall</b></p> <p><b>Amplifier Change</b></p> <p>Amplifier £700, Labour £250, Total £950.00</p>	<p>Town Clerk</p>			



### PF702 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
	used these days. It was resolved that the hirers/users of the Council's facilities should be canvassed in this respect.	<b>Complete Install</b> Amplifier £700, Loop Wire £300 Trunking £175, Labour £750.00 Audio Cables £50, Total £1975.00 Survey was inconclusive – almost the same number of people did and did not use a loop. A large number of people admitted that they had/needed a hearing aid but did not use one.				
3	<b>PF678 INTERNAL &amp; EXTERNAL SURVEY OF COMMUNITY HOUSE</b> The Clerk's report was received and discussed.  The Clerk noted that with Community House now being over 40 years old, a lot of the building's fabric and equipment was in need of replacement/upgrading.  It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.	Duncan Baker Brown contacted, and he recommended Toby Rolleston of F.T. Allen Chartered Surveyors & Project Managers.  Mr Rolleston visited the site on the 26 <sup>th</sup> November 2021 and will get back to us regarding the production of an external & internal Schedule of Condition.  Once we get the schedule of condition, then Mr Baker-Brown can help us run different retrofit design scenarios so that we can understand the implications and costs of replacing fabric & equipment and in meeting Council's net zero carbon targets.	Town Clerk			
4	<b>PF634 REVIEW OF THE GATEWAY CAFÉ LEASE</b>  The Clerk related the background to this item. After discussion, it was resolved, as follows:-  <ul style="list-style-type: none"> <li>To renew the current Lease, in principle.</li> <li>To produce a new Lease.</li> </ul>	Meeting held with Mrs Papanicolaou on the 28 <sup>th</sup> September and Action Plan agreed as set out below.	Town Clerk  Cllr Griffiths  Parks Officer			

### PF702 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
	<ul style="list-style-type: none"> <li>To review compliance with the current Lease.</li> <li>New Lease to require adherence to the Council's single use plastics policy.</li> <li>Meeting to be arranged with Mrs Papanicolaou.</li> </ul> <p>Progress report to be made at the Committee's meetings.</p>					
4A	<b>Pellet Boiler</b>	Fit for purpose professional assessment				
4B	<b>Pellet Boiler</b>	Identify & costs for possible alternatives	1. Heat exchanger/air source heat pump. 2. Storage heaters. Combi boiler (electric).			
4C	<b>Pellet Boiler</b>	Lockable pellet store				

### PF702 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
4D	Solar Panels	Servicing	Recently checked – working fine, just not contributing much			
4E	Storage Cupboard	Lockable indoor storage cupboard to be installed				
4F	Current Lease	Extended 'in principle' beyond 31 <sup>st</sup> March 2022, awaiting new Lease	Noted.			
4G	New Lease	Draft new Lease document.  Chris Bibb advises that it is not possible to use S.106 funding to cover the costs of producing a new Lease.		Using LDC Solicitor £800		
4H	New Lease	Agree rental charges				
4J	New Lease	Agree Plan area				

**PF702 - Action Plan – Policy & Finance Committee**

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
4K	Water Fountain	Install a new drinking fountain at the front of the Café				
4L	Broadband & Telephone Charges	Review current charges made against actual costs				
4M	Composter	Install waste composter				

**Agenda Item: PF703**

**Committee: Policy & Finance**

**Date: 7<sup>TH</sup> December 2021**

**Title: Photocopier Rental**

**Report Authors: Zoe Malone**

**Purpose of Report: To decide on photocopier rental options**

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### **Summary of recommended actions**

To decide on the best option of rental of the two photocopiers we currently have in Community House office.

### **Introduction**

Currently reviewing the budget has brought to my attention the costs we pay for the two photocopiers in Community House. Our current quarterly charge is approx. £1,274. I met with Ricoh, who provide the photocopiers and asked for some options to reduce the quarterly fee, or remove a machine as having discussed with staff we do not need two.

Below are the two options Ricoh has provided;

To remove the front office machine and retain the primary device from 01/04/2022 on a new 3 year term:

Quarterly Rental Charge                £687.26 (Inc VAT £824.71)

Saving Per Annum                        £967.16 (Inc VAT £1,160.59)

To wait until the primary term expires in June 2023 and implement 1 new machine for the main office at today's pricing:

Quarterly Rental Charge                £410.61 (Inc VAT £492.73)

Saving Per Annum                        £2,073.76 (Inc VAT £2,488.51)

### **Analysis**

We need to consider if we want a saving sooner or later. If we choose option 2 then we will retain both photocopiers for another 18 months or if we choose option 1 we can remove one photocopier and save £1,160 in next years budget.

### **Implications**

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

<b><u>Financial</u></b>	Saving rental costs will reduce our quarterly bills.
<b><u>Legal</u></b>	N/A

<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	We are implementing ways in which to reduce our paper use, by emailing customer invoices, therefore the need for two printers (photocopiers) isn't required so much anymore.

#### **Appendices/Background papers**