



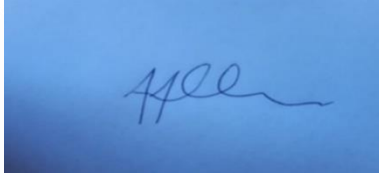
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TOWN CLERK
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PEACEHAVEN TOWN COUNCIL

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

4th May 2022

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 10th May 2022 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C881 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS

- a) Presentation of Mayor's badge.

C882 ELECTION OF MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a) Statement(s) from candidate(s).
- b) Voting.
- c) Mayor/Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.

C883 STATEMENT FROM NEW MAYOR

C884 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2022-2023

C885 ELECTION OF DEPUTY MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a) Statement(s) from candidate(s).
- b) Voting.
- c) Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.
- d) Statement from the new Deputy Mayor.

C886 TO AGREE MAYOR'S CONSORT

C887 PUBLIC QUESTION TIME

Please contact the town Clerk for access to this online meeting.

There will be a 15-minute period when members of the public may ask questions.

C888 TO CONSIDER APOLOGIES FOR ABSENCE

C889 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

C890 TO ADOPT STANDING ORDERS

C891 TO ADOPT FINANCIAL REGULATIONS

C892 TO ADOPT A COMPLAINTS POLICY

C893 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME

C894 TO ADOPT A MEDIA & COMMUNICATIONS POLICY

C895 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

C896 TO APPOINT MEMBERS TO SERVE ON COMMITTEES

C897 TO APPOINT CHAIRMEN OF COMMITTEES

C898 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C899 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM

Agenda for the Annual Meeting of Peacehaven Town Council – 10th May 2022

C900 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS

C901 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY

C902 TO NOTE ANNUAL SUBSCRIPTIONS

C903 TO APPROVE THE MAYOR'S ALLOWANCE

C904 TO APPROVE THE CORPORATE RISK ASSESSMENT

C905 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

C906 TO APPROVE BANKING SIGNATORIES

C907 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

C908 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

C909 TO APPROVE THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

C910 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

C911 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 15th MARCH 2022

C912 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 8th March 2022.
- ii. To receive the public meeting minutes of the 5th April 2022.
- iii. To note the draft public meeting minutes of the 3rd May 2022.

b. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation.
- ii. To receive the public meeting minutes of the 1st March 2022.
- iii. To note the draft public meeting minutes of the 26th April 2022.
- iv. To approve the grants recommendations from the Sub-Committee.
- v. To note and approve the 2021/22 end-of-year Internal Audit report.
- vi. Approve 2021/22 Annual Governance Statement.
- vii. Approve 2021/22 Annual Accounting Statement.

c. Personnel Committee:-

- i. To receive the public meeting minutes of the 3rd February 2022.
- ii. To note the draft public meeting minutes of the 31st March 2022.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the public meeting minutes of the 22nd February 2021.
- ii. To note the draft meeting minutes of the 12th April 2022.

e. Civic & Community Events Committee:-

- i. To receive the public meeting minutes of the 8th February 2022.
- ii. To note the draft meeting minutes of the 19th April 2022.

C913 TO RECEIVE URGENT MATTERS/REPORTS FROM WORKING PARTIES & OTHER BODIES

C914 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE (NOT FOR DISCUSSION)

C915 TO NOTE ARRANGEMENTS FOR THE ANNUAL TOWN MEETING TO BE HELD ON THE 26th MAY 2022.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

C916 Policy & Finance Committee:-

- i. To receive the confidential meeting minutes of the 1st March 2022.
- ii. To note the draft confidential meeting minutes of the 26th April 2022.

C917 Personnel Committee:-

- i. To receive the confidential meeting minutes of the 3rd February 2022.
- ii. To note the draft confidential meeting minutes of the 31st March 2022.
- iii. To receive updates on confidential staffing matters and agree any actions required.

C918 DATE OF NEXT MEETING – TUESDAY 21st JUNE 2022 AT 7.30PM.

I would like to be considered as a candidate for Mayor Elect 2022/2023 as I feel that I would be a proactive and positive advocate for the local town. I feel that I would be able to engage and interact with members of the community with various activities and events with a drive to continue to bring communities back together in the public domain, after a long and difficult period following lockdown due to Coronavirus and, to encourage new residents in the town to become involved with events organised by Peacehaven Town Council and the local organisations.

I have gained experience observing council meetings over the past 3 years and feel confident when presenting to an audience. I am willing to learn and accept help and guidance from Officers and Councillors to ensure that correct processes are followed when council meetings are conducted and believe that I have the necessary skills to uphold the meetings to the professional level that has been set. I have been actively involved in various committees and working parties and will continue to do so, as time allows me, and feel that my pro activeness illustrates the commitment and passion that I have had to the town and its residents over the past 3 years.

Since moving to Peacehaven in 1985, I have been involved with members of the public in both a working and community life. As a teenager, I held jobs at The Wimpy and as a Saturday shampooist at my mum's hairdressers J&S, which is now known as Mint Hair and Beauty so gained good customer relations experience from a young age. Following the birth and growing of my 3 children and through my own working career, I have organised many charity and fundraising events, networking events and supported local groups with their own events within the community, this work has spanned over some 36 years and continues to do so. If I was successful in becoming Mayor for Peacehaven Town Council, I want to be able to continue with strengthening the links between those communities and the council and am currently supporting upcoming events such as bingo and the proposed Harvest Barn Dance. As a continuation of this, I would fully support new ways of engaging with the residents and local community through special occasional dates such as Halloween, Christmas and Easter raising money for the Mayors Charities or alternative events.

As my current working role is shift related with advanced notice of my rota, I can plan in advance for Mayoral attendances although, I welcome the opportunity to work closely with the elected Deputy Mayor so that a united relationship can be formed to maximise any representations requested.

Peacehaven Town is a wonderful town, full of wonderful people which is growing rapidly. As a Mayor of the town, I would do my utmost to ensure that as many of the existing and new residents to the town can be fulfilled with the community spirit that we regularly witness.

My proposers are Cllr. David Seabrook and Cllr. Sue Griffiths

Many thanks
Cllr. Lucy Symonds

PEACEHAVEN TOWN COUNCIL

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DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of Mayor

of Peacehaven Town Council

declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I accept the Council's adopted Members Code of Conduct.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council

PEACEHAVEN TOWN COUNCIL



MAYORS' HANDBOOK

May 2022 - 2023

Adopted at Annual Council – 10th May 2022

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The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their civic duties. It does not supersede or take preference over Peacehaven Town Council's standing orders.

1 Introduction

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the ANNUAL COUNCIL MEETING. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) he/she must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of his/her duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where he/she must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of his/her office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

2 Election of Mayor and Deputy Mayor

The Mayor and Deputy Mayor must be members of the council.

The election of Mayor is the first item of business at the annual council meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Section 15, Local Government Act 1972).

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the Annual Council Meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor nor Deputy Mayor is present, the members present shall elect another member of the council to preside.

The person presiding at the annual council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

3 Mayor's Role

The Mayor and Deputy Mayor will be elected by the council annually. The Mayor shall be available for an official photograph within 2 weeks of being elected.

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- To chair council meetings.
- To focus his/her activities on the communities of the town and, by focusing on the council's priorities, strengthen its links between those local communities and the council.
- To act as an enabler and ambassador by arranging meetings between the council and other parties for the benefit of the town, coordinated for them by the Civic Officer.

The Mayor may call an extraordinary meeting of the council, subject to provisions in the council's standing orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 2 members of the Council, those 2 members may call an extraordinary meeting.

The Mayor's **Consort** must be over 18 years of age.

The Mayor/Deputy Mayor is required to attend events organised by Peacehaven Town Council.

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Members' Code of Conduct, any such gifts must be reported to the Civic Officer in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the civic budget.

The Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

4 Deputy Mayor's Role

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor. The Deputy Mayor does not wear his/her chain of office when the Mayor is attending the same function.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Civic Officer). If the Mayor cannot attend, it may be appropriate to pass on the invitation to the Deputy Mayor, at the discretion of the Civic Officer.

On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

5 Written and Verbal Protocol

The full title of the Mayor is **The Worshipful the Mayor of Peacehaven or the Mayor of Peacehaven.**

The Mayor shall be addressed as: **Dear Mr Mayor or Dear Madam Mayor**

6 Chain of Office

The chain of office was designed and made by a local company Studio Crafts in 2003, which is no longer trading, however the jeweller remains local. Each of the links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the chain of office is a unique piece of regalia.

Any alterations or additions will need to be ratified by Full Council.

The chain of office should only be worn when the Mayor is undertaking official duties in his/her capacity as Mayor.

The chain of office may be worn where an official invitation has been received for events within the town where the Mayor and Civic Officer considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the chain, **and it shall be worn only when invited to do so.** If this permission is not forthcoming, the chain of office cannot be worn, nor badge of office.

The Mayor enjoys precedence in his/her own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the chain during his/her term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

Outgoing Mayors will be presented with a 'Past Mayors Badge' - a replica link from the chain, on completion of a full term of office, this will be made by jeweller Phil Blackwell who was associated with his family business Studio Crafts and now works for W.E. Clark in Lewes.

The Deputy Mayor will wear his/her chain of office whilst deputising for the Mayor.

7 Individual Requirements

The Mayor and Deputy Mayor should inform the Civic Officer and the Town Clerk of any health condition or disability at the start of their term, for which the Civic Officer will arrange any reasonable adjustments under HR Law.

Mayor's Handbook Civic file – revise annually.

The Mayor and Deputy Mayor should inform the Civic Officer of any dietary needs, such as vegetarian and/or diabetic requirements.

8 Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed at all engagements.

9 Social Media

The Civic Officer will manage the Mayor's twitter account and will promote Mayoral events on Peacehaven Town Council's website, Facebook, Instagram and LinkedIn accounts, in co-ordination with the Communications Officer.

It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.

10 Political Activities

The Mayor's role is **apolitical; political points should not be made**. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet drop or conduct electioneering during their entire term of office.

11 Conduct

The Mayor, when performing official duties, is the visible presence of the council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a consort should be discussed by the Civic & Marketing Officer with the Mayor, to ensure the consort has adequate understanding of the conduct expected by the council.

In the event of misconduct by the Mayor or Deputy Mayor, the Civic Officer or Town Clerk will seek advice from SSALC (Surrey and Sussex Association of Local Councils) and NACO (National Association of Civic Officers) and report to the Policy and Finance Committee.

Any misconduct by the Mayor or Deputy Mayor which constitutes a breach of the Members' Code of Conduct should also be reported to the Monitoring Officer at Lewes District Council.

12 Promotion of the Council

The Mayor has a key role in acting as ambassador, promoting the town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the council's official representative, hosting events that recognise achievement and/or service by members of the community, promoting the town or his/her charity on social media (via the Civic Officer) by video or helping achieve a closer relationship or understanding with organisations in the town.

If two invitations are received at the same time and the dates coincide, then the one concerning Peacehaven should take precedence over any invitation coming from outside the town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the county of Sussex are to be approved by the Mayor and Civic Officer, at the discretion of the Civic Officer.

All overseas visits are to be approved by Full Council.

13 Christmas Cards

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's allowance, or as an alternative an e-card can be sent.

14 Mayor's Allowance

The Mayor's allowance is paid by cheque. The allowance is paid in 2 equal instalments – May & November.

The council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Finance Officer within 28 days.

15 Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political, non-discriminatory and should benefit residents of the town. Monies must not be donated to profit making businesses established for that purpose.

16 Mayor's Charity Administrative Arrangements

To clarify the relationship between the Mayor's charity appeal and the council's accounts and to give Officers clear direction as to regarding their role, the following provisions are suggested.

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominately from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community of Peacehaven.

A separate cost centre (on the integral RBS accounting system) will be used for the Mayor's Appeal, run by and overseen by the Civic Officer.

Where more than one charity is nominated it will be assumed that all monies received will be divided equally, unless specified by the current Mayor and confirmed by resolution of the Policy and Finance Committee.

Income generated will be assumed to be for the Mayor's Appeal as a whole and divided equally. If one of the nominated organisations puts on a specific event (publicised clearly for their benefit with the support of the Mayor) income received at that event may be allocated specifically to that particular charity. Such arrangements will be reported to the Policy and Finance Committee at the earliest opportunity.

The total income collected (and how it has been divided between the nominated charities) will be reported to the Policy and Finance Committee at the end of the Mayoral year. Cheques to the nominated charities will be presented to representatives at the Mayor's Reception. If the nominated charity is unable to send a representative to the Mayor's Reception, arrangements will be made to send the cheques by 31st May at the latest.

The Civic Officer may be assigned to work on events specifically for the support of the Mayor's charities for that year; subject to tasks being within their job description and that no additional hours shall be awarded. The Mayor will therefore need to balance the amount of support he or she requires for charity work with the other demands on the office and its support staff. Other staff may work on Mayor's charity matters if their duties permit. Council officers will not however act as cheque signatories or hold office as Chair, Treasurer or Secretary to any charity committee or sponsored charity.

The council's internal auditor will be asked to include a review of management of the Mayor's charity and of the close accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm acceptance of these arrangements.

17 Engagements and Diary

On receipt of an invitation for the Mayor, the Civic Officer will forward the Mayor a copy at the earliest opportunity, including details of whether a speech is required. The Mayor must inform the Civic Officer of whether they wish to accept the invitation as soon as possible, and within 7 days at the latest.

The Mayor should keep a record of engagements and also inform the Civic Officer of dates and times that they are unavailable for Mayoral duties, to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic Officer will confirm the Mayor's/Deputy Mayor's attendance. If the Mayor and Deputy Mayor are unavailable, the invitation is to be declined. A Mayoral engagement form for all events should be completed and sent to the Mayor with the invitations, along with the scoring Civic invitation form (see attached copies).

If the Civic Officer has confirmed acceptance and the Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Officer to ensure an apology to be sent on the following working day. Following the attendance at any engagements, a 'thank you' email will be drafted by the Mayor and sent by the Civic Officer, on Mayoral headed paper.

18 Mayor's Events

The Civic and Mayor's events are organised by the Civic Officer with the help from other Council Officers. There are to be 5 fixed Mayoral events during each year. Other events can be organised by the Civic and Community Events Working Party; The main 5 fixed events are:

- Mayoral Reception – April (or March in a year of elections)
- Civic Service - prior to 1 July each year
- Remembrance Day - November
- Carol Concert - December
- Christmas Market – December

At the beginning of the Mayor's term of office, the Mayor must nominate a team of up to 10 volunteers to help support the Town Council office staff with the preparation, running and clearing up at Mayoral events. This support will be co-ordinated with the Civic Officer 5 volunteers should attend each event.

Sponsorship for the events will be sought by the Mayor and Civic Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Participation in events within and beyond the town shall be co-ordinated by the Civic Officer on behalf of the Mayor.

To ensure that an imbalance is not created between attendees at events, the Civic Officer will manage the guest list, limiting dignitaries to adjoining towns only.

The Civic Officer will issue press releases relating to any events organised on behalf of the Mayor.

18.1 Mayoral Reception

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals and businesses that support community life in the town. Appropriate food and drink shall be provided from the Mayor's reception budget. At an appropriate time during the event, the Mayor shall make a short speech to those present.

The event will be hosted by the outgoing Mayor and held on the last Friday of April (or in March in a year of elections at a date to be agreed by the Mayor and Civic Officer). It will be held in the Main Hall of Community House.

Invitations to be sent to all Peacehaven Town Councillors, all Peacehaven Town Council staff, local dignitaries (i.e., local Mayors of Lewes, Seaford, Newhaven and Telscombe) local organisations, individuals and local businesses that support community life in the town. Entertainment will be sourced, and a price negotiated by the Civic Officer.

Catering is to be organised and booked by the Civic Officer within the civic budget. All endeavours will be made to keep the cost to a minimum for both entertainment and refreshments, with the total cost to come from the Mayor's reception budget.

18.2 Civic Service

The Civic service is to be held before 1 July each year. The Civic Officer will organise the details. It will be held at a venue of the Mayor's choosing.

18.3 Remembrance Day

The Remembrance Day event will be held at the War Memorial in Meridian Park on the second Sunday of November each year. The Civic Officer will organise the details, working in association with local churches & schools and the Royal British Legion. Refreshments will be served afterwards in Community House.

The Mayor is expected to attend the Remembrance Day Parade & Service. The Deputy Mayor will be expected to attend if the Mayor is unavailable but can attend in the role of Councillor.

18.4 Carol Concert

The Community Carol Concert is to be held during December. The Civic Officer will organise the details. It will be held in the Main Hall of Community House in association with local churches and schools.

18.5 Christmas Market

The Christmas market will take place during December and organised by the Civic Officer with the help of the Civic and Community Events Working Party.

18.6 Other events

In addition to the fixed events detailed above the office will be able to support a maximum of three 'bigger' events during the year. These events will be decided by the Mayor in discussion with the Civic Officer at a meeting each year before the end of June, to ensure that there is sufficient time to plan and organise the events.

19 Declaration

I Cllr _____ as **Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

SIGNED: _____ **DATED:** _____

I Cllr _____ as **Deputy Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

SIGNED: _____ **DATED:** _____

Sources of Reference used: *Civic Ceremonial – Paul Millward*

STATEMENT

FOR DEPUTY MAYOR 2022/23

All of you will be aware that I am a very hard working Councillor and am active on most committees and many working parties at Council. I was elected on a Community Champion theme and this is central to everything I do. Becoming your Deputy Mayor for my last year as a Councillor will enable me to take this even further. The Community is at the heart of everything I do.

I am fully able to assist the Mayor in all aspects of the position. I do have other commitments, in particular, I still work but this is very flexible and only a day a week or less.

I have extensive experience in many areas of business but in particular as a teacher; public speaking is something I am very confident with.

I have lived in Peacehaven since 2016 and attended many Council meetings as a resident before being elected in 2019. My family have lived in Peacehaven for the last 40 years and as a consequence I have been a regular visitor prior to moving here and have seen how the town has developed.

Cllr Sue Griffiths has nominated me and I am seconded by Cllr Gloria Hill.

I would be proud to represent Peacehaven Town Council as Deputy Mayor for the year 2022/23.

Cllr David Seabrook

Peacehaven West Ward

STATEMENT FOR DEPUTY MAYOR 2022/23

I would like to put myself forward for the position of Deputy Mayor.

As you know, my term as Mayor was curtailed after 5 months by my cancer diagnosis. I am recovering but still not quite well enough to consider being Mayor again.

I thought that Deputy Mayor would be a good compromise. I shall be able to attend events and functions that the elected Mayor can't make and chair full council meetings if they have to miss them for whatever reason.

I obviously have the experience of all types of duties that I may be called upon to do and would really welcome the opportunity to be able to serve the town and support the Mayor in this way.

Cllr Collier has nominated me, and I am seconded by Cllr White.

Cllr Isobel Sharkey
Councillor Isobel Sharkey

PEACEHAVEN TOWN COUNCIL

Tony Allen
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DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of Deputy Mayor

of Peacehaven Town Council

declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I accept the Council's adopted Members Code of Conduct.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council

PEACEHAVEN TOWN COUNCIL - INDEX OF STANDING ORDERS

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chairman" and "vice-chairman" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor". References to gender are non-specific.

1 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has already been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e Any amendment to a motion is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment shall have no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s), except those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- u Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2 DISORDERLY CONDUCT

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct any councillor (including the chairman of the meeting) may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

| | |
|------------------------|-----------|
| Full Council meetings | FC |
| Committee meetings | C |
| Sub-committee meetings | SC |

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)**
- b **The minimum 3 clear days' notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC)**
- c **The minimum 3 clear days public notice for a meeting does not include the day on which notice was issued or the day of the meeting unless the meeting is convened at shorter notice. (C)**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC, C)**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes, unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except where a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j Any person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC, C)**
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the council may in his absence be done by, to or before the vice-chairman of the council (if there is one). (FC)**
- p The chairman of the council, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman of the council (if there is one) if present, shall preside. If both the chairman and the vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. (FC, C, SC)**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (FC, C, SC)**

See standing orders 5(h) and (i) for the different rules that apply in the election of the chairman of the council at the annual meeting of the council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. (FC)**

- t The minutes of a meeting shall include an accurate record of the following:
- i. The time and place of the meeting;
 - ii. The names of councillors who are present and the names of councillors who are absent,
noting those that have given apologies;
 - iii. Interests that have been declared by councillors and non-councillors with voting rights;
 - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. Whether a councillor or non-councillor with voting rights left the meeting when matters
that they held interests in were being considered;
 - vi. If there was a public participation session; and
 - vii. The resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. (FC, C, SC)**

- v **No business may be transacted at a meeting unless at least one third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3. (FC)**

See standing order 4d (viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall**

be closed. The business on the agenda for the meeting shall be adjourned to another meeting. **(FC, C, SC)**

- x Meetings shall not exceed a period of three hours.

4 COMMITTEES AND SUB-COMMITTEES

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and times of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4 (b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend. Substitute members will have full rights for voting;
 - vi. Shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. Shall permit a committee, other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which , in both cases, shall be no less than three;
 - ix. Shall determine if the public may participate at a meeting of a committee;
 - x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Town Clerk or Committee Clerk of the nomination.
- f All councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but not vote. Non committee or sub-committee councillors however will be excluded for confidential items at these meetings.

5 ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.
- e The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if there is one) of the council.
- f The chairman of the council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The vice-chairman of the council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chairman of the council at the next annual meeting of the council.
- h In an election year, if the current chairman of the council has not been re-elected as a member of the council, he shall preside at the annual meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an original vote in respect of the election of the new chairman of the council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current chairman of the council has been re-elected as a member of the council, he shall preside at the annual meeting until a new chairman of the council has been elected. He may exercise an original vote in respect of the election of the new chairman of the council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the chairman of the council and vice-chairman (if there is one) of the council at the annual meeting, the order of business shall include:
- i. **In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of references for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11,20 and 21);
 - xviii. Review of the council's policy for dealing with the press/media;
 - xix. Review of the council's employment policies and procedures;
 - xx. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
 - xxi. Determining the dates, times and place of ordinary meetings of the council up to and including the next annual meeting of the council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The chairman of the council may convene an extraordinary meeting of the council at any time.**
- b If the chairman of the council does not call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.**
- d If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee (or the sub-committee) any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee).**

7 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice of at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the report or recommendation of a committee or a sub-committee.**
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.**

8 VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.**

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. To correct an inaccuracy in the draft minutes of the meeting;

- ii. To move to a vote;
- iii. To defer consideration of a motion;
- iv. To refer a motion to a particular committee or to a sub-committee;
- v. To appoint a person to preside at a meeting.
- vi. To change the order of business on the agenda;
- vii. To proceed to the next business on the agenda;
- viii. To require a written report;
- ix. To appoint a committee or sub-committee and their members;
- x. To extend the time limits for speaking;
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. To not hear further from a councillor or a member of the public;
- xiii. To exclude a councillor or a member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory or legal requirements);
- xvi. To adjourn the meeting; or
- xvii. To close the meeting.

11 MANAGEMENT OF INFORMATION

See also standing order 20

- a The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the**

agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a) (i).
- c The accuracy of the draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u)

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after

it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chairman of council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation

to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

- a The council's Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer during the Proper Officer's absence.
- b The council's Proper Officer shall:
 - i. **At least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, the public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. Subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his withdrawal of it;
 - iii. **Convene a meeting of the council for the election of a new chairman of the council, occasioned by a casual vacancy in his office;**
 - iv. **Facilitate inspection of the minute book by local government electors;**
 - v. **Receive and retain copies of byelaws made by other local authorities;**
 - vi. Hold acceptance of office forms from councillors;
 - vii. Hold a copy of every councillor's register of interests;

- viii. Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- ix. Liaise, as appropriate, with the council's Data Protection Officer;
- x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. Arrange for legal deeds to be executed (*See also standing order 23*);
- xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. Record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. Refer a planning application received by the council to the chairman or in his absence vice-chairman (if there is one) of the Planning and Highways Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Highways Committee.
- xvi. Manage access to information about the council via the publication scheme; and
- xvii. Retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*)

16 RESPONSIBLE FINANCIAL OFFICER

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 ACCOUNTS AND ACCOUNTING STATEMENT

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - (i) The council's income and expenditure for each quarter;
 - (ii) The council's aggregate income and expenditure for the year to date;

- (iii) The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - (i) Each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information: and
 - (ii) to the council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to its anticipated approval by the council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £50,000 due to special circumstances are exempt from a tendering or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity In the Contract Finder website regardless of what other means it uses to advertise the opportunity.**

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification of the goods, materials, services or the execution of works shall be drawn up
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
 - v. tenders shall be opened by the Proper Officer in the presence of at least two councillors, after the deadline for submissions of tenders has passed
 - vi. tenders are to be reported to and considered by the appropriate meeting of council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the council or the Personnel Committee or the Grievance / Disciplinary sub-committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Personnel Committee or, in his absence, the Vice-Chairman (if there is one) of the Personnel Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman of the council (if there is one) and the chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The review and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee, or in his absence, the vice-chairman (if there is one) of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chairman or vice-chairman (if there is one) of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**

- b The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list)

See also standing order 11

- a The council may appoint a Data Protection Officer.**
- b The council shall have policies and procedures in place to respond to an individual exercising his statutory rights concerning his personal data.**
- c The council shall have a written policy in place for responding to and managing a personal data breach.**
- d The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The council shall maintain a written record of its processing activities.**

22 RELATIONS WITH THE PRESS/MEDIA

- a All requests from the press or other media for an oral or written statement or comment from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.**

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing order 15(b) (xiii) and (xvii)

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.**
- b Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.**

- b Unless the council determines otherwise, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue any orders, instructions or directions.

26 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or to vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors will where possible attend all training delivered by or on behalf of Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.
- f Councillors and officers who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.



PEACEHAVEN TOWN COUNCIL

FINANCIAL REGULATIONS

FOR ADOPTION BY COUNCIL on 10th MAY 2022

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These Financial Regulations are based on the model financial regulations template produced by the National Association of Local Councils (NALC) in July 2019 and were adopted by the Policy & Finance Committee at its meeting held on 17th September 2019.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy & Finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Finance committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The

RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Policy & Finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Policy & Finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Policy & Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council the Policy & Finance Committee; or

- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee

- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which the Policy & Finance Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council or, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the ~~Clerk~~[RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance and Policy committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Policy committee. Transactions and purchases made will be reported to the Finance and Policy committee and authority for topping-up shall be at the discretion of the Finance and Policy committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £520 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full

council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is

counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing,

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in

writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

PEACEHAVEN TOWN COUNCIL - COMPLAINTS PROCEDURE

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2. Guidelines

- 2.1 The code of practice that follows is aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.2 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

| Type of conduct | Refer to |
|------------------------|--|
| Financial irregularity | Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission. |
| Criminal activity | The police |
| Councillor conduct | A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to Catherine Knight District Council, Monitoring Officer |
| Employee conduct | Dealt with by internal disciplinary procedure |

3. The code of practice

- 3.1 The aims of the code of practice are:
- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
 - To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
 - To make the process reasonable, accessible and transparent.
 - At all times, the rules of natural justice will apply:

- i. That every person whose civil rights are affected, must have a reasonable notice of the case he has to meet.
 - ii. That he must have reasonable opportunity of being heard in his defence.
 - iii. That the hearing must be by an impartial tribunal.
 - iv. That the authority must act in good faith and not arbitrarily.
 - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

4. Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within seven (7) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5. At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The panel chairman to introduce everyone.
- 5.3 The panel chairman to explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.

- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 5.10 The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6. After the meeting

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.



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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

PEACEHAVEN TOWN COUNCIL

Data Protection Policy

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Adopted:
Review Date:

1. INTRODUCTION

Peacehaven Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.

2. SCOPE

This Data Protection Policy applies to all Council employees, Councillors, volunteers and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

3. POLICY STATEMENT

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

4. DATA PROTECTION LEGISLATION

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

4.1.Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

- 4.1.1. **Lawfulness, Fairness & Transparency** – processed lawfully, fairly and in a transparent manner in relation to the data subject.
- 4.1.2. **Purpose** – Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- 4.1.3. **Data Minimisation** – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- 4.1.4. **Accuracy** – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- 4.1.5. **Storage Limitation** – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

- 4.1.6. ***Integrity and Confidentiality*** – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up by Schools ICT (computer networks) in the United Kingdom and Microsoft Office (email services) in three separate locations within the United Kingdom to ensure the safety of data.

4.2. Lawfulness of Processing

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

4.2.1. *Consent*

- i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.
- ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

4.2.2. *Legitimate interests*

- i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.
- ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.

4.2.3. *Contractual necessity*

- i. Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

4.2.4. *Compliance with legal obligation*

- i. Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

4.2.5. ***Vital Interests***

- i. Personal data may be processed to protect the ‘vital interests’ of the data subject e.g. in a life or death situation it is permissible to use a person’s medical or emergency contact information without their consent.

4.2.6. ***Public Interest***

- i. Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.3. **Individual Rights**

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below:

- 4.3.1. ***Right to access personal data the Council holds on you*** – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.
- 4.3.2. ***Right to correct and update the personal data the Council holds on you*** – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.
- 4.3.3. ***Right to have your personal data erased*** – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.
- 4.3.4. ***Right to object to processing of your personal data or to restrict it to certain purposes only*** – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.
- 4.3.5. ***Right to data portability (personal data transferred from one data controller to another)*** – You have the right to request that the Council transfer some of your data to another controller.
- 4.3.6. ***Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*** – You can withdraw your consent easily by telephone, email or by post.
- 4.3.7. ***Right to lodge a complaint with the Information Commissioner’s Office*** – You can contact the Information Commissioner’s Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a ‘Subject Access Request’) or any similar requests as above is set out as an addendum to this policy.

5. ROLES & RESPONSIBILITIES

5.1. Data Protection Officer

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other ‘public authorities’.

The Council does however have an internally appointed Data Protection Officer, the Responsible Finance Officer, who is responsible for the following tasks:

- 5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person’s obligations under the legislation.
- 5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.
- 5.1.3. Co-operating with the Information Commissioner’s Office, acting as the contact point for the Information Commissioner’s Office.
- 5.1.4. Assigning responsibilities under the Council’s data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

5.2. Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

5.3. All Staff & Councillors

All staff and councillors will ensure that:

- 5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.
- 5.3.2. The rights of data subjects are respected at all times.
- 5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.
- 5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.
- 5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- 5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- 5.3.7. Personal information is recorded accurately and is kept up to date.

- 5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.
- 5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- 5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

5.4. Contractors and Employment Agencies

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

5.5. Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

6. DATA RETENTION

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

7. INFORMATION REQUESTS

7.1. Personal Data

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally. The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

7.2. Non-Personal Data

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at www.peacehaventowncouncil.gov.uk and individuals are encouraged to first look on the website for the information they seek.

8. COMPLAINTS

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

Subject Access Request Procedure

1. What is a Subject Access Request?

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

2. How do I submit a SAR?

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as ‘subject access’ or ‘data protection legislation’.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to admin@peacehaventowncouncil.gov.uk, requests may however also be submitted via social media, the Council’s website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the ‘data subject’)
- b. The information/data you are requesting (the ‘personal data’)
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc. The default format will be electronic, wherever possible.

3. What process will the Council follow to respond?

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject’s personal data that is being requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are requesting? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.
- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, the Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

Responding to a SAR

- h. Respond to a SAR within one month after receipt of the request:
 - (i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month
 - (ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.
- i. Where possible, the Council will include the following in its response:
 - (i) The purpose for processing this data;
 - (ii) The categories of personal data concerned;
 - (iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed;
 - (iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
 - (v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;
 - (vi) The right to lodge a complaint with the Information Commissioner's Office;
 - (vii) If the data has not been collected from the data subject, the source of such data;
- j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.
- k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.
- l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.

- m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.
- n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

4. How will I receive the information?

Wherever possible, the Council will provide you with any personal data electronically, except where a request has been made otherwise or the data is not available electronically.

The Council may decline to supply information via social media if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

5. Will there be a cost?

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

6. Can the Council refuse to comply with a request?

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

7. What data is exempt from a SAR?

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

8. What if I am unhappy with the response received?

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX

FREEDOM OF INFORMATION POLICY

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the council's website, which can be found at www.peacehaventowncouncil.gov.uk

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to the Clerk at the above address

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Website: www.ico.gov.uk
Telephone: 0303 123 1113

4. Charges

4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

Information available from Peacehaven Town Council under the FOI model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|-------------------|
| Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the council and its committees | Hard copy Website | Disbursement cost |
| Contact details for the Clerk and council members | Hard copy Website | Disbursement cost |
| Location of main council office and accessibility details | Hard copy Website | Disbursement cost |

| | | |
|---|-----------------------|-------------------|
| Staffing structure | Hard copy Website | Disbursement cost |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Full accounts and audit report | Hard copy Website | Disbursement cost |
| Finalised budget | Hard copy Website | Disbursement cost |
| Precept | Hard copy Website | Disbursement cost |
| Borrowing Approval letter | Hard copy Website | Disbursement cost |
| Financial Standing Orders and Regulations | Hard copy Website | Disbursement cost |
| Grants given and received | Hard copy Website | Disbursement cost |
| List of current contracts awarded and value of contract | Hard copy Website | Disbursement cost |
| Members' allowances and expenses | Hard copy Website | Disbursement cost |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Business Plan / Vision Document | Hard copy Website | Disbursement cost |
| Annual report to Town Conference / Parish Assembly | Hard copy Website | Disbursement cost |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy Web site | Disbursement cost |
| Agendas of meetings (as above) | Hard copy Web site | Disbursement cost |
| Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Disbursement cost |
| Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Disbursement cost |
| Responses to consultation papers | Hard copy Web site | Disbursement cost |
| Responses to planning applications | Hard copy Web site | Disbursement cost |
| Bye-laws | Hard copy | Disbursement cost |
| Class 5 – Our policies and procedures | | |

| | | |
|---|---|-------------------|
| (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| <u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy Web site | Disbursement cost |
| <u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy Web site | Disbursement cost |
| Record management policies (records retention, destruction and archive) | Hard copy Web site | Disbursement cost |
| Schedule of charges (for the publication of information) | Hard copy Web site | Disbursement cost |
| Class 6 – Lists and Registers (Currently maintained lists and registers) | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy – some information may be available for inspection only | Disbursement cost |
| Asset Register | Hard copy Web site | Disbursement cost |
| Register of members' interests | Hard copy Web site | Disbursement cost |
| Register of gifts and hospitality | Hard copy Web site | Disbursement cost |
| Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments | Available for inspection | Free of charge |
| Burial grounds and closed churchyards | Available for inspection | Free of charge |
| Community centres and village halls | Hard copy | Free of charge |

| | | |
|---|---|-------------------|
| | booking form | |
| Parks, playing fields and recreational facilities | Hard copy booking form | Free of charge |
| Seating, litter bins, clocks, memorials and lighting | Available for inspection | Free of charge |
| Bus shelters | Available for inspection | Free of charge |
| Newsletters | Web Site E-Distribution to subscribers | Free of charge |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy Web site | Disbursement cost |

PEACEHAVEN TOWN COUNCIL

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SOCIAL MEDIA AND COMMUNICATIONS POLICY

1. Introduction

1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

1.2 Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillor and officers understand the implications of this code which this policy explains within a local context.

1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.

2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

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

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

4. Official council press releases

4.1 The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.

4.2 An official council press release is made on behalf of the council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor or committee Chairman) to draft the press release, but the Town Clerk (or other

nominated officer) will be responsible for checking and subsequently issuing any official council press release.

4.3 All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.

4.4 Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

5. Requests for interview

5.1 Any request for an interview with a Councillor or officer should be referred to the Town Clerk (or other nominated officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or officer to be put forward for interview.

5.2 Where a Councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.

5.3 Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.

5.4 If a Councillor has not been specifically authorised by the council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.

6.2 During the purdah period, all council publicity shall be managed by the Town Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

7. Social media

7.1 The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to

include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

7.2 PTC will use social media for the following purposes to:

- 7.2.1 Communicate key messages and news in a timely way and raise awareness of services provided by PTC.
- 7.2.2 Engage and communicate with our residents, to pass on information and to collect their views, using social media to start a conversation and seek opinions.
- 7.2.3 Advertise to specific audiences in a targeted, measurable and cost-effective way.

7.3 Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Town Clerk (or other nominated officer).

7.4 Where officers and Councillors use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.

7.5 Officers and Councillors using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

7.6 PTC employees and Councillors must apply the same safeguards whilst communicating on social media as they would with any other form of communication. These safeguards are as follows:

- 7.6.1 Any social media account set up by PTC should be politically neutral in relation to content and any information which is shared.
- 7.6.2 Do not post personal data about an individual who can be identified.
- 7.6.3 Do not post anything that could be considered discriminatory, offensive or illegal.
- 7.6.4 If you are in any doubt do not post and speak to your line manager or the Town Clerk for advice.

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

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

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

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

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

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

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

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

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

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

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

7.12.1 Staff and Councillors must not suggest that they are representing official Council views and should explicitly state that the views posted are their own and not official views.

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

8. General guidance for Councillors and officers

- 8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 8.2 Councillors and officers are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.
- 8.3 As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).
- 8.4 Members and officers should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed, if required.
- 8.5 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 8.6 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- 8.7 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.8 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

- Civic and Community Events
- Leisure, Amenities and Environment
- Personnel
- Planning and Highways
- Policy and Finance

The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

The Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)

LEISURE, AMENITIES AND ENVIRONMENT COMMITTEE

- Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- Be responsible for the provision of recreational facilities.
- Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
- Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.

- To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
- Monitor and report progress against the Council's Internal and Community Business Plans.

PERSONNEL COMMITTEE

The Personnel Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for approving adverts, job descriptions, personnel specifications and salary terms for staff vacancies
- Arrange interview panels or delegate authorisation to senior employees (as appropriate) in accordance with agreed council policy
- Regularly review the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary
- Assess and act where necessary in respect of staff grievances in accordance with agreed council policy
- Assess and act where necessary in respect of staff disciplinary in accordance with agreed council policy
- Approve annual salary increases in accordance with the requirements of Financial Regulations
- Make recommendations to Full Council with regard to the appointment or dismissal of the Town Clerk

PLANNING AND HIGHWAYS COMMITTEE

The Planning and Highways Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make representations to the Local Planning Authority on applications for planning permission
- Make representations in respect of appeals against the refusal of planning permissions
- Make recommendations regarding street names
- Consider and monitor the Town and other developmental plans and the making of all appropriate representations
- Facilitate economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies
- Make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to
- Make representations to the appropriate authority in respect of highway matters and public transport services

- Make representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally
- Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be responsible for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee

POLICY AND FINANCE COMMITTEE

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

- Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
- Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
- Be responsible for matters not specifically delegated to any other standing committee
- Be responsible for ensuring risk assessments are undertaken as appropriate
- Be responsible for ensuring the council has adequate insurance
- Be responsible for the Council's Asset register.
- Be responsible for the Council's insurance requirements.
- Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
- Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
- To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
- To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
- To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover,
 - damage to property, vehicle insurance and debt recovery



Tony Allen
TOWN CLERK
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PEACEHAVEN TOWN COUNCIL

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

COUNCILLOR MEMBERSHIP OF COMMITTEES, WP'S & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

Cllr Milliner, Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook (Vice Chairman),
Cllr White, Cllr Harris, Cllr Hill.

MEMBERS TO SERVE ON THE PUBLIC SAFETY WORKING PARTY

Cllr Seabrook, Cllr Hill, Cllr L Symonds, Cllr L Duhigg.

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

Cllr Collier, Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Gallagher, Cllr Cheta,
Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

MEMBERS TO SERVE ON THE CIL WORKING PARTY

Cllr Gallagher, Cllr Sharkey, Cllr Harris, Cllr Cheta.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Griffiths, Cllr Collier, Cllr Sharkey, Cllr White, Cllr Symonds, Cllr Seabrook, Cllr Sanderson.

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Griffiths, Cllr Simmons, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul,
Cllr Symonds, Cllr Cheta, Cllr Veck, Cllr Harris, Cllr Hill.

MEMBERS TO SERVE ON THE COMMUNITY EVENTS WORKING PARTY

Cllr Duhigg, Cllr Veck, Cllr Hill, Cllr Paul, Cllr, Cllr Symonds.

MEMBERS TO SERVE ON THE HUB WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr Paul, Cllr Simmons, Cllr Symonds.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Seabrook, Cllr Collier, Cllr Gallagher, Cllr Symonds (Vice Chairman),
Cllr Veck, Cllr Hill, Cllr Milliner, Cllr Harris, Cllr Sanderson.

MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW WORKING PARTY

Committee Chairs.

MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

Cllr Duhigg, Cllr Paul, Cllr Simmons, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Harris, Cllr Sanderson. Civic Officer, Admin. Officer.

MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Sharkey, Cllr Hill, (plus Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate).

MEMBERS TO SERVE ON THE DEVELOPERS LIAISON WORKING PARTY

Cllr Sharkey, Cllr Gallagher, Cllr Mills, Cllr Paul, Cllr Milliner, Cllr Veck, Cllr White, Cllr Symonds, Mr M Gatti.

MEMBERS TO SERVE ON THE LIBRARIES WORKING PARTY

Cllr Goble, Cllr White, Cllr O'Connor (TTC).

MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY WORKING PARTY

Cllr. Lynda Duhigg, Cllr. Lucy Symonds, Cllr Sue Griffiths, Daniel Moon, Peacehaven Residents.

MEMBERS TO SERVE ON THE HOWARD PARK WORKING PARTY

Cllr Griffiths, Cllr Seabrook, Cllr Sharkey.

MEMBERS TO SERVE ON THE YOUTH ENGAGEMENT WORKING PARTY

Cllr White, Cllr Collier, Cllr Symonds, Cllr Paul, Cllr Ciarron Clarkson (TTC), Ms Vicky Phillips.

MEMBERS TO SERVE ON THE CCTV DEVELOPMENT WORKING PARTY

Cllr Symonds, Cllr Harris, Cllr Duhigg, Cllr Hill, Cllr Mills, Vivian Carrick (PFG).

MEMBERS TO SERVE ON THE RIGHTS OF WAY WORKING PARTY**MEMBERS TO SERVE ON THE SIGNAGE WORKING PARTY**

Cllr Hill, Symonds, Cllr Veck and Cllr Griffiths.

MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Sharkey & Cllr Paul.

MEMBERS TO SERVE ON THE ESCC SLR FORUM

Cllr Sharkey, Cllr Paul.

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau – Cllr Sharkey.
2. Community Transport Lewes Association – Cllr Paul.
3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association – Cllr Collier.
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion – Cllr Harris.
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – Cllr Sharkey.
14. Green Havens Network – Cllr Griffiths.
15. Lewes & Havens Community Network – Cllr Griffiths.

- 16.** Downlands Court – Cllr Collier.
- 17.** Joint Action Group –Cllr Symonds, Cllr Milliner.
- 18.** ESALC/SSALC – Cllr Duhigg, Cllr White.
- 19.** Havens Health PPG – Cllr Paul.
- 20.** Peacehaven Chamber of Commerce – Cllr Gallagher.
- 21.** Kempton House – Cllr Hill.
- 22.** Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.
- 23.** Seahaven Mascots – Cllr Symonds.
- 24.** Sustrans – Cllr Paul.
- 25.** Community Speed Watch - Cllr Seabrook, Cllr Hill, V Onis.

V32 – 21st April 2022



Tony Allen
TOWN CLERK
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PEACEHAVEN TOWN COUNCIL

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EAST SUSSEX
BN10 8BB

C897

COUNCILLOR MEMBERSHIP OF COMMITTEES, TFG's & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

Cllr Milliner, Cllr Paul, Cllr Griffiths, Cllr White, Cllr Gallagher.

MEMBERS TO SERVE ON THE PUBLIC SAFETY TASK & FINISH GROUP (PARENT = Council)

Cllr Seabrook.

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

Cllr Collier, Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Seabrook, Cllr Gallagher, Cllr Cheta, Cllr Griffiths, Cllr Milliner.

MEMBERS TO SERVE ON THE CIL TASK & FINISH GROUP (PARENT = Policy & Finance Committee)

Cllr Gallagher.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Griffiths, Cllr Collier.

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Veck, Cllr Cheta.

MEMBERS TO SERVE ON THE COMMUNITY EVENTS TASK & FINISH GROUP (PARENT = LEISURE, AMENITIES & ENVIRONMENT COMMITTEE)

Cllr Duhigg, Cllr Veck, Cllr Symonds.

MEMBERS TO SERVE ON THE HUB TASK & FINISH GROUP (PARENT = Council)

Cllr Griffiths, Cllr Paul, Cllr Simmons.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Seabrook, Cllr Collier, Cllr Gallagher, Cllr Veck, Cllr Sanderson.

MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP (PARENT = Personnel Committee)

Committee Chairs.

MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

Cllr Duhigg, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Sanderson.

MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY TASK & FINISH GROUP (PARENT = Council)

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, (plus Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate).

MEMBERS TO SERVE ON THE BUSINESS PLAN TASK & FINISH GROUP (PARENT = Council)

Committee Chairs.

MEMBERS TO SERVE ON THE LIBRARIES TASK & FINISH GROUP (PARENT = Council)

Cllr Goble, Cllr White, Cllr O'Connor (TTC).

MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK & FINISH GROUP (PARENT = Council)

Cllr. Lynda Duhigg, Cllr Sue Griffiths, Daniel Moon, Peacehaven Residents.

MEMBERS TO SERVE ON THE YOUTH ENGAGEMENT TASK & FINISH GROUP (PARENT = Council)

Cllr White, Cllr Paul, Cllr Ciarron Clarkson (TTC), Ms Vicky Phillips.

MEMBERS TO SERVE ON THE CCTV DEVELOPMENT TASK & FINISH GROUP (PARENT = Council)

Cllr Symonds, Vivian Carrick (PFG).

MEMBERS TO SERVE ON THE RIGHTS OF WAY TASK & FINISH GROUP (PARENT = LEISURE, AMENITIES & ENVIRONMENT COMMITTEE)

MEMBERS TO SERVE ON THE SIGNAGE TASK & FINISH GROUP (PARENT = LEISURE, AMENITIES & ENVIRONMENT COMMITTEE)

Cllr Veck, Cllr Griffiths.

MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Paul, Cllr White, Cllr Gallagher.

MEMBERS TO SERVE ON THE ESCC SLR FORUM

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau –
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3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils –
5. Peacehaven & Telscombe Housing Association – Cllr Collier.
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion –
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – Cllr Griffiths, Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association –
14. Green Havens Network – Cllr Griffiths, Cllr Seabrook.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group –
18. ESALC/SSALC – Cllr White.
19. Havens Health PPG – Cllr Paul, Cllr Simmons.
20. Peacehaven Chamber of Commerce – Cllr Gallagher.
21. Kempton House – Cllr Hill.
22. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.
23. Seahaven Mascots –
24. Sustrans – Cllr Paul.
25. Community Speed Watch - Cllr Seabrook.

PEACEHAVEN TOWN COUNCIL ASSET REGISTER

| | |
|-------------------------|-----------------------------|
| Land - Buildings | £2,953,785.00 |
| Community House | £290,856.00 |
| IT - Comms | £23,396.00 |
| Grounds Team | £304,996.00 |
| <u>Total</u> | <u>£3,573,033.00</u> |

| Asset number | Name of asset | Serial number (If known) | Item type | Location | Date of purchase | Purchase cost |
|--------------|-----------------------------|-----------------------------|-----------|----------|------------------|---------------|
| 1 | Epinay Park | ESX 60704 | Land | BN10 8DW | 1981 | £1 |
| 2 | Firle Road West Play Area | ESX 67202 | Land | BN10 8EQ | 2005 | £1 |
| 3 | Mitcheldean | ESX 291299 | Land | BN10 8EF | 2005 | £1 |
| 4 | Foxhill, Abbey Close | ESX 46829 | Land | BN10 8SE | 1989 | £1 |
| 5 | Howard Park | ESX 296811 | Land | BN10 8HW | 2006 | £1 |
| 6 | Crocks Dean / Coney Furlong | ESX 111461 | Land | BN10 8JD | 1985 | £1 |
| 7 | Community House | ESX 263030 | Building | BN10 8BB | | £1,977,723 |
| 8 | Shepherds Down | ESX 12893 | Land | BN10 8DA | 1981 | £1 |
| 9 | The Dell | ESX 83712 | Land | BN10 8JD | 1983 | £1 |
| 10 | The Dell | ESX 69246 | Land | BN10 8JD | 1996 | £5,190 |
| 11 | The Oval | ESX 28492 | Land | BN10 8SJ | 1978 | £1 |

| | | | | | | |
|-----------|----------------------------------|---------------|----------|----------|--|-------------------|
| 12 | Sports Park & Big Park | ESX 145121 | Land | BN10 8RJ | | £710,226 |
| 13 | Sports Park & Big Park | ESX 32253 | Land | BN10 8RJ | | £1 |
| 14 | The Café | ESX 361750 | Building | BN10 8RJ | | £239,935 |
| 15 | Cliff Top Land George V Memorial | ESX 320481 | Land | BN10 8LN | | £20,698 |
| 16 | Greenwich Way | ESX 160687 | Land | BN10 8RB | | £1 |
| 17 | Keymer Avenue | ESX 273853 | Land | BN10 8EX | | £1 |
| 18 | Flint Way | ESX 381213 | Land | BN10 8GN | | £1 |
| | | | | | | £2,953,785 |

| ROOM | DISCRIPTION OF ASSET | VALUE OF ASSET |
|--|----------------------|----------------|
| FOYER /CARETAKERS | | |
| 4 HAND CARVED SHIELDS | | |
| 2 CLOCK | WOODEN ENGRAVED | £70.00 |
| CLAVINOVA AND CHAIR | | £1,000.00 |
| TELEVISION DISPLAY | | £600.00 |
| 9 WALL DISPLAY HOLDER CLIP FRAMES VARIOS SIZES | | £1,000.00 |
| VARIOUS WALL PICTURE HANGING | | £2,400.00 |
| 2 LARGE LADDERS | | £680.00 |
| 10 HAND SANITIZERS | | |
| HAND TOWLES HOLDERS | | |
| AND BLOWERS | | |
| TOILET SANITIZER BINS | | ON LEASE |
| NAPPY BINS | | ON LEASE |
| BABY CHANGING UNIT | | |
| SOAP DISPENSERS | | |
| AIR SPRAYS | | ON LEASE |
| 2 HAND HELD MICROPHONES | | £270,00 |
| 4 LARGE BINS | | £420.00 |
| 5 FIRST AID KITS | | £100.00 |
| BURNS FIRST AID KIT | | £30.00 |
| PROJECTOR | | £280.00 |
| 2 AFRAMES | | £300.00 |
| 5 DISPLAY BOARDS | | £1,000.00 |
| 1 WIPE BOARD | | £250.00 |
| 3 DESK FANS | | £100.00 |
| LEWES DISTRCT COUNCIL EMERGENCY BOX | | |
| 5 DOOR MATS | | ON LEASE |
| 3 WHEEL CHAIRS | | £1,500.00 |
| 1 DIVIDER DOOR | | £150.00 |

| ROOM | DISCRIPTION OF ASSET | VALUE OF ASSET |
|-----------------|----------------------|----------------|
| CHARLES NEVILLE | | |
| | 1 WALL WIPE BOARD | £100.00 |
| | PAPER EASLE | £250.00 |
| | 1 CLOCK | £10.00 |
| | 2 VERTICAL BLINDS | £500.00 |
| | 3 PICTURES LARGE | |
| | 1 BIN | £10.00 |

| ROOM | DISCRIPTION OF ASSET | VALUE OF ASSET |
|-------------|----------------------|----------------|
| COPPER ROOM | | |
| | 2 VERTICAL BLINDS | £500.00 |
| | LARGE GAZEBO | £1,000.00 |
| | 3 PICTURES | |
| | BIN | £10.00 |
| | WIPEBOARD | £100.00 |
| | FILE CABINIT | £280.00 |
| | LARGE 6FT CABINIT | £270.00 |
| | CLOCK | £10.00 |
| | 2 PROJECTOR SCREENS | £410.00 |
| | CLOCK | £10.00 |

| ROOM | DISCRIPTION OF ASSET | VALUE OF ASSET |
|------|----------------------|----------------|
|------|----------------------|----------------|

KITCHETTE

| | |
|------------------------------------|-----------|
| 1 MICROWAVE | £45.00 |
| KETTLE | £30.00 |
| BIN LARGE | £25.00 |
| VARIETY OF CROCKERY AND CUTLERY | £50.00 |
| KITCHEN UNITS AND SINK AND TAPS | £1,000.00 |

ROOM

DISCRIPTION OF ASSET VALUE OF ASSET

MAIN HALL

| | |
|--|------------|
| CHRISTMAS DECORATIONS | £3,000.00 |
| SPOTTING LIGHT MOTHER BOARD | £5,000.00 |
| PA SYSTEM | £10,000.00 |
| LIGHT SYSTEM | £10,000.00 |
| 2 MICROPHONES | £500.00 |
| 2 SETS OF BADMINTON NETS | £1,000.00 |
| FULL SET OF STAGE CURTAINS FIRE PROOF | £5,300.00 |
| TIERED SEATING | £30,000.00 |
| 2 ROLLER BLINDS WINDOW | £350.00 |
| BOARDS AND 2 TROLLIES FOR TIRED SEATING | £2,800.00 |
| FLOOR WATER CLEANER | £3,500.00 |
| VERY LARGE LADDER | £395.00 |

| | |
|--|------------|
| TABLE TROLLY HOLDER | |
| 3 LARGE | £2,000.00 |
| 20 SPOTT LIGHTS AND RAILS | £20,000.00 |
| 2 LECTURNS | £400.00 |
| HEARING LOOPS | £1,000.00 |
| BLACK /WHITE CURTAINS ON STAGE | £2,000.00 |
| 4 BLACK BACK CURTAINS | £3,000.00 |
| CLOCK | £20.00 |
| 8ft LADDER | £795.00 |
| LIGHT BULBS AND TUBES | £500.00 |
| VERY LARGE PULL DOWN PROJECTOR SCREEN | £1,000.00 |

| | |
|---|------------|
| PEACEHAVEN PLAYERS STORAGE /COSTUME / PROPS | £15,000.00 |
|---|------------|

MEMERBILIA UNDER THE
STAGE

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

TABLES AND CHAIRS

| | |
|------------------|-----------|
| 42 LARGE GO PACS | £6,000.00 |
| 31 SMALL GO PACS | £3,200.00 |
| 175 BLACK CHAIRS | £4,895.00 |
| 33 RED CHAIRS | £1,500.00 |

| | |
|-------------------|-----------|
| 30 WOODEN CHAIRS | £300.00 |
| 26 COUNCIL CHAIRS | £260.00 |
| 14 COUNCIL TABLES | £4,800.00 |
| BOARD TABLE LARGE | £550.00 |

UNDER THE STAGE

| | |
|-----------------------------------|---------|
| DUVETS /PILLOWS FOR EMERGANCYS | £500.00 |
| METAL GRATE | £200.00 |
| FLOOR CARPETS SPARE | £250.00 |
| MEMORABILIA OF PAST PEACEHAVEN | |

ROOM

| DISCRIPTION OF ASSET | VALUE OF ASSET |
|----------------------|----------------|
|----------------------|----------------|

ROOF

| |
|---------------------------------|
| AIR CONDITION UNIT EXTRACTOR |
| SOLAR PANELS AND BOARD |
| 3 FIX METAL LADDERS |

ROOM

| DISCRIPTION OF ASSET | VALUE OF ASSET |
|----------------------|----------------|
|----------------------|----------------|

PHONIX ROOM

RENTED BY DIMENTION
GROUP

| | |
|--------------------|---------|
| SMALL GO PAC TABLE | £100.00 |
| BIN | £15.00 |
| CHAIR | £70.00 |
| VERTICAL BLINDS | £350.00 |
| 2 FILING CABINITS | £500.00 |
| WIPE BOARD | £100.00 |

ROOM

DISCRIPTION OF ASSET VALUE OF ASSET

POLICE ROOM

RENTED BY THE POLICE

| | |
|----------------|-----------|
| OWN FURNITURE | £1,000.00 |
| DESK | |
| COMPUTER CHAIR | |
| COMPUTER | |
| SAFE | |
| DRAWS | |
| 2 X CHAIRS | |

ROOM

DISCRIPTION OF ASSET VALUE OF ASSET

ANZAC ROOM

| | |
|-----------------------|---------|
| 2 VERTICAL BLINDS | £300.00 |
| 2 WALL GLASS CABINITS | £600.00 |

| | |
|--|-----------|
| 3 MAYORS BOARDS | £3,000.00 |
| 4 PICTURES LARGE FRAMES | £1,000.00 |
| 5 LARGE DISPLAY FRAMES | £250.00 |
| 14 COUNCIL TABLES | £3,450.00 |
| 26 COUNCIL CHAIRS | £1,960.00 |
| SOUND SYSTEM AND MUSIC | |
| 1 CENTRE | £2,000.00 |
| 10 TABLE MICROPHONES | £800.00 |
| 2 HAND HELD MICROPHONES | £250.00 |
| 1 PROJECTOR SCREEN | £150.00 |
| 1 CLOCK | £20.00 |
| 1 PROJECTOR | £320.00 |
| 3 LARGE PIN DISPLAY BOARDS | £1,600.00 |
| 1 IBOARD | £5,500.00 |
| VARIOUS MEMROBILA IN GLASS CABINITS | |
| STORAGE FOR THE CHURCH | £1,500.00 |
| KEY BOARD | |
| KEY BOARD STAND | |
| MUSIC | |
| STALL | |
| BITS AND BOBS | |

| ROOM | DISCRIPTION OF ASSET | VALUE OF ASSET |
|---------------|---------------------------|----------------|
| ANZAC KITCHEN | | |
| | 2 KETTLES | £90.00 |
| | 1 BURCO | £150.00 |
| | 2 MICROWAVES | £240.00 |
| | 2 TEA POTS | £140.00 |
| | 1 FRIDGE | £390.00 |
| | 1 COOKER HOOD | £270.00 |
| | 1 TOASTER | £45.00 |
| | 8 TRAYS | £40.00 |
| | 1 LARGE BIN | £65.00 |
| | 1 DISHWASHER | £560.00 |
| | 60 BEIGE CUPS | £180.00 |
| | 60 BEIGE SIDE PLATE | £260.00 |
| | 60 BEIGE SAUSERS | £180.00 |
| | 50 SMALL TUMBLERS | £45.00 |
| | ASSORTMENT OF CUPS AND | |
| | 50 SAUSERS | £300.00 |
| | 50 ASSORTMENT OF GLASSES | £300.00 |
| | 20 WHITE CUPS AND SAUSERS | £100.00 |
| | 100 WHITE MUGS | £150.00 |
| | 30 LARGE TUMBLERS | £40.00 |
| | 13 WATER JUGS | |
| | FULL FITTED KITCHEN | |
| | SINK WITH TAPES | |
| | SOAP DISPENCER | |
| | HAND TOWEL HOLDER | |

| | |
|-----------------------|-----------|
| CUPBOARDS ARE FULL OF | |
| 10 HIRERS BELONINGS | £5,000.00 |

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

MAIN KITCHEN

| | |
|-----------------------------|-----------|
| FULL STAINLESS STEAL FITTED | |
| KITCHEN | £6,600.00 |
| LARDER FRIDGE | £700.00 |
| 4 FIRE BLANKETS | £140.00 |
| WATER HEATER | |
| 2 TOATERS | £90.00 |
| MICROWAVE | £200.00 |
| LARGE SELECTION OFCHINA | |
| TEA SERVICE | £500.00 |
| 2 KETTLES | £130.00 |
| SMALL UNDER COUNTER | |
| FRIDGE | £290.00 |
| SMALL UNDER COUNTER | |
| FREEZER | £310.00 |
| SANATIZER UNIT | £2,320.00 |
| 2 MOTERIZED SHUTTERS | £6,000.00 |
| RINSING HAND CLEANER | |
| OVER SINK | £340.00 |
| 6 BURNER GAS COOKER | £1,850.00 |
| LARGE INDUSRIAL COOKER | |
| HOOD | £1,400.00 |
| FLY ZAPPER | £90.00 |
| CLOCK | £25.00 |
| COPPING BOARDS | £45.00 |

| | |
|--------------------------------------|---------|
| LARGE BIN | £80.00 |
| VARIOUS DINNER SERVICE | £100.00 |
| 3 TEA POTS | £120.00 |
| 3 LARGE TRAYS | £45.00 |
| HAND SANATIZER HOLDERS | |
| HAND TOWLEL HOLDER | |
| 200 WHITE CUPS | £200.00 |
| STORAGE IN 2 CUPBOARDS FOR HIRERS | £200.00 |

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

TOILETS

LADIES

| | |
|----------------------------|-----------|
| 5 TOILETS | £500.00 |
| 4 SINKS | £360.00 |
| 2 HAND BLOWERS | |
| 2 HAND TOWELS | |
| 5 TOILET ROLL HOLDERS | |
| 5 SANITERY BINS | |
| 1 BIN | £40.00 |
| 2 VERY LARGE GLASS MIRRORS | £2,000.00 |
| 3 HAND SOAP DISPENCERS | |
| 1 AIR FRESHNER | |
| 5 DIVIDERS AND DOORS | £800.00 |

| ROOM | | DISCRIPTION OF ASSET | VALUE OF ASSET |
|---------|-----|----------------------------|----------------|
| TOILETS | MEN | | |
| | | 2 TOILETS | £200.00 |
| | | 6 URINALS | £1,500.00 |
| | | 2 TOILET ROLL HOLDERS | |
| | | 2 HAND BLOWERS | |
| | | 2 TOWEL HOLDERS | |
| | | 2 VERY LARGE GLASS MIRRORS | £2,000.00 |
| | | 4 SINKS | £350.00 |
| | | 3 SOAP DISPENCERS | |
| | | BIN | £40.00 |
| | | 1 AIR FRESHNER | |
| | | SANATIZER BIN | |
| | | BABY CHANGING UNIT | £185.00 |
| | | 1 DEVIDERS AND DOORS | £150.00 |

| ROOM | | DISCRIPTION OF ASSET | VALUE OF ASSET |
|-----------------|--|---------------------------|----------------|
| DISABLED TOILET | | | |
| | | TOILET | £95.00 |
| | | SINK | £80.00 |
| | | HAND TOWEL HOLDER | |
| | | HAND RAILS DIABLED TOILET | £240.00 |
| | | CRAB HANDLES | £180.00 |
| | | BIN | £40.00 |
| | | 2 MIRROR | £200.00 |
| | | HAND SOAP HOLDER | |

HAND BLOWER
AIR FRESHNER

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

STAFF TOILETS

| | |
|-------------------|---------|
| TOILET | £100.00 |
| SINK | £80.00 |
| HAND TOWEL HOLDER | |
| HAND BLOWER | |
| HAND SANITIZER | |
| AIR FRESHNER | |
| HAND CRAP RAIL | £100.00 |
| MIRROR | £80.00 |
| WASTE BIN | £40.00 |
| SANATIZER BIN | |

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

CARETAKERS CLEANING
CUPBOARD

| | |
|-------------------|---------|
| HENRY HOOVER | £260.00 |
| 2 HOOVERS UPRIGHT | £520.00 |
| 1 CARPET CLEANER | £320.00 |
| 2 SINKS | £340.00 |
| CLEANING PRODUCTS | £800.00 |
| MICROWAVE | £120.00 |

| | |
|------------------------|---------|
| V SWEEPER | £100.00 |
| 3 DUST PAN AND BRUSHES | £60.00 |
| 2 MOPS AND BUCKETS | £100.00 |
| 2 TROLLY SACK TRACK | £160.00 |
| 4 CHAIR TROLLIES | £380.00 |
| SIGNS AND CONES | £100.00 |
| CLEANING TROLLEY | £240.00 |
| 2 SNOW SHOVELS | £80.00 |
| BAG OF SALT | £45.00 |
| 1 WHEELIE BIN | £85.00 |
| VARIOUS UNIFORM AND | |
| COATS | £500.00 |
| SHELVING UNITS | £400.00 |
| 2 LARGE BROOMS | £50.00 |

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

DEBBIE CUPBOARDS

| | |
|-------------------------|---------|
| SHELVING UNITS | £500.00 |
| 200 WHITE DINNER PLATES | £800.00 |
| 200 POSH FORKS | £800.00 |
| 200 POSH KNIVES | £800.00 |
| 200 POSH SPOONS | £800.00 |
| 200 PLAIN FORKS | £400.00 |
| 200 PLAIN KNIVES | £400.00 |
| 200 PLAIN SPOONS | £400.00 |
| 200 TEA SPOONS | £200.00 |
| 172 WINE GLASSES | £172.00 |
| 46 VARIOUS GLASSES | £46.00 |
| 7 WINE BUCKETS | £140.00 |

| | |
|--|---------|
| 10 BOTTLES OF WINE | £60.00 |
| 3 THERMOS FLASKS | £180.00 |
| 1 LARGE GAZEBO | £210.00 |
| 5 CAKE STANDS | £55.00 |
| 1 BOX OF BINGO CARDS | £70.00 |
| 1 BOX OF VARIOUS FLAGS | £300.00 |
| 8 GO PAC TABLE CLOTHS LACE GREEN LARGE GO PAC TABLE | £160.00 |
| 2 CLOTHES CREAM LARGE GO PAC TABLE | £40.00 |
| 3 CLOTHES WEDDING TABLE SILK | £60.00 |
| 2 CLOTHES | £80.00 |
| 1 RACE NICE EQUIPMENT | £150.00 |
| 26 TARTEN TABLE CLOTHES | £500.00 |
| 2 KETTLES | £90.00 |
| 30 BREAD BASKETS LARGE | £120.00 |
| 200 PLASTIC KNIVES | £300.00 |
| 200 PLASTIC FORKS | £300.00 |
| 200 PLASTIC SPOONS | £300.00 |
| 200 PLASTIC TEA SPOONS | £300.00 |

ROOM
DEBBIE CUPBOARDS

| DISCRIPTION OF ASSET | VALUE OF ASSET |
|---|----------------|
| 6 GREEN APRONS | £60.00 |
| 30 CLEAR STAND UP HOLDERS PLASTIC LARGE GO PAC | £200.00 |
| 26 TABLECLOTHES | £150.00 |
| 4 WHITE ROLL PAPER CLOTHS | £55.00 |
| 35 SHERRY GLASSES | £35.00 |

| | |
|---------------------------|---------|
| 24 TOILET ROLLS | £14.00 |
| 3 LARGE CANVAS OF LONDON | £60.00 |
| 3 WOODEN DISPLAY BOARDS | £90.00 |
| 94 CHAMPAIN GLASSES | £140.00 |
| 1 TOMBOLA BOX | £40.00 |
| 26 WHITE TABLE CLOTHS | £300.00 |
| BOX OF TIES AND SCARVES | |
| UNIFORM | £400.00 |
| 4 LARGE COLLECTION BOX | £30.00 |
| COTTON WHITE TABLE | |
| 6 CLOTHS 3FT | £60.00 |
| COTTON WHITE TABLE | |
| 4 CLOTHES 6FT | £60.00 |
| LARGE BOX OF TEA TOWLES | £40.00 |
| 1 REVEALING BOARD | £350.00 |
| 72 BEER GLASSES | £144.00 |
| 50 HIGH VICE JACKETS | £150.00 |
| 10 CHARITY BOXES VARIOUS | |
| 15 WOODEN CHEESE BOARDS | £70.00 |
| 15 CAN OPENERS | £30.00 |
| 1000 PAPER PLATES | £50.00 |
| 400 PTC PIN BADGES | |
| 10 SAUSPANS VARIOUS SIZES | £170.00 |
| VARIOUS INDIAN CLOTHES | £200.00 |
| 1 ICE BOX LARGE | £20.00 |
| LARGE BOX OF JUBLIE ITEMS | £100.00 |

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|---------------------------|---------|
| 20 LARGE GOLD SCARVES FOR | £100.00 |
| LARGE VARIATY OF SHARPE | |
| KNIVES | £70.00 |

| | |
|-------------------------|--------|
| CONDOLANCE BOX OF ITEMS | £90.00 |
|-------------------------|--------|

| DISCRIPTION OF ASSET | VALUE OF ASSET |
|----------------------|----------------|
|----------------------|----------------|

| | |
|------------------|-----------|
| 8 COMPUTER TABLE | £4,400.00 |
|------------------|-----------|

| | |
|--------------------|-----------|
| 12 COMPUTER CHAIRS | £2,500.00 |
|--------------------|-----------|

LARGE MAIN RECEPTION

| | |
|--------|-----------|
| 1 DESK | £2,700.00 |
|--------|-----------|

| | |
|-------------------|-----------|
| 5 VERTICAL BLINDS | £1,740.00 |
|-------------------|-----------|

| | |
|-------------------------|---------|
| 7 FOOTSTALLS UNDER DESK | £300.00 |
|-------------------------|---------|

| | |
|-------------------|---------|
| 5 COMPUTER STANDS | £280.00 |
|-------------------|---------|

| | |
|--------|---------|
| 1 TILL | £350.00 |
|--------|---------|

PDQ MACHINE

| | |
|----------------------|--|
| 2 LARGE PRINTER RICO | |
|----------------------|--|

| | |
|------------------------|---------|
| 1 LARGE FRIDGE FREEZER | £500.00 |
|------------------------|---------|

| | |
|----------|--------|
| 1 KETTLE | £25.00 |
|----------|--------|

| | |
|-------------|---------|
| 1 LAMINATOR | £115.00 |
|-------------|---------|

| | |
|-----------|---------|
| 1 SCANNER | £130.00 |
|-----------|---------|

| | |
|-----------------------|--|
| 25 FIRE EXSTIQUISHERS | |
|-----------------------|--|

3 DRAW UNDER COMPUTOR

| | |
|---------|-----------|
| 10 DESK | £2,500.00 |
|---------|-----------|

| | |
|--------------------------|-----------|
| 4 6FT CUPBOARDS LOCKABLE | £2,000.00 |
|--------------------------|-----------|

WALL WOODEN DISPLAY

| | |
|---------|-----------|
| 9 UNITS | £2,800.00 |
|---------|-----------|

WALL UNIT DISPLAY

| | |
|---------------------------|-----------|
| 500 HOLDERS VARIOUS SIZES | £1,500.00 |
|---------------------------|-----------|

ROOM
MAIN OFFICE AND
RECEPTION

| | |
|----------------------------|-----------|
| WOODEN LETTER HOLDER | £400.00 |
| 2 LARGE AND SMALL SAFES | £3,000.00 |
| 3 LARGE FILE CABINTS | £1,000.00 |
| 8 TELEPHONES | |
| SMALL ROUND RECEPTION | |
| 2 TABLES | £1,300.00 |
| SMALL BROWN WOODDED | |
| 2 CABINETS | £1,000.00 |
| FRANKING MACHINE | |
| 1 SMALL GLASS DISPLAY UNIT | £400.00 |
| BOOK INFORMATION | |
| 1 DISPLAY UNIT | £900.00 |
| 2 BOOK CASES | £450.00 |
| 8 CASH BOXES ALL SIZES | £200.00 |
| 1 LARGE METAL BOX | £250.00 |
| 1 FRONT TAMBOUR CABINIT | £570.00 |

ROOM
MAIN OFFICE PART 2

| DISCRIPTION OF ASSET | VALUE OF ASSET |
|------------------------|----------------|
| 2 LARGE KEY HOLDERS | £1,000.00 |
| 1 MEGAPHONE | £170.00 |
| 6 DOOR FLOOR CARPETS | |
| 3 PIN BOARD | £270.00 |
| 2 CLOCKS | £40.00 |
| 2 RECEPTION CHAIRS | £300.00 |
| 5 BENCH DESK SCREENS | £1,200.00 |
| 1 STEP STOOL | £115.00 |
| 1 DESK FAN | £45.00 |
| VAIOUS CUTLERY AND | |
| CROCKERY | £35.00 |
| 3 SHELVING UNITS LARGE | £1,600.00 |
| 2 PAPER CUTTERS | £180.00 |

| | |
|-------------|---------|
| 1 PROJECTOR | £350.00 |
|-------------|---------|

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

STATIONARY IN ALL
DEPARTMENTS AND
CUPBOARD

£8,000.00

ROOM

ANDYS CUPBOARD

DISCRIPTION OF ASSET

VALUE OF ASSET

TOOLS VARIOUS
VARIOUS EXTENSIONS
SHELVING UNIT
VARIOUS TOURCHES

£5,000.00

£200.00

£1,600.00

£70.00

ROOM

FIELD AND ROBSON ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

3 VERTICAL BLINDS
FITTED KITCHENETT

£1,200.00

£2,000.00

THE ROOM IS HIRED OUT FOR
EMCOR
WHO HAVE THEIR OWN
FURNITURE

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

FIELD AND ROBSON TOILETS

2 TOILETS

£180.00

2 SINKS AND TAPS

£300.00

ROOM

DISCRIPTION OF ASSET

VALUE OF ASSET

BOILER

ALARM SYSTEM

TO ASSET REGISTER

TOTAL

£290,856.00

| Device CPU | Memory | Manufacturer | Cost |
|---|---------|---------------|-----------|
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz | 15.8 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-3210M CPU @ 2.50GHz | 3.9 GB | Main Board | £5,490.00 |
| Intel(R) Core(TM) i7-10710U CPU @ 1.10GHz | 15.9 GB | Dynabook Inc. | £839.00 |
| Intel(R) Core(TM) i5-8250U CPU @ 1.60GHz | 7.9 GB | FUJITSU | £599.00 |
| Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz | 7.8 GB | Dell Inc. | £699.00 |
| Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz | 7.8 GB | Dell Inc. | £699.00 |
| Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz | 7.8 GB | Dell Inc. | £699.00 |
| Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz | 7.8 GB | Dell Inc. | £699.00 |
| Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz | 7.8 GB | Dell Inc. | £699.00 |
| Intel(R) Core(TM) i3-4000M CPU @ 2.40GHz | 7.9 GB | FUJITSU | £361.00 |
| Intel(R) Xeon(R) CPU E5-2420 v2 @ 2.20GHz | 64.0 GB | FUJITSU | £4,999.00 |
| | | Netgear | £119.00 |
| | | Netegar | £199.00 |
| | | Draytek | £259.00 |
| | | iiyama | £1,428.00 |
| | | Ubiquiti | £447.00 |
| | | Brother | £369.00 |

TO ASSET REGISTER 1 **£23,396.00**

| Asset number | Name of asset | Item type | manufacturer/Supplier | Location | Expected lifetime (years) | Date of purchase | Purchase cost | Insurance Value |
|--------------|---------------------------------|------------------|-----------------------|------------------|---------------------------|------------------|---------------|-----------------|
| 1 | Allet c24 | Greens mower | Allet | Groundsmans shed | 2 years | 2005 ish | £4,500.00 | £7,475.00 |
| 2 | Chemical cupboard plus chemical | workshop | | Groundsmans shed | 5 years | | | £1,150.00 |
| 3 | Atco Mower | Old greens mower | Allet | Groundsmans shed | 2 years | 1992 | £2,000.00 | £4,600.00 |
| 4 | Atom marking machine | football marking | Bowcom | Groundsmans shed | 2-3 years | 2017 | £450.00 | £517.50 |
| 5 | Axel stands | workshop | Halfords | Groundsmans shed | 5 years | | | £34.50 |
| 6 | Barnard sharpener | workshop | Barnard | Groundsmans shed | 3 years | 2009 | £200.00 | £345.00 |
| 7 | Battery charger | workshop | halfords | Groundsmans shed | 3 year | | | £57.50 |
| 8 | Bench etc | workshop | | Groundsmans shed | 5 years | | | £575.00 |
| 9 | Bench grinder | workshop | b&q | Groundsmans shed | 3 years | | | £115.00 |
| 10 | Car jack | workshop | halfords | Groundsmans shed | 5 years | | | £115.00 |
| 11 | Chain harrow | football | | county ground | 5 years | | | £1,150.00 |
| 12 | Chainsaw | general | stihl | Groundsmans shed | 3 years | 2013 | £600.00 | £920.00 |
| 13 | Chairs various | workshop | | Groundsmans shed | 5 years | | | £230.00 |

| | | | | | | | | |
|----|--------------------------------|-----------------|---------------|------------------|----------|------|---------|-----------|
| 14 | Compressor | workshop | compac | Groundsmans shed | 2 years | 2009 | £200.00 | £345.00 |
| 15 | Cordless drill Makita | workshop | makita | Groundsmans shed | 3 years | 2012 | £300.00 | £402.50 |
| 16 | cupboard | workshop | | Groundsmans shed | 3 years | | | £138.00 |
| 17 | Dew brush | bowls | better method | Groundsmans shed | 5 years | | | £345.00 |
| 18 | Diesel tank | workshop | | Groundsmans shed | 5 years | | | £2,300.00 |
| 19 | Disposal drums | workshop | | Groundsmans shed | 5 years | | | £575.00 |
| 20 | Drain rods 2 sets | workshop | | Groundsmans shed | 5 years | | | £115.00 |
| 21 | Electric circular saw | workshop | makita | Groundsmans shed | 3 years | | | £402.50 |
| 22 | Electric drill | workshop | ryobi | Groundsmans shed | 2 years | | | £115.00 |
| 23 | Even spray 250 battery sprayer | bowls | vitax | Groundsmans shed | 3 years | 2012 | £450.00 | £575.00 |
| 24 | Extended stihl hedge cutter | general | stihl | Groundsmans shed | 2 years | 2010 | £700.00 | £920.00 |
| 25 | Fertilisers | bowls/ football | | Groundsmans shed | | | | £1,150.00 |
| 26 | Filing cabinet +contents | workshop | | Groundsmans shed | 10 years | | | £575.00 |
| 27 | Fire extinguishers | workshop | | Groundsmans shed | 3 years | | | £575.00 |

| | | | | | | | | |
|----|---------------------------|----------|--------------|------------------|-----------|------|------------|------------|
| 28 | Floor radiator | workshop | | Groundsmans shed | 5 years + | | | £115.00 |
| 29 | Flower display boxes | general | | Groundsmans shed | 5 years | | | £2,300.00 |
| 30 | Flymo vacuum | general | flymo | Groundsmans shed | 2 years | | | £345.00 |
| 31 | goal posts county pitch | football | edward sport | county ground | 1 year | | | £1,150.00 |
| 32 | Ford tipper truck | general | ford | Groundsmans shed | 5 years | 2016 | £18,000.00 | £23,000.00 |
| 33 | Fridge | workshop | | Groundsmans shed | 5 years | | | £172.50 |
| 34 | Garden tools | general | | Groundsmans shed | 5 years | | | £920.00 |
| 35 | Generator Honda | general | honda | Groundsmans shed | 5 years | 1998 | £500.00 | £1,035.00 |
| 36 | Graffiti removal kit | general | aquarius | Groundsmans shed | 2 years | 2017 | £450.00 | £575.00 |
| 37 | Grinder 9" | workshop | ryobi | Groundsmans shed | 2 year | 2008 | £80.00 | £115.00 |
| 38 | Groundsman aerator | bowls | groundsman | Groundsmans shed | 5 years | 1997 | £6,000.00 | £9,200.00 |
| 39 | Halogen floodlights | workshop | | Groundsmans shed | 2 years | | | £115.00 |
| 40 | Hand tools (spanners etc) | workshop | | Groundsmans shed | 5 years | | | £1,150.00 |
| 41 | Hard hats/ P.P.E. | workshop | | Groundsmans shed | 5 years | | | £575.00 |

| | | | | | | | | |
|----|---------------------------------|----------|----------|------------------|---------|-----------|------------|------------|
| 42 | Hayter 48pro mower | general | hayter | Groundsmans shed | 1 years | 2005 | £500.00 | £1,035.00 |
| 43 | Hedge cutter stihl hs 81r | general | stihl | Groundsmans shed | 3 years | 2010 | £600.00 | £805.00 |
| 44 | Honda pedestrian rotary | general | honda | Groundsmans shed | 1 years | 2010 | £650.00 | £1,035.00 |
| 45 | Hover mower | general | allet | Groundsmans shed | 1 years | 2005 | £400.00 | £575.00 |
| 46 | Irrigation sprinkler standing | football | | Groundsmans shed | 2 years | 2000 | £100.00 | £230.00 |
| 47 | Irrigation travelling sprinkler | football | | county ground | 5 years | 2012 | £600.00 | £1,150.00 |
| 48 | Jump leads | workshop | | Groundsmans shed | 5 years | | | £57.50 |
| 49 | Kawazaki mule 600 | general | kawazaki | Groundsmans shed | 5 years | | | £9,200.00 |
| 50 | Kubota f3890 | general | kubota | Groundsmans shed | 4 years | 2017 | £16,000.00 | £20,700.00 |
| 51 | Kubota G18 collector mower | general | kubota | Groundsmans shed | 3 years | 2011 used | £3,000.00 | £18,400.00 |
| 52 | Kubota L4200 tractor | general | kubota | Groundsmans shed | 2 years | 2015 used | £12,000.00 | £57,500.00 |
| 53 | Ladders | general | | Groundsmans shed | 5 years | | | £575.00 |
| 54 | Lead light | general | | Groundsmans shed | 5 years | | | £57.50 |
| 55 | Loading ramps | general | | Groundsmans shed | 5 years | | | £920.00 |

| | | | | | | | | |
|----|--------------------------------------|----------|--------------|------------------|---------|------|-----------|-----------|
| 56 | Marking fluid | football | | Groundsmans shed | | | | £575.00 |
| 57 | Measuring line and pins | football | | Groundsmans shed | 3 years | | | £172.50 |
| 58 | Measuring tapes | football | | Groundsmans shed | 2 years | | | £115.00 |
| 59 | Metal landscaping rakes | general | | Groundsmans shed | 5 years | | | £345.00 |
| 60 | Metal lockers | workshop | | Groundsmans shed | 5 year | | | £230.00 |
| 61 | Microwave oven | workshop | | Groundsmans shed | 2 years | | | £57.50 |
| 62 | Other pitch senior/ youth goal posts | football | harrod sport | Groundsmans shed | 5 years | 2014 | £2,500.00 | £3,450.00 |
| 63 | Paint various | general | | Groundsmans shed | | | | £345.00 |
| 64 | Pedestrian fertiliser spreader | bowls | | Groundsmans shed | 1 years | 2010 | £180.00 | £287.50 |
| 65 | Petrol cans | general | | Groundsmans shed | 5 years | | | £115.00 |
| 66 | Peugeot partner van | general | peugeot | Groundsmans shed | 5 years | 2006 | £6,000.00 | £9,200.00 |
| 67 | Plumbing tool box | general | | Groundsmans shed | | | | £575.00 |
| 68 | Power washer | general | karcher | Groundsmans shed | 2 year | 2017 | £90.00 | £172.50 |
| 69 | Radio | workshop | | Groundsmans shed | 2 years | | | £115.00 |

| | | | | | | | | |
|----|-----------------------------------|----------|--------------|------------------|---------|-----------|------------|--------------|
| 70 | Ransomes ride on rotary 933 mower | general | Ransomes | Groundsmans shed | 2 years | 2009 used | £4,000.00 | £23,000.00 |
| 71 | Ransoms ride on triple 2130 mower | football | Ransomes | Groundsmans shed | 3 years | 2003 | £18,000.00 | £46,000.00 |
| 72 | tractor Roller | football | | Groundsmans shed | 5 years | | | £575.00 |
| 73 | Ropes and pins | general | | Groundsmans shed | 5 years | | | £575.00 |
| 74 | samsung tablets | general | samsung | Groundsmans shed | 4 years | Jan-21 | £110.00 | £345.00 |
| 75 | Sisis slitter | football | sisis | Groundsmans shed | 5 years | 2018 | £6,000.00 | £6,900.00 |
| 76 | Stihl blower x 2 | general | stihl | Groundsmans shed | 3 years | 2018 | £450.00 | £450.00 each |
| 77 | Stihl strimmer fs 200 | general | stihl | Groundsmans shed | 2 years | 2014 | | £920.00 |
| 78 | Stihl strimmer fs240 x2 | general | stihl | Groundsmans shed | 1 years | 2017 | £700.00 | £800.00 each |
| 79 | Sundries/ oils etc | general | | Groundsmans shed | | | | £575.00 |
| 80 | Tennis posts and nets | muga | harrod sport | Groundsmans shed | 5 years | 2012 | | £4,600.00 |
| 81 | Titan SDS drill | workshop | titan | Groundsmans shed | 5 years | | | £287.50 |

| | | | | | | | | |
|----|----------------------|----------|-----------------|------------------|---------|-----------|-----------|-----------|
| 82 | Toro wheel horse | bowls | toro | Groundsmans shed | 1 years | 2010 used | £300.00 | £2,300.00 |
| 83 | Tractor box | | suire | Groundsmans shed | 1 year | 1995 | £300.00 | £1,150.00 |
| 84 | Tractor spreader | football | suire | Groundsmans shed | 4 years | 2016 | £700.00 | £1,150.00 |
| 85 | Trailer | general | iford | Groundsmans shed | 2 year | 2014 | £2,000.00 | £3,450.00 |
| 86 | Back lapping machine | workshop | Gear rite | Groundsmans shed | 5 years | 2003 | £400.00 | £575.00 |
| 87 | tug of war rope | general | | Groundsmans shed | 5 years | | | £287.50 |
| 88 | Various wood | workshop | | Groundsmans shed | | | | £1,150.00 |
| 89 | Knapsack sprayer | general | cooper/pegler | Groundsmans shed | 2 years | 2007 | | £230.00 |
| 90 | Wall heaters x 2 | general | | Groundsmans shed | 3 years | 2014 | £70.00 | £115.00 |
| 91 | Genrator Kohler | workshop | Perform 3000 xl | Groundsmans shed | | 2018 | £500.00 | £575.00 |
| 92 | Telephone | workshop | | Groundsmans shed | | | | £0.00 |
| 93 | wireless router | workshop | | Groundsmans shed | | | | £0.00 |

| | | | | | | | | |
|-----|---|-------------------------|-----------------------|------------------|----------|------------|----------------------|------------|
| 94 | computer desk | workshop | | Groundsmans shed | | | | £0.00 |
| 95 | eliet prof 6 shredder | shredder | eliet/ AMP services | Groundsmans shed | 10 years | 15/02/2021 | £9,000.00 | £10,350.00 |
| 96 | samsung tablets x 1 | | | Groundsmans shed | | Jan-21 | | 0 |
| 97 | 2x 525iB husqvana battery blower | blower | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £299.25 each ex vat | 330 each |
| 98 | 3x520iRX battery strimmer | trimmer | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £284.24 each ex vat | 315 each |
| 99 | 1x 520iHD70 husqvana battery hedge cutter | hedge cutter | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £374.00 each ex vat | £416.00 |
| 100 | 1x 520iHE3 husqvana battery long reach hedge cutter | long reach hedge cutter | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £ 299.25 each ex vat | 330 each |
| 101 | 1x LB 548i husqvana battery mower | pedestrian mower | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £749.25 each ex vat | 833 each |
| 102 | 1x 535i XP huqvana battery chain saw | chainsaw | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £336.75 each ex vat | 375 each |
| 103 | 1x 530iPT5 husqvana battery pole saw | polesaw | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £449.25 each ex vat | 500 each |
| 104 | 8x QC 330 charger | Battery charger | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £82.49 each ex vat | 92 each |
| 105 | 6x BLi 300 battery | Battery | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £246.75 each ex vat | 275 each |
| 106 | 2x BLi200 battery | Battery | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £ 164.25 each ex vat | 185 each |
| 107 | 2x medium battery box | Battery box | husqvana/AMP services | Groundsmans shed | 5years | May-22 | £ 48.74 each ex vat | 55 each |

| | | | | | | | | |
|-----|--------------------|--------|----------|------------------|----------|--------|------------|---------------------------|
| 108 | 2 x gazebo 6m x 6m | gazebo | UK tents | Groundsmans shed | 10 years | Mar-22 | £1600 each | 1600 each |
| | | | | | | | | <u>£300,106.00</u> |

Agenda Item: C902 – C909
Committee: Full Council
Date: 10th May 2022
Title: Subscriptions
Report Author: Town Clerk
Purpose of Report: To approve/note the following....

C902 TO NOTE ANNUAL SUBSCRIPTIONS

| Annual Subscriptions | £ |
|----------------------|----------|
| NALC/ESALC | 2,659.00 |
| RBS | 1,295.00 |
| Parish Online | 296.00 |
| SLCC | 317.00 |
| Zoom | 143.88 |
| Subsistence | 171.00 |

C903 TO APPROVE THE CHAIRMAN'S ALLOWANCE

The budgeted amount for the Mayor's Allowance for 2022/23 is £1,500.

C904 TO APPROVE THE CORPORATE RISK ASSESSMENT

Please see separate paper attached.

C905 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

It is recommended that Mulberry & Co. are retained again as the Council's Internal Auditors. There are a number of Auditors now working for this Company and it is considered one of the top Auditing firms in the country.

C906 TO APPROVE BANKING SIGNATORIES

It is recommended that the Council's bank signatories are:-

- Cllr Cathy Gallagher
- Cllr Claude Cheta
- Cllr David Seabrook
- Cllr Susan Griffiths
- Cllr Lynda Duhigg
- Town Clerk Anthony Allen

C907 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

There is no planned S.137 expenditure as the Council has the Power of General Competence.

C908 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

These arrangements were confirmed as fully satisfactory at the meeting of the Policy & Finance Committee held on the 26th April 2022.

C909 TO APPROVE THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

All employment policies were reviewed and updated last autumn with the assistance of HR Services Partnership and are now fully fit for purpose and contained in the Employee Handbook.

Agenda Item: C908
Committee: Full Council
Date: 10th May 2022
Title: Risk Assessment
Report Author: Town Clerk
Purpose of Report: To accept the corporate risk assessment

Summary of recommended actions

1. To **note** the contents of the report
2. To **resolve** that relevant committee will review and update the detailed risk assessments during the next 6 months.

Introduction

On an annual basis, the council is required to review its corporate risk assessment.

Background

The council has a responsibility to manage the risks of all of its associated activities and to take all reasonable and practical measures to reduce risk wherever possible.

In most instances it is impossible to completely eliminate all risks. However, through the adoption of sensible risk management policies and detailed risk assessments, the council can reduce risk as far as reasonably practical.

Analysis

There are a number of aspects to risk management covering all areas of activity of the council. Consequently, there are a number of risk assessments in place which focus specifically on the relevant areas of activity.

The table below provides a breakdown of the types of risk assessment in place, and a suggestion of which committee should take responsibility for reviewing and updating the assessments over the coming months:

| Type of risk assessment | Covering | Committee responsible |
|------------------------------|---|----------------------------|
| Financial | All areas dealing with financial transactions, including management of cash and other income, expenditure and compliance with Financial Regulations | Policy and Finance |
| Event Based | Individual risk assessments completed for each event, using a standard template and risk matrix methodology | Civic and Community Events |
| External areas (parks, etc.) | Risk assessments completed | Leisure and Amenities |

| | | |
|-----------------|---|------------------|
| | including reviews of playground equipment, boundary fencing and trees, etc. | |
| Community House | Risk assessments completed for all aspects of the councils main building, including fire safety, emergency lighting, etc. | Policy & Finance |

Implications

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

| | |
|--|---|
| <u>Financial</u> | Within the agreed budget, there are nominal codes allocated to support any necessary expenditure related to health and safety and risk management issues |
| <u>Legal</u> | The council has a legal responsibility to ensure it has taken all reasonable and practical measures to safeguard its employees and the people it provides services to |
| <u>Environmental and sustainability</u> | The council has a responsibility to protect the natural and built environments it is responsible for |
| <u>Crime and disorder</u> | There are no direct crime and disorder implications, although good risk management may help reduce crime and disorder on council property |

Appendices/Background papers

None

PEACEHAVEN TOWN COUNCIL - STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies
- Those who use the services provided by the council, whether residents or not
- Non-residents working in the town
- Visitors, whether tourists or those using the town's facilities and shops
- Voluntary groups including church and youth organisations
- Schools and other educational establishments
- Other statutory bodies providing services within the council area

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors
- A monthly newsletter

For adoption

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.



TONY ALLEN
TOWN CLERK
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PEACEHAVEN TOWN COUNCIL

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

Draft Minutes of the meeting of Peacehaven Town Council, held at 7pm on Tuesday 15th March 2022, Main Hall, Community House.

Present: Cllr Chris Collier, Cllr Claude Cheta, Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr David Seabrook, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Emilia Simmons.

Officers: Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

Public: One member of public was present

Election of Chairman

It was **AGREED** that Cllr Collier would sit in as Chairman for the meeting in the absence of the Mayor and Deputy Mayor.

C865 Mayor's/Chairman's announcements.

The Chairman announced that there was a celebrity coin available for all staff and Members as a gift from the mayor, to commemorate the Queens Platinum Jubilee

C866 Public session.

Suspend Standing Orders

1. To welcome our new PCSOs, Ryan Pritchard & Eva Collins.

The PCSO introduced himself to the Members and gave a brief account of their work in the Town. He explained that the contact details would be available, but these were not for emergencies and residents and Members should still use 101 and 999 for majority of police issues.

There would be more of a presence in the Town

Cllr Harris introduced himself as the Crimestoppers rep.

Cllr Simmons asked if they would be just in Peacehaven

The PCSO explained that once qualified he will be in Peacehaven the Majority of the time, but there may be occasions when he is needed elsewhere.

Cllr Collier informed them that there is a room available for the police officers to use in Community House.

Cllr Cheta asked how the Council can help the PCSOs.

They explained that information regarding incidents of crime was the best way to help.

2. Other public matters.

A resident asked to thank Mrs Donovan for her hard work over the years and with the PTC Focus Group.

Reinstate Standing Orders

C867 To approve apologies for absence.

There were apologies received from the following Members:

Cllrs. Veck, Paul, Hill, Sharkey, White,

These apologies were **NOTED** and **APPROVED**.

Agenda for the Meeting of Peacehaven Town Council – 15th March 2022

C868 To receive declarations of interests.

Cllr Collier declared a non-pecuniary interest in item 874 as he was a County Councillor

C869 To adopt the public minutes of the Council meeting held on the 25th January 2022.

It was **AGREED** to accept the minutes, subject to minor date alteration, of the meeting held on 25th January 2022 and Cllr Collier signed them as a true record.

C870 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

- i. **To receive the financial report, authorise payments and signing of Bank Reconciliation.**
AGREED

- ii. **To receive the public meeting minutes of the 18th January 2022.**
It was **AGREED** to adopt the minutes

- iii. **To receive the public meeting minutes of the 10th February 2022.**
It was **AGREED** to adopt the minutes

- iv. **To note the draft public meeting minutes of the 1st March 2022.**
It was **AGREED** to adopt the minutes

- v. **To note the agreed method for producing the Council's Business Plan and agree project priorities.**
It was **AGREED** to the methods for producing the Business Plan and to the priorities set out in the report.

- vi. **To note progress and agree actions for CIL projects and bids.**
The verbal report was **NOTED**.
It was **AGREED** to support the application for the CCTV at the Park
It was **AGREED** to support the bid for the Howard Park access walkway once quotes have been received.
Cllr Harris stated that the access to Howard Peace Park needs to be improved if it is to be accessible to those in wheelchairs.

It was **AGREED** to support the bids for the cycle routes at Centenary Park, with the North/South route being the most likely to succeed.
Other routes require more work.

The service road at Centenary Park needs attention.
Tarmac at Piddinghoe Avenue may affect the biodiversity of the area
It was **AGREED** to defer the projects back to the CIL Sub Committee for completion.
**Cllr Milner Arrived at 7.22pm*

The new Projects Officer who starts soon may be able to take these as a priority project.

b. Planning & Highways Committee:-

- i. **To receive the public meeting minutes of the 14th of December 2021.**
It was **AGREED** to adopt the minutes.
- ii. **To receive the public meeting minutes of the 1st of February 2022.**
It was **AGREED** to adopt the minutes.

Agenda for the Meeting of Peacehaven Town Council – 15th March 2022

iii. To receive the public meeting minutes of the 23rd of February 2022.

It was **AGREED** to defer to the next Full Council meeting for adoption as the minutes were incorrect ones.

iv. To note the draft public meeting minutes of the 8th of March 2022.

NOTED.

c. Personnel Committee: -

i. To receive the public meeting minutes of the 20th of January 2022.

It was **AGREED** to adopt the minutes.

ii. To note the draft public meeting minutes of the 3rd of February 2022.

NOTED

d. Leisure, Amenities & Environment Committee: -

i. To receive the public meeting minutes of the 30th of November 2021.

It was **AGREED** to adopt the minutes.

**Cllr Sanderson arrived at 7.30pm*

ii. To note the draft meeting minutes of the 22nd of February 2022.

NOTED

iii. To ratify the Committee's decision to purchase battery powered equipment from AMP services.

It was **AGREED** to ratify the decision to purchase battery powered equipment from AMP Services.

e. Civic & Community Events Committee: -

i. To receive the public meeting minutes of the 5th of October 2021.

It was **AGREED** to adopt the minutes.

ii. To note the draft meeting minutes of the 8th of February 2022.

NOTED

iii. To receive and note the Committee's Action Plan.

It was **AGREED** to **NOTE** the action plan

f. Working Party reports: -

i. PTC Climate Change Working Party: -

1. To receive the meeting notes of the 2nd February 2022.

It was **AGREED** to **NOTE** the minutes.

2. To receive the joint PTC/TTC meeting notes of the 23rd February 2022.

It was **AGREED** to **DEFER** the notes as they were not included in the agenda..

ii. PTC Libraries Working Party

The verbal report was **NOTED**

No meetings have been held, although the 'Friends of Peacehaven Library' are quite active.

No further information from ESC or Morrisons regarding the building

iii. Youth Working Party.

The verbal report was **NOTED.**

DWP yet to meet to discuss the project.

iv. CCTV Working Party.

No further meetings had been held, while the CCTV bid has been prepared.

The verbal report was **NOTED**

v. History Working Party.

The verbal report was **NOTED**

The recent meeting was well attended but there has been no interest in the role of Chairman once Mrs Donovan leaves.

This will be discussed at the next Civic Meeting.

vi. Road Safety Working Party.

The notes from the meeting were **NOTED**

1. To ratify WP name, change to 'Public Safety WP'.

It was **AGREED** to ratify the name change to the 'Public Safety Working Party'

It was **AGREED** to accept the terms of reference as stated in the notes from the meeting.

C871 To receive a report from the Neighbourhood Development Plan Steering Group.

The verbal report was **NOTED**

Public consultation finished on Monday 14th March 2022

7000 leaflets had been distributed

Most comments received have been constructive

Statutory consultees have started to produce their reports and comments, initially Morrisons and SDNP.

The consultation now moves to the next stage, District wide.

The consultation has been dogged by Covid issues.

C872 To receive reports from representatives to outside bodies.

PTFC Cllr Gallagher had attended a meeting of the club and they are doing very well; the crowds have increased, and they are working well in the community.

Chamber of commerce, Cllr Gallagher has attended the breakfast meetings with interesting speakers, are still very popular and well supported.

Chamber has visited the majority of businesses in the Town to enlist members.

The work of the chamber is also linked to the Neighbourhood Plan.

Green halves

The report from Cllr Griffiths was **NOTED**.

Access Group

The Report from Cllr Griffiths was **NOTED**

Community Orchard

The verbal report from Cllr Seabrook was **NOTED**

The storm had damaged the orchard and so the fence was repaired.

More trees have been planted.

Thanks to all Members who attend outside bodies.

C873 To agree arrangements for the Annual Town Meeting to be held on the 26th of May 2022.

The date was **NOTED**.

All members need to complete their reports in good time for the Annual Report.

C874 To receive a Motion from Cllr Griffiths for certain measures to be taken in support of Ukraine.

It was **AGREED** to accept the motion as stated in the Motion.

Cllr Collier commented that the County Council may have started to do the works to divest in any companies linked to Russia, but the letter should still be sent, and the motion be advertised on social media and website.

It was **AGREED** to purchase a Ukrainian flag to show solidarity with the people of the country.

Agenda for the Meeting of Peacehaven Town Council – 15th March 2022

The Locum Clerk also explained that NALC had produced an action plan for Councils, and this would be circulated to Members.

C875 To receive a report on the Energy review for The Hub, Bowls Club, Gateway Café and PTFC.

The Verbal Report was **NOTED**

The group had made a start with data from the Parks Officer regarding the energy usage.

There will be a meeting with the RFO to translate the data into figures which can be used.
All commercial properties need to have an energy efficiency rating above 'E'

C876 To receive a report on the Welcome Back Fund Event.

The Verbal Report was **NOTED**

The fund was set up to help communities to restart after Covid lockdowns and to encourage local people to use their community shops etc.

There is an event being arranged for the weekend of 26th and 27th March 11.00am – 4.00pm
Volunteers are needed.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items: -

C877 To adopt the confidential minutes of the Council meeting held on the 25th of January 2022.

It was **AGREED** to adopt the minutes.

C878 Policy & Finance Committee: -

- a. To receive the confidential meeting minutes of the 18th of January 2022.

It was **AGREED** to adopt the minutes.

- b. To receive the confidential meeting minutes of the 10th of February 2022.

It was **AGREED** to adopt the minutes.

- c. To note the draft confidential meeting minutes of the 1st of March 2022.

NOTED

C879 Personnel Committee: -

- a. To receive the confidential meeting minutes of the 20th of January 2022.

It was **AGREED** to adopt the minutes.

- b. To note the draft confidential meeting minutes of the 3rd of February 2022.

It was **AGREED** to adopt the minutes.

- c. To discuss confidential staffing matters and agree actions required.

The new caretaker was starting on 11th April having worked at the Council previously.

The new Events, Amenities & Projects Officer and Communications Officer had a start date of 21st March 2022.

Many applicants had been received for the Deputy Town Clerk & Civic Officer post, but none have fitted the job description.

It was **AGREED** to **NOTE** the details of the Sub Committee and to **AGREE** the Actions so far completed as laid out in the minutes.

Agenda for the Meeting of Peacehaven Town Council – 15th March 2022

The Members gave their best wishes to the Town Clerk who was recovering from a medical procedure and to Mrs Donovan for her forthcoming retirement.

C880 Date of next meeting – Annual Council meeting - Tuesday 10th May 2022 at 7.30pm.

Minutes of the Planning & Highways Committee - Tuesday 8th March 2022

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 8th March 2022

Present; Cllr A Milliner (Chair), Cllr D Seabrook (Vice Chair), Cllr R White, Cllr S Griffiths, Cllr Paul,

Officers; V Onis, Admin Officer

Public; one member of the public was present

1 PH1272 CHAIR ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and related the housekeeping information and the rules of conduct for the meeting.

2 PH1273 PUBLIC QUESTIONS

Two questions from a member of the Peacehaven Focus Group :-

Q.1 In light of recent developments regarding the Morrisons initiative for the Meridian Centre. Would it be possible to arrange a joint meeting with PTC and the Focus Group with their planning consultants (psephos consulting) as we feel that the earlier Peacehaven can state it's case and ideas the better, before it goes to the consultation phase. **Action** The request was noted and will be referred to Cllr Chris Collier.

Q.2 We are still concerned with the issue relating to the 'Infiltration Pond' situated at Chalkers Rise. As we have stated previously we feel that there is a danger to the public unless measures are taken to reasonably prevent unauthorised access, as this 'Pond' appears to hold a lot of water. We would ask the committee if they would request a site visit by LDC officer Leigh Palmer, to discuss the issue.

Action Request for The Town Clerk to write to Leigh Palmer and request a site visit.

3 PH1274 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr Sharkey and Cllr Hill.

There were no apologies received from Cllr Harris

4 PH1275 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest made.

5 PH1276 TO ADOPT THE MINUTES FROM THE 1ST FEBRUARY 2022

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

6 PH1277 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

There were no updates from Cllr Gallagher.

7 PH1278 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was received and noted. There were no matters arising.

8 PH1279 TO RECEIVE NOTES FROM THE PUBLIC SAFETY WORKING PARTY AND TO ACCEPT RECOMMENDATIONS CONTAINED WITHIN

a) Amend Tow to Town

b) Amend 'held 6 weeks' to 'held every 6 weeks'

Minutes of the Planning & Highways Committee - Tuesday 8th March 2022

It was **Proposed** by Cllr White and **Seconded** by Cllr Paul to accept the terms the reference for the Public Safety WP as amended.

All in favour

1 PH1280 TO DISCUSS PLANNING TRAINING

Planning Training was discussed and it was **Proposed** by Cllr White and **Seconded** by Cllr Seabrook that this Committee requires a face to face planning overview with real life examples– **Action** The Town Clerk to arrange training direct with Andrew Hill

All in favour.

2 PH1281 STREET NAMING - NEW DEVELOPMENT 16-24 CRIPPS AVENUE – DEVELOPER REQUEST FOR THE TOWN COUNCIL TO SUGGEST A STREET NAME FOR THIS DEVELOPMENT

Suggestions made were to have as street name which linked in with the development previously on this site. Suggestions are Webb's Yard, Webb's Crescent, Webb's Ave, Webb's Close. Named after Webbs yard and bungalow which were demolished for this development.

11 TO COMMENT on the following Planning applications as follows:-

| | |
|---|--|
| PH1282 LW/21/0938 Land Adjacent To Meridian Court Sutton Avenue Sutton Avenue BN10 7NI Case Officer Mr William De-haviland-Reid | Removal of existing 2 bay bus shelter and installation of new 3 bay bus shelter Approved 7 th march |
| PH1283 LW/22/0055 9C Steyning Avenue Peacehaven Case Officer James Emery | Two storey front infill extension with flat roof No planning reasons for refusal. It was resolved to recommend approval |
| PH1284 LW/21/0962 Land To Rear Of 137 South Coast Road Peacehaven Case Officer Julie Cattell | Erection of 1no dwellinghouse It was resolved to recommend REFUSAL for the following reasons:- <ul style="list-style-type: none">• Back garden development, over shadowing,• Inadequate local infrastructure, including A259, surgeries, school• Density of layout & over development -too large for plot. Long, narrow properties.• Increase of traffic and congestion• Exacerbate existing parking problems, only one space. |

Minutes of the Planning & Highways Committee - Tuesday 8th March 2022

| | |
|---|---|
| PH1285 LW/22/0062 53 Telscombe Road Peacehaven Case Officer James Emery | Single storey side extension with flat roof No planning reasons for refusal It was resolved to recommend approval |
| PH1286 LW/22/0043 111 Sutton Avenue North Peacehaven Case Officer James Emery | Hip to gable end side extension with front and rear dormers No planning reasons for refusal It was resolved to recommend approval |
| PH1287 LW/22/0063 53 Telscombe Road Peacehaven East Sussex BN10 7UA Case Officer James Emery | Installation of rear dormer and 2no front rooflights No planning reasons for refusal It was resolved to recommend approval |
| PH1288 LW/22/0041 137 South Coast Road Peacehaven Case Officer Julie Cattell | Conversion of 1no dwellinghouse into 2no dwellinghouses If LDC are minded to approve this application it is advised to put parking restrictions on these premises. It was resolved to recommend <u>REFUSAL</u> for the following reasons:- <ul style="list-style-type: none"> • Inadequate local infrastructure, including A259, surgeries, school • Density of layout & over development -too large for plot. Long, narrow properties. • No car parking facilities • Increase of traffic and congestion |
| PH1289 LW/22/0040 21 Downs Walk Peacehaven Case Officer Julie Cattell | Rear single storey extension and rear flat roof dormer No planning reasons for refusal. It was resolved to recommend approval |
| PH1290 LW/22/0119 5 Highsted Park Peacehaven Case Officer James Emery | Erection of side infill extension with 1no rooflight and alterations to fenestration to rear and side No planning reasons for refusal It was resolved to recommend approval |
| PH1291 LW/22/0060 117 Arundel Road Peacehaven Case Officer James Emery | Single storey side extension with flat roof No planning reasons for refusal It was resolved to recommend approval |

12 The following planning applications were noted.

Minutes of the Planning & Highways Committee - Tuesday 8th March 2022

| | |
|---|---|
| PH1292 TW/22/0010/TPO 32 Anzac Close Peacehaven Case Officer Nick Jones | T1-Sycamore -pollard by approx 3m https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/22/0010/TPO |
| PH1293 LW/21/0803 1 Bramber Avenue Peacehaven Case Officer Julie Cattell | Notification of Committee Meeting Application; Proposal: Removal of condition 1 of E/68/0850 and condition 2 of E/71/0883 (occupancy conditions) to enable the use of the premises for other purposes falling within Class C2 (residential Institutions) |
| PH1294 LW/22/0064 9 Searle Avenue Peacehaven Case Officer James Emery | Variation of Condition 1 (Plans) for retrospective alterations of the single-storey extension roof, first-floor and dormer weatherboarding, rear fenestration, garage staircase and use of garage first-floor relating to approval LW/20/0750 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/22/0064 |
| PH1295 LW/22/0047/CD 7 Horsham Avenue Peacehaven Case Officer Julie Cattell | Discharge of Conditions 2 (CEMP) and 3 (Energy Report) in relation to approval LW/21/0853 https://planningpa.lewes.gov.uk/online-applications/application-Details.do?activeTab=externalDocuments&keyVal=R69PLZJDH-HQ00 |
| PH1296 LW/22/0095 86 Pelham Rise Peacehaven Case Officer James Smith | Variation of Condition 1 (Plans) for retrospective alterations to increase in size of house types A and B, materiality and the use of photovoltaic panels in relation to planning application LW/20/0352 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/22/0095 |
| PH1297 LW/21/0924 Caxton House 143 South Coast Road Peacehaven Case Officers Julie Cattell | Variation of condition 1 (Plans) in relation to approval LW/17/1068 - Alteration to fenestration on all elevations https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0924 |
| PH1298 LW/22/0085/CD The Sussex Coaster 80 - 82 South Coast Road Peacehaven Case Officer Rita Burns | Discharge of Conditions 8 (Proposed Surface Water Drainage), 9 (Temporary Access and Turning Arrangements), 21 (Drainage Drawings and Calculations), 22 (Public Sewer Capacity) and 25 (Survey and Photographs of Verges) in relation to approval LW/20/0204 https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/22/0085/CD |

13 The following Planning Application Decisions were noted

Minutes of the Planning & Highways Committee - Tuesday 8th March 2022

| | |
|--|---|
| PH1299 LW/21/0892 11 Piddinghoe Avenue, Peacehaven | Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application |
| PH1300 LW/ 21/0306 71 Phyllis Ave Peacehaven | Lewes DC Grants permission Peacehaven's Planning & Highways Committee supported this application |
| PH1301 LW/21/0941 34 Gladys Avenue Peacehaven | Lewes DC Grants permission Peacehaven's Planning & Highways Committee Objected to this application |
| PH1302 LW/17/0556 62 Cissbury Ave Peacehaven | Peacehaven's Planning & Highways Committee deferred pending further information. |
| PH1303 LW/21/0908 15 Vernon Ave Peacehaven | Peacehaven's Planning & Highways Committee supported this application |

14 PH1304 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

- The new bus shelter in Sutton avenue has been approved
- Lamp post update – ongoing discussion with ESCC lighting steward. Process is complicated.

TO CONFIRM THE DATE OF NEXT MEETING AS 5TH APRIL 2022

There being no further business, the meeting closed at 20.37



PEACEHAVEN TOWN COUNCIL

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Minutes of the Planning & Highways Committee – Tuesday 5th April 2022

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 5th April 2022

Present: Cllr A Milliner (Chair), Cllr D Seabrook, Cllr C Gallagher, Cllr L Duhigg,

Officers: Kevin Kingston, Locum Clerk; Sue Moscatelli, Events, Amenities & Projects Officer; Victoria Onis, Admin & Support

Public: One member of public was present

1 PH1303 CHAIR ANNOUNCEMENTS

There were no Chairs announcements

2. PH1304 PUBLIC QUESTIONS

Mike Gatti asked the following question with regard to the infiltration pond at Chalkers Rise development:

Would it be possible for PTC to ask LDC Planning if any risk assessment was carried out with regards to the infiltration pond and its potential hazards ?. If so could this be made available? And could this issue please be discussed at the next meeting of the Public Safety working group?

The Locum Town Clerk thanked Mr Gatti for his question and informed the meeting that an email has been sent to LDC Planning re this issue. In addition the Locum Town Clerk would ask if the erection and/or maintenance of fence was included in the original Section 106 agreement for the big park.

3. PH1305 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllrs A Goble, D Paul, I Sharkey, G Hill, R White, J Harris and were noted.

Cllr L Duhigg substituted for Cllr J Harris and Cllr C Gallagher substituted for Cllr R White.

2 PH1306 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

3 PH1307 TO ADOPT THE MINUTES FROM THE 8TH MARCH 2022

It was resolved that the minutes of the meeting of 8 March should be agreed and adopted.

Minutes of the Planning & Highways Committee - Tuesday 5th April 2022

It was pointed out by the Chair of the Committee that Councillor Gallagher is no longer the Chair of the steering group for the NDP but that she was still a member of the NDP. All future agendas should be amended to reflect this change.

4 PH1308 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Cathy Gallagher gave a verbal report to the committee

Since the start of the year Regulation 14 (6 weeks) public consultation on the Draft plan has been taking place between 1 February and 14 April 2022. The collating and recording the results for public view is now being done by the Consultants and then Nancy Astley will complete the re-write. A meeting was held at Telscombe Civic Centre on 31 March and a further Zoom meeting will be held 21 April 2022 and will be open to all Councillors.

Locality which is the Government Agency supporting Neighbourhood Plans have issued an additional grant because of Covid. This comes on top of the Welcome Back Fund, The High Street Regeneration Grant was highlighted to the Steering Group by Jim Boot, whose role as Project Manager is to look out for such opportunities. Several Members of the Steering Group and Jim Boot attended Zoom meetings with a Planner from Locality. Information and support was made available to Peacehaven but we were in competition with many other areas.

The area chosen was the South Coast Road from Sutton Ave /Dell along to at least Piddinghoe Ave the same stretch of road as highlighted by the welcome back fund.

In the last few days Peacehaven and Telscombe Neighbourhood Plan has learnt that the application has been successful.

This is a pilot project by Locality to demonstrate to landowners, developers and local residents that the potential of good design to transform an area, create visual and actual links between different areas and establish design principles that could be utilised across a wider area. 10 Landscape Architects were approached and invited to submit their brief for which two responded. Both the respondents are known to the council(s) and the area and have previously been involved in the design of the award winning Gateway Café at Centenary Park and the Memory Garden at Chatsworth Park,

The Steering Group Terms of Reference has authority to apply for grants such as this and if cash is received it needs to be ring fenced for the project in the Council budget. Tony Allen the Town Clerk is already the authorized link with Locality and Groundworks as NDP have received grants from them before.

Peacehaven and Telscombe Neighbourhood Plan need to confirm they wish to accept the grant by 12/4/22 The Steering Group which included the 2 Town Clerks and 3 Town Councillors want to accept as the study will be a technical document which will carry planning weight.

Do you support the Steering Group in application for this grant and study.?

Cllrs Griffiths, Duhigg and Seabrook informed the meeting that the Councils financial standing orders does not allow this Committee to accept the grant as any grant is held by the Policy & Finance Committee who should approve the acceptance of the grant.

The Locum Town Clerk supported this view and suggested that the non-acceptance of the grant would be missed opportunity. The Locum Town Clerk offered two options to resolve the position.

Minutes of the Planning & Highways Committee - Tuesday 5th April 2022

Firstly, the Town Clerk could contact the Members of Policy & Finance Committee to request their approval to accept the grant which would then be endorsed at the next Policy & Finance Committee, secondly the Town Clerk could inform Locality that the acceptance has to be approved at next Policy & Finance Committee and ask Locality if the deadline could be extended until the Policy & Finance Committee. The Locum Town Clerk would contact the Town Clerk to discuss the issue on 6 April.

5 PH1309 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The budgetary report for the Committee was noted and agreed.

6 PH1310 TO RECEIVE NOTES FROM THE PUBLIC SAFETY WORKING PARTY AND TO ACCEPT RECOMMENDATIONS CONTAINED WITHIN

The notes from the Public Safety working party meeting that was held on Tuesday 29 March were accepted, supported and agreed by the Committee.

7 PH1311 Response from Leigh Palmer regarding Barrett's infiltration basin.

The Locum Clerk informed the meeting that an email has been sent to Lewes District Council re the above but to date no response has been received from Leigh Palmer.

The Locum Town Council stated that he would chase Leigh Palmer for a response and would also ask whether the section 106 agreement that was agreed at the time of the construction of the big park included the requirement for a fence to be constructed around the pond for safety reasons. If this was the case then the developer should be asked to carry out the work and construct a fence.

It was agreed that the issue would be discussed at the next meeting of the Public Safety working group on 12 April 2022.

10. To comment of the following Planning Applications

PH1312 LW/22/0141 – 34, Gladys Avenue, Peacehaven.

There were no objections to this application.

PH1313 LW/22/0140 – 60, The Promenade, Peacehaven.

There were no objections to this application.

PH1314 LW/21/0888 – 22, Glynn Road, Peacehaven.

There were no objections to this application.

PH1315 LW/22/0154 – 1A Sunview Avenue, Peacehaven.

The committee was split on this one but voted 3:2 (with Chairs casting vote) to object to the application siting (1) out of keeping with street scene and (2) lack of privacy to adjacent properties.

PH1316 LW/22/0185 – 1A Sunview Avenue, Peacehaven.

The committee decided to object to this application siting (1) out of keeping with street scene and (2) deeds of adjoining property permit development with approval from adjoining property.

PH1317 LW/21/0846 – 53 Steyning Avenue, Peacehaven.

The committee objected to this application siting over-development of site.

Minutes of the Planning & Highways Committee - Tuesday 5th April 2022

PH1318 LW/21/0969 – East Brighton Masonic Centre, 16 Seaview Road, Peacehaven

The committee decided to object to this application siting (1) out of keeping with street scene and (2) the illuminated sign is very bright and situated in a residential street causing significant light pollution to adjoining residential properties.

11. To note the following planning applications

The following applications were noted :

PH1319 TW/22/0015/TPO – 1 Woodlands Close, Peacehaven

PH1320 LW/0980/CD – The Sussex Coaster, 80-82 South Coast Road, Peacehaven

PH1321 LW/22/0064 – 9 Searle Avenue, Peacehaven

12. To note the following planning application decisions

The following application decision were noted

PH1322 LW/21/0803 - 1 Bramber Avenue, Peacehaven

PH1323 LW/21/0804 - Bramber Nursing Home, 1 Bramber Avenue, Peacehaven

13. PH1324 to review and update the P&H action plan and agree actions required

No update was agreed at this meeting

TO CONFIRM THE DATE OF NEXT MEETING AS 3RD MAY 2022

There being no further business, the meeting closed at 8.35pm



PEACEHAVEN TOWN COUNCIL

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Minutes of the Planning & Highways Committee – Tuesday 3rd May 2022

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House, at 7.30pm on Tuesday 3rd May 2022

Present: Cllr A Milliner (Chair), Cllr D Seabrook, Cllr C Gallagher, Cllr D Paul, Cllr S Griffiths, Cllr R White

Officers: Kevin Kingston, Locum Clerk; Victoria Onis, Admin & Support

Public: Mike Gatti, V Garrick, Derek Barton

1 PH1325 CHAIR ANNOUNCEMENTS

There were no Chairs announcements

2. PH1326 PUBLIC QUESTIONS

There were no public questions

3. PH1327 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllrs A Goble, I Sharkey, G Hill, J Harris and were noted.

4. PH1328 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1329 TO ADOPT THE MINUTES FROM THE 5th APRIL 2022

It was resolved that the minutes of the meeting of 5 April should be agreed and adopted.

6. PH1330 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher introduced the report stating that since the last meeting on 5th April 2022, matters have moved quickly. On the 6 April the Town Clerk confirmed PTC commitment to the High Street Regeneration and Social Infrastructure grant.

Due diligence was carried out and the 2 Consultants pitched for the work.

The £14,900 grant from Groundworks has been received by PTC.

Minutes of the Planning & Highways Committee - Tuesday 3 May 2022

The Architectural and Landscape practice selected has great experience working with Coastal communities and the need to unlock further funding and investment.

The application for LDC CiL monies for the North/South walk/Cycle path on the bridleway from Gateway Café to the access road as part of the Active Travel infrastructure network identified by NDP as an alternative for residents to using the car and the South Coast Rd and links together the Green Infrastructure Plan to these reports and working on the Regulation 14 feedback means that the Consultants and the Steering Group are heavily committed at present.

7. PH1331 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The budgetary report for the Committee was noted and agreed.

Standing orders were suspended for the next agenda item to allow Mr Garrick, Mr Barton and Mr Gatti to participate in the discussions

8. PH1332 TO DISCUSS THE NEXT STEPS FOR THE INFILTRATION POND

Cllr Seabrook introduced his report and 4 recommendations. There was a long discussion about the pond in particular the safety, depth and responsibility for the pond and fencing around the pond and the contribution and expertise of the 3 members of the public were great appreciated by the Council. The four recommendations detailed in Cllr Seabrook's report were unanimously agreed and it was agreed that the first stage would be for the Town Clerk to write an official letter to Lewes District Council inviting them to a site meeting with Peacehaven Town Council, Peacehaven Focus Group members and if appropriate the developers (Barratts) and Hydrok (the consultants).

It was felt that if the Town Council's safety concerns were not adequately addressed then the Town Council would not take over responsibility for the adjacent green space.

Action : Town Clerk to write letter to LDC setting out the Town Councils concerns and requesting a site meeting with all appropriate parties.

Cllr Gallagher left the meeting

9. To comment of the following planning applications

PH1333 LW/22/0249 – 12 Jason Close, Peacehaven

There were no objections to this application

PH1334 LW/22/0261 – 36 Cornwall Avenue, Peacehaven

There were no objections to this application

PH1335 LW/22/0223 – 17 Coney Furlong, Peacehaven

There were no objections to this application

PH1336 LW/22/0257 – Land between Greenacres and Highsted Park, Telscombe Road, Peacehaven

There were no objections to this application

PH1337 LW/22/0268 – 169 Arundel Road, Peacehaven

Minutes of the Planning & Highways Committee - Tuesday 3 May 2022

There was no objection to this application. However the committee agreed that a comment should be made on LDC planning portal stating that double yellow lines should be marked out at the end of the road and that no obstructions to National Cycle route 2 should be permitted during construction. The Committee also wanted it noted that the Town Council's agreed and LDC's approved design statement should be adhered to in the construction of the 2 dwellings. **Action: Vicky Onis**

10. To note the following planning applications

The following applications were noted :

PH1338 LW/21/07222 - 19 Cripps Avenue, Peacehaven

PH1339 LW/22/0227/CD - 79 Malines Avenue, Peacehaven

11. To note the following planning application decisions

The following application decisions were noted:

PH1340 LW/21/0997 – 139 South Coast Road, Peacehaven

PH1341 LW/22/0043 – 111 Sutton Avenue North, Peacehaven

PH1342 LW/22/0060 – 117 Arundel Road, Peacehaven

PH1343 LW/22/0062 – 53 Telscombe Road, Peacehaven

PH1344 LW/21/0381 – 6 Rustic Road, Peacehaven

PH1345 LW/22/0119 – 5 Highsted Park, Peacehaven

PH1346 LW/21/0798 – 196 Arundel Road, Peacehaven

PH1347 LW/21/0924 – Caxton House, 143 South Coast Road, Peacehaven

PH1348 LW/22/0095 – 86 Pelham Rise, Peacehaven

12. PH1349 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The action plan was noted.

Vicky Onis explained that there was a misunderstanding detailed in the successful quote for the new bus shelter and that the total cost would be £9232.50 or £9312 depending on the size of the information case and not £5,729 as stated. Vicky also confirmed that she had contacted ESCC who informed her that the kerb next to the bus shelter may need to be dropped at an approx. cost of £10,000 and Vicky is waiting for confirmation.

It was agreed that the costings would be reviewed further with possible changes to the bus shelter to reduce costs and that a further report with costings would be presented to a future Policy & Finance Committee.

Action: Vicky Onis

TO CONFIRM THE DATE OF NEXT MEETING AS 24th MAY 2022

There being no further business, the meeting closed at 8.35pm

Agenda Item: C912-b-i

Committee: Council

Date: 10th May2022

Title: Financial position of the council year to date

Report Author: Zoe Malone, Finance Officer

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

Summary of recommended actions

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

Introduction

This style of briefing note was first provided to members at a previous 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 12 (March 2022). 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 Mar 2022. 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 106.4% of the budgeted expenditure has been spent in the finance year, and 114.9% of the budgeted income has been received as at the end of month 12 (March 2022)

Detailed balance sheet

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

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

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

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

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

Implications

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

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

Appendices/Background papers

- Barclays Bank account summary balances – Feb & March 2022
- Bank reconciliation statement for cashbook 1 – Feb & March 2022
- Bank reconciliation statement for cashbook 2 – Feb & March 2022
- Detailed income and expenditure month 12 (March2022)
- Detailed balance sheet month 12 (March 2022)

**Bank Reconciliation Statement as at 28/02/2022
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 | 28/02/2022 | | 485,551.03 |
| Current Account | 28/02/2022 | | 50,424.67 |
| | | | <hr/> 535,975.70 |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|-----------------|
| 08/12/2021 120815 NEWHAVEN LEWES & DISTRICT MENC | 750.00 |
| 08/12/2021 204862 ACCESS GROUP | 150.00 |
| 14/12/2021 204872 GEORGIE HAIRFIELD | 98.39 |
| 21/12/2021 204884 COUNTY OFFICE SUPPLIES LTD | 60.48 |
| 19/01/2022 204914 BRUNEL ENGRAVING COMPANY | 160.02 |
| 19/01/2022 204917 MR EREQUI | 50.00 |
| 26/01/2022 120826 LUCY OVETT | 50.00 |
| 03/02/2022 20832 AMADEUS | 33.90 |
| 09/02/2022 120840 G Collins & Sons Limited | 168.00 |
| 09/02/2022 120847 SHANNON PASK | 50.00 |
| 11/02/2022 120851 Wightman & Parrish Ltd | 330.18 |
| 11/02/2022 120853 Radius Connect | 480.89 |
| 24/02/2022 120855 GASTON MALLIA | 1,235.00 |
| 24/02/2022 120856 GEORGE WHITE | 250.00 |
| 24/02/2022 120857 Tansleys Printers Limited | 424.80 |
| 24/02/2022 120858 Double Nine Ltd / Merlin Workw | 67.62 |
| 24/02/2022 120859 GLEN ELPHICK PAVING | 6,258.00 |
| 24/02/2022 120860 FENLAND LEISURE PRODUCTS LTD | 45.60 |
| 24/02/2022 120861 Radius Connect | 192.84 |
| 24/02/2022 120862 C.B.Winters & Sons Ltd | 57.12 |
| 24/02/2022 120863 C.E.F | 227.74 |
| 24/02/2022 120864 BRITISH GAS | 73.52 |
| 24/02/2022 120865 BRITISH GAS | 37.31 |
| 24/02/2022 120866 EMILY COWDREY | 50.00 |
| 24/02/2022 120867 NATALIE SIU | 50.00 |
| 24/02/2022 120868 JERYLN JAREUPOON | 50.00 |
| 28/02/2022 120869 EAST SUSSEX PENSION FUND | 6,923.63 |
| 28/02/2022 120870 HMRC | 7,417.54 |
| 28/02/2022 120871 LISA HAYWARD | 620.00 |
| 28/02/2022 120872 Rialtas Business Solutions Ltd | 979.20 |
| 28/02/2022 120873 Trade UK | 38.97 |
| 28/02/2022 120874 AMP Services | 39.68 |
| 28/02/2022 120875 C.E.F | 45.54 |
| 28/02/2022 120876 R.J.Meaker Fencing Ltd | 30.84 |
| | <hr/> 27,496.81 |
| | 508,478.89 |

Receipts not Banked/Cleared (Plus)

| | |
|------------|-------|
| 25/02/2022 | 40.00 |
| 25/02/2022 | 25.00 |
| 28/02/2022 | 11.40 |

Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Current Bank A/c

| | <u>Amount</u> | <u>Balances</u> |
|-----------------------------|---------------|-----------------|
| 28/02/2022 | 25.00 | |
| 28/02/2022 | 98.39 | |
| 28/02/2022 | 22.00 | |
| 28/02/2022 | 22.00 | |
| | | 243.79 |
| | | 508,722.68 |
| Balance per Cash Book is :- | | 508,722.68 |
| Difference is :- | | 0.00 |

Date: 08/03/2022

Peacehaven Town Council

Page 1

Time: 11:00

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 2 - Reserve Account**

User: ZM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Business Premium Account | 28/02/2022 | | 180,181.95 |
| | | | <u>180,181.95</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,181.95 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,181.95 |
| | | Balance per Cash Book is :- | 180,181.95 |
| | | Difference is :- | 0.00 |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| 100 General Administration | | | | | | | |
| 1001 Precept | 0 | 687,081 | 687,081 | | | 0.0% | |
| 1013 Income from Photocopying | 5 | 0 | (5) | | | 0.0% | |
| 1016 Housing Benefit Claims LDC | 0 | 15,200 | 15,200 | | | 0.0% | |
| 1100 Interest Received | 0 | 200 | 200 | | | 0.0% | |
| 1309 Other Income | 0 | 1,000 | 1,000 | | | 0.0% | |
| General Administration :- Income | 5 | 703,481 | 703,476 | | | 0.0% | 0 |
| 4154 Sponsorship | 180 | 0 | (180) | | (180) | 0.0% | 180 |
| 4345 CTLA Service Level Agreement | 0 | 6,500 | 6,500 | | 6,500 | 0.0% | |
| 4346 CAB Service Level Agreement | 0 | 11,500 | 11,500 | | 11,500 | 0.0% | |
| 4354 HCC Service Level Agreement | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| General Administration :- Direct Expenditure | 180 | 21,000 | 20,820 | 0 | 20,820 | 0.9% | 180 |
| 4001 Salaries | 0 | 406,640 | 406,640 | | 406,640 | 0.0% | |
| 4002 Employer N.I Contributions | 0 | 42,640 | 42,640 | | 42,640 | 0.0% | |
| 4003 Employer Pension Contributions | 0 | 75,228 | 75,228 | | 75,228 | 0.0% | |
| 4004 Overtime | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4011 Training | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4212 Mileage Costs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4301 Purchase of Furniture/Equipmen | 0 | 500 | 500 | | 500 | 0.0% | |
| 4302 Purchase of Materials | 0 | 500 | 500 | | 500 | 0.0% | |
| 4306 Printing | 797 | 5,000 | 4,203 | | 4,203 | 15.9% | |
| 4307 Stationery | 0 | 500 | 500 | | 500 | 0.0% | |
| 4310 Professional Fees - Consultanc | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4311 Professional Fees - Legal | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4312 Professional Fees - Other | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4314 Audit Fees | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4315 Insurance | 0 | 10,500 | 10,500 | | 10,500 | 0.0% | |
| 4321 Bank Charges | 0 | 100 | 100 | | 100 | 0.0% | |
| 4322 BACS Charges | 0 | 200 | 200 | | 200 | 0.0% | |
| 4323 PDQ Charges | 0 | 800 | 800 | | 800 | 0.0% | |
| 4325 Postage | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4326 Telephones | 320 | 6,000 | 5,681 | | 5,681 | 5.3% | |
| 4327 Computers | 0 | 15,000 | 15,000 | | 15,000 | 0.0% | |
| 4333 Members Allowance | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4334 Members Training | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4341 Grants | 0 | 1,017 | 1,017 | | 1,017 | 0.0% | |
| 4342 Subscriptions | 2,360 | 5,500 | 3,140 | | 3,140 | 42.9% | |
| 4444 Election Costs | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| General Administration :- Indirect Expenditure | 3,476 | 600,625 | 597,149 | 0 | 597,149 | 0.6% | 0 |
| Net Income over Expenditure | (3,651) | 81,856 | 85,507 | | | | |
| 6000 plus Transfer from EMR | 180 | | | | | | |
| Movement to/(from) Gen Reserve | (3,471) | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| 110 Civic Events | | | | | | | |
| 4348 Civic Gifts | 0 | 1,470 | 1,470 | | 1,470 | 0.0% | |
| 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 | 0 | 3,170 | 3,170 | 0 | 3,170 | 0.0% | 0 |
| 4331 Mayor's Allowance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4332 Mayor's Reception | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4335 Civic Expenses | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4336 Civic Service | 0 | 500 | 500 | | 500 | 0.0% | |
| 4338 Remembrance Services | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4339 London Bridge | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Indirect Expenditure | 0 | 5,800 | 5,800 | 0 | 5,800 | 0.0% | 0 |
| Net Expenditure | 0 | (8,970) | (8,970) | | | | |
| 120 Marketing | | | | | | | |
| 1048 E-News Advertising | 0 | 500 | 500 | | | 0.0% | |
| 1049 Banner Board | 0 | 4,000 | 4,000 | | | 0.0% | |
| 1301 Filming | 0 | 4,000 | 4,000 | | | 0.0% | |
| Marketing :- Income | 0 | 8,500 | 8,500 | | | 0.0% | 0 |
| 4352 Annual Report | 0 | 200 | 200 | | 200 | 0.0% | |
| Marketing :- Direct Expenditure | 0 | 200 | 200 | 0 | 200 | 0.0% | 0 |
| 4328 Website | 0 | 3,250 | 3,250 | | 3,250 | 0.0% | |
| 4329 Advertising | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4330 Newsletter | 0 | 500 | 500 | | 500 | 0.0% | |
| Marketing :- Indirect Expenditure | 0 | 4,750 | 4,750 | 0 | 4,750 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 3,550 | 3,550 | | | | |
| 130 Neighbourhood Plan | | | | | | | |
| 4337 Neighbourhood Plan | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| Neighbourhood Plan :- Indirect Expenditure | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0% | 0 |
| Net Expenditure | 0 | (5,000) | (5,000) | | | | |
| 200 Planning & Highways | | | | | | | |
| 4851 Noticeboards | 0 | 650 | 650 | | 650 | 0.0% | |
| 4852 Monument & War Memorial | 0 | 600 | 600 | | 600 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4853 Street Furniture | 0 | 600 | 600 | | 600 | 0.0% | |
| Planning & Highways :- Direct Expenditure | 0 | 1,850 | 1,850 | 0 | 1,850 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 0 | 700 | 700 | | 700 | 0.0% | |
| 4111 Electricity | (55) | 1,092 | 1,147 | | 1,147 | (5.1%) | |
| 4171 Grounds Maintenance Costs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4850 Grass Cutting Contract | 8,864 | 8,864 | 0 | | 0 | 100.0% | |
| Planning & Highways :- Indirect Expenditure | 8,809 | 11,156 | 2,347 | 0 | 2,347 | 79.0% | 0 |
| Net Expenditure | (8,809) | (13,006) | (4,197) | | | | |
| <u>300 Grounds Team General Exp</u> | | | | | | | |
| 4202 Repairs/Maintenance of Vehicle | 609 | 6,000 | 5,391 | | 5,391 | 10.1% | |
| 4203 Fuel | 1,823 | 5,500 | 3,677 | | 3,677 | 33.1% | |
| 4204 Road Fund License | 0 | 600 | 600 | | 600 | 0.0% | |
| 4305 Uniform | 0 | 900 | 900 | | 900 | 0.0% | |
| Grounds Team General Exp :- Indirect Expenditure | 2,431 | 13,000 | 10,569 | 0 | 10,569 | 18.7% | 0 |
| Net Expenditure | (2,431) | (13,000) | (10,569) | | | | |
| <u>310 Sports Park</u> | | | | | | | |
| 1025 Rent & Service Charge | 0 | 13,845 | 13,845 | | | 0.0% | |
| 1041 S/P Telephone Masts | 0 | 4,500 | 4,500 | | | 0.0% | |
| 1043 S/P Football Pitches | 0 | 3,000 | 3,000 | | | 0.0% | |
| 1061 S/P Court Hire | 0 | 5,406 | 5,406 | | | 0.0% | |
| Sports Park :- Income | 0 | 26,751 | 26,751 | | | 0.0% | 0 |
| 4111 Electricity | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4131 Rates | 0 | 2,345 | 2,345 | | 2,345 | 0.0% | |
| 4161 Cleaning Costs | 609 | 8,000 | 7,391 | | 7,391 | 7.6% | |
| 4164 Trade Refuse | 1,059 | 4,500 | 3,441 | | 3,441 | 23.5% | |
| 4171 Grounds Maintenance Costs | 1,050 | 10,000 | 8,950 | | 8,950 | 10.5% | |
| Sports Park :- Indirect Expenditure | 2,718 | 29,845 | 27,127 | 0 | 27,127 | 9.1% | 0 |
| Net Income over Expenditure | (2,718) | (3,094) | (376) | | | | |
| <u>315 Big Park</u> | | | | | | | |
| 4101 Repair/Alteration of Premises | 256 | 5,000 | 4,744 | | 4,744 | 5.1% | |
| 4102 Maintenance of Buildings | 0 | 500 | 500 | | 500 | 0.0% | |
| 4111 Electricity | 84 | 500 | 416 | | 416 | 16.8% | |
| 4112 Gas | 0 | 300 | 300 | | 300 | 0.0% | |
| 4121 Rents | 3,670 | 15,000 | 11,330 | | 11,330 | 24.5% | |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4131 Rates | 5,240 | 4,716 | (524) | | (524) | 111.1% | |
| 4166 Skip Hire | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4173 Fertilisers & Grass Seed | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4303 Machinery Mtce/Lease | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| Big Park :- Indirect Expenditure | 9,249 | 36,516 | 27,267 | 0 | 27,267 | 25.3% | 0 |
| Net Expenditure | (9,249) | (36,516) | (27,267) | | | | |
| 316 Gateway Cafe | | | | | | | |
| 1025 Rent & Service Charge | 0 | 8,823 | 8,823 | | | 0.0% | |
| 1111 Electricity | 0 | 6,000 | 6,000 | | | 0.0% | |
| Gateway Cafe :- Income | 0 | 14,823 | 14,823 | | | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4111 Electricity | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4115 CCTV Maintenance | 316 | 1,500 | 1,184 | | 1,184 | 21.1% | |
| 4116 Servicing / Maintenance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4326 Telephones | 81 | 972 | 891 | | 891 | 8.3% | |
| Gateway Cafe :- Indirect Expenditure | 397 | 12,972 | 12,575 | 0 | 12,575 | 3.1% | 0 |
| Net Income over Expenditure | (397) | 1,851 | 2,248 | | | | |
| 330 Parks & Open Spaces | | | | | | | |
| 1044 Hire of the Dell | 0 | 5,100 | 5,100 | | | 0.0% | |
| 1050 Allotment Rent | 0 | 2,445 | 2,445 | | | 0.0% | |
| Parks & Open Spaces :- Income | 0 | 7,545 | 7,545 | | | 0.0% | 0 |
| 4104 Vandalism Repairs | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4105 Tree Works | 240 | 2,000 | 1,760 | | 1,760 | 12.0% | |
| 4106 Signage | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4108 Tree Planting | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Parks & Open Spaces :- Direct Expenditure | 240 | 7,500 | 7,260 | 0 | 7,260 | 3.2% | 0 |
| 4101 Repair/Alteration of Premises | 2,954 | 5,000 | 2,046 | | 2,046 | 59.1% | 2,900 |
| 4141 Water Services | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4164 Trade Refuse | 78 | 2,000 | 1,922 | | 1,922 | 3.9% | |
| 4171 Grounds Maintenance Costs | 870 | 4,000 | 3,130 | | 3,130 | 21.8% | |
| 4301 Purchase of Furniture/Equipmen | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| Parks & Open Spaces :- Indirect Expenditure | 3,902 | 21,000 | 17,098 | 0 | 17,098 | 18.6% | 2,900 |
| Net Income over Expenditure | (4,142) | (20,955) | (16,813) | | | | |
| 6000 plus Transfer from EMR | 2,900 | | | | | | |
| Movement to/(from) Gen Reserve | (1,242) | | | | | | |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>355 The Hub</u> | | | | | | | |
| 1084 Sports Pavilion | 0 | 16,646 | 16,646 | | | 0.0% | |
| The Hub :- Income | 0 | 16,646 | 16,646 | | | 0.0% | 0 |
| 4175 Music Licence | 0 | 500 | 500 | | 500 | 0.0% | |
| The Hub :- Direct Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| 4103 Annual Servicing Costs | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4111 Electricity | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4112 Gas | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4171 Grounds Maintenance Costs | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| The Hub :- Indirect Expenditure | 0 | 8,000 | 8,000 | 0 | 8,000 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 8,146 | 8,146 | | | | |
| <u>360 Community House</u> | | | | | | | |
| 1069 C/H Police Room | 0 | 2,295 | 2,295 | | | 0.0% | |
| 1070 C/H Phoenix Room | 0 | 6,120 | 6,120 | | | 0.0% | |
| 1072 C/H Copper Room | 0 | 9,035 | 9,035 | | | 0.0% | |
| 1075 C/H Charles Neville | 0 | 7,280 | 7,280 | | | 0.0% | |
| 1076 C/H Main Hall | 0 | 18,280 | 18,280 | | | 0.0% | |
| 1077 C/H Anzac Room | 0 | 9,065 | 9,065 | | | 0.0% | |
| 1078 C/H Main Kitchen | 0 | 892 | 892 | | | 0.0% | |
| 1079 C/H Anzac Kitchen | 0 | 500 | 500 | | | 0.0% | |
| 1080 C/H Foyer | 0 | 1,642 | 1,642 | | | 0.0% | |
| 1081 C/H Equipment Hire | 0 | 928 | 928 | | | 0.0% | |
| 1091 Cinema Income | 196 | 4,500 | 4,304 | | | 4.4% | |
| 1092 Electricity Feed-in Tariff | 0 | 500 | 500 | | | 0.0% | |
| Community House :- Income | 196 | 61,037 | 60,841 | | | 0.3% | 0 |
| 4167 Cinema Costs | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4175 Music Licence | 0 | 1,250 | 1,250 | | 1,250 | 0.0% | |
| Community House :- Direct Expenditure | 0 | 2,250 | 2,250 | 0 | 2,250 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 4102 Maintenance of Buildings | 427 | 5,000 | 4,573 | | 4,573 | 8.5% | |
| 4111 Electricity | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4112 Gas | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4122 Service Charge | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4131 Rates | 0 | 15,800 | 15,800 | | 15,800 | 0.0% | |
| 4141 Water Services | 0 | 8,000 | 8,000 | | 8,000 | 0.0% | |
| 4151 Fixtures & Fittings | (768) | 1,500 | 2,268 | | 2,268 | (51.2%) | |

Detailed Income & Expenditure by Budget Heading 01/04/2022

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4161 Cleaning Costs | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4162 Cleaning Materials | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4163 Personal Hygiene | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4305 Uniform | 0 | 600 | 600 | | 600 | 0.0% | |
| Community House :- Indirect Expenditure | (341) | 78,400 | 78,741 | 0 | 78,741 | (0.4%) | 0 |
| Net Income over Expenditure | 537 | (19,613) | (20,150) | | | | |
| 430 Summer Fair | | | | | | | |
| 1045 Event Sponsorship | 0 | 500 | 500 | | | 0.0% | |
| 1046 Stall Income (Events) | 0 | 1,500 | 1,500 | | | 0.0% | |
| 1094 Other Customer & Client Receipt | 0 | 800 | 800 | | | 0.0% | |
| Summer Fair :- Income | 0 | 2,800 | 2,800 | | | 0.0% | 0 |
| 4329 Advertising | 0 | 900 | 900 | | 900 | 0.0% | |
| 4500 Event Staff Overtime | 0 | 1,150 | 1,150 | | 1,150 | 0.0% | |
| 4900 Miscellaneous Expenses | 219 | 1,200 | 981 | | 981 | 18.2% | |
| Summer Fair :- Indirect Expenditure | 219 | 3,250 | 3,031 | 0 | 3,031 | 6.7% | 0 |
| Net Income over Expenditure | (219) | (450) | (231) | | | | |
| 440 Christmas Market | | | | | | | |
| 1045 Event Sponsorship | 0 | 500 | 500 | | | 0.0% | |
| 1046 Stall Income (Events) | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1094 Other Customer & Client Receipt | 0 | 300 | 300 | | | 0.0% | |
| Christmas Market :- Income | 0 | 1,800 | 1,800 | | | 0.0% | 0 |
| 4501 Carol Concert | 0 | 160 | 160 | | 160 | 0.0% | |
| Christmas Market :- Direct Expenditure | 0 | 160 | 160 | 0 | 160 | 0.0% | 0 |
| 4329 Advertising | 0 | 300 | 300 | | 300 | 0.0% | |
| 4500 Event Staff Overtime | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4900 Miscellaneous Expenses | 0 | 700 | 700 | | 700 | 0.0% | |
| Christmas Market :- Indirect Expenditure | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% | 0 |
| Net Income over Expenditure | 0 | (360) | (360) | | | | |
| Grand Totals:- Income | 201 | 843,383 | 843,182 | | | 0.0% | |
| Expenditure | 31,280 | 868,944 | 837,664 | 0 | 837,664 | 3.6% | |
| Net Income over Expenditure | (31,080) | (25,561) | 5,519 | | | | |
| plus Transfer from EMR | 3,080 | | | | | | |
| Movement to/(from) Gen Reserve | (28,000) | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 General Administration | | | | | | | |
| 1001 Precept | 640,705 | 640,705 | 0 | | | 100.0% | |
| 1010 CIL Income | 134,218 | 0 | (134,218) | | | 0.0% | 134,218 |
| 1013 Income from Photocopying | 515 | 0 | (515) | | | 0.0% | |
| 1016 Housing Benefit Claims LDC | 15,486 | 15,200 | (286) | | | 101.9% | |
| 1050 Allotment Rent | 595 | 0 | (595) | | | 0.0% | |
| 1054 Sponsorship | 1,000 | 0 | (1,000) | | | 0.0% | 519 |
| 1094 Other Customer & Client Receipt | 300 | 0 | (300) | | | 0.0% | |
| 1100 Interest Received | 72 | 300 | 228 | | | 24.0% | |
| 1309 Other Income | 222 | 2,000 | 1,778 | | | 11.1% | |
| General Administration :- Income | 793,113 | 658,205 | (134,908) | | | 120.5% | 134,737 |
| 4154 Sponsorship | (123) | 0 | 123 | | 123 | 0.0% | |
| 4345 CTLA Service Level Agreement | 6,000 | 6,000 | 0 | | 0 | 100.0% | |
| 4346 CAB Service Level Agreement | 11,500 | 11,500 | 0 | | 0 | 100.0% | |
| General Administration :- Direct Expenditure | 17,377 | 17,500 | 123 | 0 | 123 | 99.3% | 0 |
| 4001 Salaries | 374,292 | 385,900 | 11,608 | | 11,608 | 97.0% | |
| 4002 Employer N.I Contributions | 33,717 | 40,000 | 6,283 | | 6,283 | 84.3% | |
| 4003 Employer Pension Contributions | 66,764 | 70,200 | 3,436 | | 3,436 | 95.1% | |
| 4004 Overtime | 1,055 | 1,000 | (55) | | (55) | 105.5% | |
| 4011 Training | 5,261 | 5,000 | (261) | | (261) | 105.2% | 3,150 |
| 4212 Mileage Costs | 206 | 500 | 294 | | 294 | 41.2% | |
| 4301 Purchase of Furniture/Equipmen | 100 | 500 | 400 | | 400 | 20.1% | |
| 4302 Purchase of Materials | 0 | 500 | 500 | | 500 | 0.0% | (500) |
| 4306 Printing | 5,025 | 4,000 | (1,025) | | (1,025) | 125.6% | 379 |
| 4307 Stationery | 211 | 500 | 289 | | 289 | 42.2% | |
| 4310 Professional Fees - Consultanc | 2,815 | 2,000 | (815) | | (815) | 140.7% | |
| 4311 Professional Fees - Legal | 84 | 3,000 | 2,916 | | 2,916 | 2.8% | (2,916) |
| 4312 Professional Fees - Other | 4,069 | 2,000 | (2,069) | | (2,069) | 203.5% | 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 | 110 | 100 | (10) | | (10) | 109.9% | |
| 4322 BACS Charges | 30 | 200 | 170 | | 170 | 15.0% | |
| 4323 PDQ Charges | 677 | 800 | 123 | | 123 | 84.6% | |
| 4325 Postage | 2,051 | 1,000 | (1,051) | | (1,051) | 205.1% | |
| 4326 Telephones | 5,148 | 6,000 | 852 | | 852 | 85.8% | |
| 4327 Computers | 16,630 | 12,000 | (4,630) | | (4,630) | 138.6% | |
| 4333 Members Allowance | 3,000 | 3,500 | 500 | | 500 | 85.7% | |
| 4334 Members Training | 522 | 1,500 | 978 | | 978 | 34.8% | |
| 4341 Grants | 11,698 | 10,000 | (1,698) | | (1,698) | 117.0% | 1,779 |
| 4342 Subscriptions | 5,683 | 5,000 | (683) | | (683) | 113.7% | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4444 Election Costs | 8,001 | 9,000 | 999 | | 999 | 88.9% | (999) |
| 4900 Miscellaneous Expenses | 250 | 0 | (250) | | (250) | 0.0% | |
| 4999 Write Off | 447 | 0 | (447) | | (447) | 0.0% | |
| General Administration :- Indirect Expenditure | 560,083 | 577,200 | 17,117 | 0 | 17,117 | 97.0% | 2,331 |
| Net Income over Expenditure | 215,653 | 63,505 | (152,148) | | | | |
| 6000 plus Transfer from EMR | 2,331 | | | | | | |
| 6001 less Transfer to EMR | 134,737 | | | | | | |
| Movement to/(from) Gen Reserve | 83,247 | | | | | | |
| 110 Civic Events | | | | | | | |
| 1300 Donations Received | (500) | 0 | 500 | | | 0.0% | |
| Civic Events :- Income | (500) | 0 | 500 | | | | 0 |
| 4348 Civic Gifts | 277 | 200 | (77) | | (77) | 138.4% | |
| 4349 Civic Training | 0 | 500 | 500 | | 500 | 0.0% | |
| 4350 Mayors Badge | 573 | 700 | 127 | | 127 | 81.9% | |
| 4351 Youth Mayor | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Direct Expenditure | 850 | 1,900 | 1,050 | 0 | 1,050 | 44.7% | 0 |
| 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% | |
| 4335 Civic Expenses | 6 | 0 | (6) | | (6) | 0.0% | |
| 4336 Civic Service | 36 | 250 | 214 | | 214 | 14.4% | |
| 4338 Remembrance Services | 225 | 600 | 375 | | 375 | 37.5% | |
| 4339 London Bridge | 0 | 500 | 500 | | 500 | 0.0% | |
| Civic Events :- Indirect Expenditure | 1,747 | 4,050 | 2,303 | 0 | 2,303 | 43.1% | 0 |
| Net Income over Expenditure | (3,097) | (5,950) | (2,853) | | | | |
| 120 Marketing | | | | | | | |
| 1048 E-News Advertising | 150 | 500 | 350 | | | 30.0% | |
| 1049 Banner Board | 2,953 | 3,250 | 297 | | | 90.9% | |
| 1301 Filming | 7,880 | 2,000 | (5,880) | | | 394.0% | |
| Marketing :- Income | 10,983 | 5,750 | (5,233) | | | 191.0% | 0 |
| 4352 Annual Report | 0 | 200 | 200 | | 200 | 0.0% | |
| Marketing :- Direct Expenditure | 0 | 200 | 200 | 0 | 200 | 0.0% | 0 |
| 4328 Website | 1,290 | 2,500 | 1,210 | | 1,210 | 51.6% | |
| 4329 Advertising | 138 | 1,000 | 862 | | 862 | 13.8% | |
| 4330 Newsletter | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Marketing :- Indirect Expenditure | 1,428 | 5,000 | 3,572 | 0 | 3,572 | 28.6% | 0 |
| Net Income over Expenditure | 9,555 | 550 | (9,005) | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>130 Neighbourhood Plan</u> | | | | | | | |
| 1101 Neighbourhood Plan | 5,832 | 0 | (5,832) | | | 0.0% | |
| 1300 Donations Received | 0 | 0 | 0 | | | 0.0% | 500 |
| Neighbourhood Plan :- Income | 5,832 | 0 | (5,832) | | | | 500 |
| 4337 Neighbourhood Plan | 18,756 | 15,100 | (3,656) | | (3,656) | 124.2% | (2,011) |
| Neighbourhood Plan :- Indirect Expenditure | 18,756 | 15,100 | (3,656) | 0 | (3,656) | 124.2% | (2,011) |
| Net Income over Expenditure | (12,924) | (15,100) | (2,176) | | | | |
| 6000 plus Transfer from EMR | (1,511) | | | | | | |
| Movement to/(from) Gen Reserve | (14,435) | | | | | | |
| <u>200 Planning & Highways</u> | | | | | | | |
| 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 | 70 | 2,300 | 2,230 | 0 | 2,230 | 3.0% | (530) |
| 4101 Repair/Alteration of Premises | 5,239 | 1,000 | (4,239) | | (4,239) | 523.9% | 5,215 |
| 4111 Electricity | 775 | 1,092 | 317 | | 317 | 71.0% | 91 |
| 4171 Grounds Maintenance Costs | 1,310 | 500 | (810) | | (810) | 262.0% | 920 |
| 4850 Grass Cutting Contract | 8,687 | 8,687 | 0 | | 0 | 100.0% | |
| Planning & Highways :- Indirect Expenditure | 16,011 | 11,279 | (4,732) | 0 | (4,732) | 142.0% | 6,225 |
| Net Expenditure | (16,081) | (13,579) | 2,502 | | | | |
| 6000 plus Transfer from EMR | 5,695 | | | | | | |
| Movement to/(from) Gen Reserve | (10,386) | | | | | | |
| <u>300 Grounds Team General Exp</u> | | | | | | | |
| 4202 Repairs/Maintenance of Vehicle | 5,592 | 6,900 | 1,308 | | 1,308 | 81.0% | |
| 4203 Fuel | 4,118 | 5,600 | 1,483 | | 1,483 | 73.5% | |
| 4204 Road Fund License | 550 | 600 | 50 | | 50 | 91.7% | |
| 4303 Machinery Mtce/Lease | 84 | 0 | (84) | | (84) | 0.0% | |
| 4305 Uniform | 709 | 800 | 91 | | 91 | 88.6% | |
| Grounds Team General Exp :- Indirect Expenditure | 11,052 | 13,900 | 2,848 | 0 | 2,848 | 79.5% | 0 |
| Net Expenditure | (11,052) | (13,900) | (2,848) | | | | |
| <u>310 Sports Park</u> | | | | | | | |
| 1025 Rent & Service Charge | 15,845 | 13,574 | (2,271) | | | 116.7% | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 1039 S/P Cats | 1,400 | 0 | (1,400) | | | 0.0% | |
| 1041 S/P Telephone Masts | 4,250 | 4,300 | 50 | | | 98.8% | |
| 1043 S/P Football Pitches | 8,713 | 2,550 | (6,163) | | | 341.7% | |
| 1061 S/P Court Hire | 6,823 | 5,406 | (1,417) | | | 126.2% | |
| Sports Park :- Income | 37,030 | 25,830 | (11,200) | | | 143.4% | 0 |
| 4111 Electricity | 4,034 | 3,000 | (1,034) | | (1,034) | 134.5% | |
| 4131 Rates | 2,345 | 0 | (2,345) | | (2,345) | 0.0% | |
| 4161 Cleaning Costs | 7,308 | 8,000 | 692 | | 692 | 91.3% | |
| 4164 Trade Refuse | 4,220 | 4,500 | 280 | | 280 | 93.8% | |
| 4171 Grounds Maintenance Costs | 12,046 | 10,000 | (2,046) | | (2,046) | 120.5% | 4,669 |
| Sports Park :- Indirect Expenditure | 29,954 | 25,500 | (4,454) | 0 | (4,454) | 117.5% | 4,669 |
| Net Income over Expenditure | 7,077 | 330 | (6,747) | | | | |
| 6000 plus Transfer from EMR | 4,669 | | | | | | |
| Movement to/(from) Gen Reserve | 11,746 | | | | | | |
| 315 Big Park | | | | | | | |
| 4101 Repair/Alteration of Premises | 62,077 | 3,000 | (59,077) | | (59,077) | 2069.2% | 61,096 |
| 4111 Electricity | 382 | 0 | (382) | | (382) | 0.0% | |
| 4112 Gas | 324 | 0 | (324) | | (324) | 0.0% | |
| 4121 Rents | 14,680 | 15,000 | 320 | | 320 | 97.9% | |
| 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 | 20,574 | 0 | (20,574) | | (20,574) | 0.0% | 20,377 |
| 4173 Fertilisers & Grass Seed | 4,591 | 5,000 | 409 | | 409 | 91.8% | |
| 4303 Machinery Mtce/Lease | 2,942 | 3,000 | 58 | | 58 | 98.1% | |
| Big Park :- Indirect Expenditure | 110,526 | 29,500 | (81,026) | 0 | (81,026) | 374.7% | 81,472 |
| Net Expenditure | (110,526) | (29,500) | 81,026 | | | | |
| 6000 plus Transfer from EMR | 81,472 | | | | | | |
| Movement to/(from) Gen Reserve | (29,054) | | | | | | |
| 316 Gateway Cafe | | | | | | | |
| 1025 Rent & Service Charge | 8,949 | 8,650 | (299) | | | 103.5% | |
| 1111 Electricity | 7,251 | 0 | (7,251) | | | 0.0% | |
| Gateway Cafe :- Income | 16,200 | 8,650 | (7,550) | | | 187.3% | 0 |
| 4101 Repair/Alteration of Premises | 1,246 | 3,000 | 1,754 | | 1,754 | 41.5% | 998 |
| 4111 Electricity | 8,807 | 4,200 | (4,607) | | (4,607) | 209.7% | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 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 | 972 | 420 | (552) | | (552) | 231.4% | |
| Gateway Cafe :- Indirect Expenditure | 12,092 | 10,120 | (1,972) | 0 | (1,972) | 119.5% | 998 |
| Net Income over Expenditure | 4,108 | (1,470) | (5,578) | | | | |
| 6000 plus Transfer from EMR | 998 | | | | | | |
| Movement to/(from) Gen Reserve | 5,106 | | | | | | |
| 330 Parks & Open Spaces | | | | | | | |
| 1025 Rent & Service Charge | 75 | 0 | (75) | | | 0.0% | |
| 1044 Hire of the Dell | 6,226 | 5,100 | (1,126) | | | 122.1% | |
| 1045 Event Sponsorship | 200 | 0 | (200) | | | 0.0% | |
| 1050 Allotment Rent | 1,682 | 2,145 | 463 | | | 78.4% | |
| 1102 106 Receipts | 6,000 | 0 | (6,000) | | | 0.0% | 6,000 |
| 1108 Tree Planting | 193 | 0 | (193) | | | 0.0% | |
| 1303 Water Charges | 100 | 0 | (100) | | | 0.0% | |
| Parks & Open Spaces :- Income | 14,476 | 7,245 | (7,231) | | | 199.8% | 6,000 |
| 4104 Vandalism Repairs | 303 | 2,000 | 1,697 | | 1,697 | 15.1% | |
| 4105 Tree Works | 3,378 | 2,000 | (1,378) | | (1,378) | 168.9% | 1,750 |
| 4106 Signage | 196 | 2,000 | 1,804 | | 1,804 | 9.8% | |
| 4107 Climate Change Actions | 284 | 1,000 | 716 | | 716 | 28.4% | |
| 4108 Tree Planting | 2,000 | 2,500 | 500 | | 500 | 80.0% | (500) |
| Parks & Open Spaces :- Direct Expenditure | 6,160 | 9,500 | 3,340 | 0 | 3,340 | 64.8% | 1,250 |
| 4101 Repair/Alteration of Premises | 2,666 | 5,000 | 2,334 | | 2,334 | 53.3% | |
| 4141 Water Services | 4,224 | 5,000 | 776 | | 776 | 84.5% | |
| 4164 Trade Refuse | 479 | 2,000 | 1,521 | | 1,521 | 23.9% | |
| 4171 Grounds Maintenance Costs | 2,802 | 4,000 | 1,198 | | 1,198 | 70.1% | 134 |
| 4301 Purchase of Furniture/Equipmen | 11,359 | 6,000 | (5,359) | | (5,359) | 189.3% | 6,613 |
| Parks & Open Spaces :- Indirect Expenditure | 21,530 | 22,000 | 470 | 0 | 470 | 97.9% | 6,747 |
| Net Income over Expenditure | (13,214) | (24,255) | (11,041) | | | | |
| 6000 plus Transfer from EMR | 7,997 | | | | | | |
| 6001 less Transfer to EMR | 6,000 | | | | | | |
| Movement to/(from) Gen Reserve | (11,216) | | | | | | |
| 355 The Hub | | | | | | | |
| 1084 Sports Pavilion | 17,011 | 16,320 | (691) | | | 104.2% | |
| The Hub :- Income | 17,011 | 16,320 | (691) | | | 104.2% | 0 |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4175 Music Licence | 407 | 500 | 93 | | 93 | 81.4% | |
| The Hub :- Direct Expenditure | 407 | 500 | 93 | 0 | 93 | 81.4% | 0 |
| 4103 Annual Servicing Costs | 427 | 2,000 | 1,573 | | 1,573 | 21.4% | |
| 4111 Electricity | 3,203 | 1,500 | (1,703) | | (1,703) | 213.5% | |
| 4112 Gas | 2,506 | 1,500 | (1,006) | | (1,006) | 167.1% | |
| 4171 Grounds Maintenance Costs | 357 | 4,000 | 3,643 | | 3,643 | 8.9% | |
| The Hub :- Indirect Expenditure | 6,493 | 9,000 | 2,507 | 0 | 2,507 | 72.1% | 0 |
| Net Income over Expenditure | 10,111 | 6,820 | (3,291) | | | | |
| 360 Community House | | | | | | | |
| 1069 C/H Police Room | 1,556 | 2,295 | 740 | | | 67.8% | |
| 1070 C/H Phoenix Room | 6,500 | 6,120 | (380) | | | 106.2% | |
| 1072 C/H Copper Room | 4,888 | 12,903 | 8,016 | | | 37.9% | |
| 1075 C/H Charles Neville | 2,698 | 10,404 | 7,706 | | | 25.9% | |
| 1076 C/H Main Hall | 7,495 | 26,112 | 18,617 | | | 28.7% | |
| 1077 C/H Anzac Room | 6,208 | 12,954 | 6,746 | | | 47.9% | |
| 1078 C/H Main Kitchen | 423 | 1,275 | 852 | | | 33.2% | |
| 1079 C/H Anzac Kitchen | 244 | 714 | 470 | | | 34.1% | |
| 1080 C/H Foyer | (135) | 2,346 | 2,481 | | | (5.8%) | |
| 1081 C/H Equipment Hire | 97 | 1,326 | 1,229 | | | 7.3% | |
| 1090 Storage Income | 315 | 0 | (315) | | | 0.0% | |
| 1091 Cinema Income | 937 | 4,500 | 3,563 | | | 20.8% | |
| 1092 Electricity Feed-in Tariff | 406 | 500 | 94 | | | 81.2% | |
| Community House :- Income | 31,630 | 81,449 | 49,819 | | | 38.8% | 0 |
| 4167 Cinema Costs | 697 | 1,000 | 304 | | 304 | 69.7% | |
| 4175 Music Licence | 1,008 | 0 | (1,008) | | (1,008) | 0.0% | |
| Community House :- Direct Expenditure | 1,705 | 1,000 | (705) | 0 | (705) | 170.5% | 0 |
| 4101 Repair/Alteration of Premises | 6,745 | 4,000 | (2,745) | | (2,745) | 168.6% | |
| 4102 Maintenance of Buildings | 3,553 | 1,000 | (2,553) | | (2,553) | 355.3% | |
| 4111 Electricity | 13,594 | 4,000 | (9,594) | | (9,594) | 339.8% | |
| 4112 Gas | 5,181 | 3,000 | (2,181) | | (2,181) | 172.7% | |
| 4122 Service Charge | 17,956 | 20,000 | 2,044 | | 2,044 | 89.8% | (2,000) |
| 4131 Rates | 11,800 | 15,800 | 4,000 | | 4,000 | 74.7% | |
| 4141 Water Services | (6,305) | 8,000 | 14,305 | | 14,305 | (78.8%) | |
| 4151 Fixtures & Fittings | 851 | 1,500 | 649 | | 649 | 56.8% | (500) |
| 4161 Cleaning Costs | 738 | 1,000 | 262 | | 262 | 73.8% | |
| 4162 Cleaning Materials | 249 | 2,000 | 1,751 | | 1,751 | 12.5% | |
| 4163 Personal Hygiene | 2,327 | 2,000 | (327) | | (327) | 116.4% | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4305 Uniform | 566 | 600 | 34 | | 34 | 94.3% | |
| Community House :- Indirect Expenditure | 57,256 | 62,900 | 5,644 | 0 | 5,644 | 91.0% | (2,500) |
| Net Income over Expenditure | (27,330) | 17,549 | 44,879 | | | | |
| 6000 plus Transfer from EMR | (2,500) | | | | | | |
| Movement to/(from) Gen Reserve | (29,830) | | | | | | |
| <u>440 Christmas Market</u> | | | | | | | |
| 1045 Event Sponsorship | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1046 Stall Income (Events) | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1094 Other Customer & Client Receipt | 0 | 300 | 300 | | | 0.0% | |
| Christmas Market :- Income | 0 | 2,300 | 2,300 | | | 0.0% | 0 |
| 4501 Carol Concert | 0 | 160 | 160 | | 160 | 0.0% | |
| Christmas Market :- Direct Expenditure | 0 | 160 | 160 | 0 | 160 | 0.0% | 0 |
| 4329 Advertising | 0 | 300 | 300 | | 300 | 0.0% | |
| 4500 Event Staff Overtime | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4900 Miscellaneous Expenses | 0 | 700 | 700 | | 700 | 0.0% | |
| Christmas Market :- Indirect Expenditure | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 140 | 140 | | | | |
| Grand Totals:- Income | 925,776 | 805,749 | (120,027) | | | 114.9% | |
| Expenditure | 873,495 | 820,609 | (52,886) | 0 | (52,886) | 106.4% | |
| Net Income over Expenditure | 52,281 | (14,860) | (67,141) | | | | |
| plus Transfer from EMR | 99,152 | | | | | | |
| less Transfer to EMR | 140,737 | | | | | | |
| Movement to/(from) Gen Reserve | 10,695 | | | | | | |

21/04/2022

Peacehaven Town Council

12:09

Balance Sheet as at 31/03/2022

31/03/2021

31/03/2022

Current Assets

| | | |
|---------|------------------|---------|
| 85,294 | Debtors Control | 13,475 |
| 0 | VAT Control A/c | 4,960 |
| 50 | Deposit Aqua | 50 |
| 315,425 | Current Bank A/c | 441,980 |
| 180,168 | Reserve Account | 180,186 |
| 520 | Petty Cash | 520 |
| 0 | PAYE | 0 |
| 0 | Pension Control | 0 |

581,458

641,172

581,458 Total Assets

641,172

Current Liabilities

| | | |
|-------|-------------------|-------|
| 4,000 | VAT Control A/c | 0 |
| 0 | Creditors | 8,024 |
| 9 | Mayor's Appeal | 1,220 |
| 0 | Accruals | 823 |
| 0 | NIC | 0 |
| 1,072 | Deposits Received | 2,447 |

5,080

12,514

576,378 Total Assets Less Current Liabilities

628,658

Represented By

| | | |
|---------|----------------------------|---------|
| 130,960 | General Reserves | 131,155 |
| 0 | Vehicle Reserve | 10,000 |
| 4,250 | Tree Works | 3,000 |
| 4,419 | Staff training | 1,269 |
| 0 | Elections | 999 |
| 15,500 | Service Charges | 17,500 |
| 10,615 | Covid-19 Recovery Reserves | 8,836 |
| 650 | Noticeboards | 650 |
| 0 | Office Move | 1,000 |
| 0 | Monument & War Memorial | 530 |
| 4,000 | P/H Youth Task Group | 4,000 |
| 279,310 | CIL | 319,507 |
| 91 | Electricity | 0 |
| 59,080 | Big Park | 59,080 |
| 7,000 | Hub Improvements | 7,000 |

21/04/2022

Peacehaven Town Council

12:09

Balance Sheet as at 31/03/2022

31/03/2021

5,000 Climate Change
0 Sponsorship
2,436 Professional Fees - Legal
289 Neighbourhood Plan
52,778 Capital Receipts Reserve

576,378

31/03/2022

5,000
519
3,914
2,300
52,399

628,658

The above statement represents fairly the financial position of the authority as at 31/03/2022 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

List of Payments made between 01/03/2022 and 31/03/2022

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|-----------|-------------|----------------|------------------------------|
| 04/03/2022 | Northstar IT | DD | 1,380.84 | | MARCH SUPPORT |
| 07/03/2022 | The Fuelcard People | DD2 | 10.80 | | FUEL CARD MONTHLY CHARGE |
| 07/03/2022 | Barclays | DD | 3.00 | | COMM 13JAN/13 FEB |
| 09/03/2022 | DEMI MOORE | 120877 | 50.00 | | DEMI MOORE |
| 09/03/2022 | KAYLEIGH WATTS | 120878 | 50.00 | | KAYLEIGH WATTS |
| 09/03/2022 | JAMES GALLAGHER | 120879 | 160.00 | | LEAFLET DISTRIBUTION NHP |
| 09/03/2022 | Business Sream | 120880 | 1.93 | | DECEMBER WASTE WATER |
| 09/03/2022 | GTA CIVILS & TRANSPORT | 120881 | 1,500.00 | | TOPOGRAPHICAL SURVEY |
| 09/03/2022 | CASTLE WATER | 120882 | 164.63 | | FEB WATER |
| 09/03/2022 | FITZPATRICK WOOLMER | 120883 | 67.20 | | VINYL STICKER FOR DELL BOARD |
| 09/03/2022 | 02 | DD1 | 106.06 | | FEB MOBILES |
| 10/03/2022 | Barclays | DD | 62.00 | | FEB PDQ CHARGES |
| 11/03/2022 | BRITISH GAS | 120884 | 29.15 | | 17 - 28 FEB GAS |
| 11/03/2022 | BRITISH GAS | 120885 | 14.81 | | 17-28 FEB ELECTRICITY |
| 11/03/2022 | Mailserve LTD | 120886 | 119.40 | | POSTAGE INCREASE |
| 11/03/2022 | CASTLE WATER | 120887 | 219.58 | | DEC-MAY WATER |
| 11/03/2022 | Trade UK | 120888 | 16.99 | | CHAINSAW GLOVES |
| 11/03/2022 | Radius Connect | 120889 | 481.56 | | MARCH TELEPHONES |
| 14/03/2022 | The Fuelcard People | DD | 94.56 | | GY06 PPX |
| 15/03/2022 | Spy AlarmsLtd | 120890 | 208.80 | | QUARTERLY FIRE MAINT |
| 15/03/2022 | Vitax Limited | 120892 | 1,397.76 | | FERTILISER |
| 15/03/2022 | Leads Direct | 120891 | 20.00 | | PRODUCT TEST |
| 15/03/2022 | Trade UK | 120893 | 41.96 | | LIGHTS FOR REFEREE / CH |
| 15/03/2022 | Caroline Reid | 120894 | 609.00 | | MARCH CLEANING |
| 15/03/2022 | KAITLYN REEVES | 120895 | 50.00 | | K.REEVES DEPOSIT |
| 18/03/2022 | Information Commissioner's Off | DD1 | 35.00 | | ANNUAL CHARGE |
| 21/03/2022 | The Fuelcard People | DD2 | 32.66 | | HK66 WMJ FUEL |
| 22/03/2022 | EDF | DD | 52.72 | | FEB STREET LIGHTS |
| 23/03/2022 | Lewes District Council | 120896 | 8,001.42 | | KATIE SANDERSON ELECTION |
| 23/03/2022 | Wightman & Parrish Ltd | 120897 | 227.52 | | CLEANING MATERIALS |
| 23/03/2022 | Tansleys Printers Limited | 120898 | 106.80 | | ZERO CARBON BANNER |
| 23/03/2022 | East Sussex County Council | 120899 | 230.40 | | STREET LIGH MAINT |
| 23/03/2022 | PERMACULTURE TRUST | 120900 | 2,000.00 | | PERMACULTURE TRUST |
| 23/03/2022 | JAMES BOOT | 120901 | 922.95 | | FEB NHP WORK |
| 23/03/2022 | STEVEN KEOGH | 120902 | 175.75 | | CLERK 15TH MARCH |
| 23/03/2022 | ARUN PUMPS LTD | 120903 | 908.40 | | TANKER & CLEAN OF PUMPS |
| 23/03/2022 | G Collins & Sons Limited | 120904 | 360.00 | | MAYORS BADGE |
| 23/03/2022 | EDF | 120905 | 570.39 | | FEB ELECTRICITY |
| 23/03/2022 | FLAGMAKERS | 120906 | 129.54 | | FLAGMAKERS |
| 25/03/2022 | MARCH SALARIES | MAR PAY | 30,666.89 | | MARCH SALARIES |
| 25/03/2022 | Barclays | DD1 | 50.00 | | BACS OVER LIMIT |
| 28/03/2022 | CC PAYMENTS - FEB | CC FEB | 310.17 | | CC PAYMENTS - FEB |
| 29/03/2022 | L&N CONSULTANCY LIMITED | 120907 | 1,396.00 | | FEBRUARY CONSULTANCY |
| 29/03/2022 | Cinemobile | 120908 | 696.50 | | WEST SIDE STORY 02/02/22 |
| 29/03/2022 | Trade UK | 120909 | 40.77 | | BALL FLOAT / PADLOCK |
| 29/03/2022 | HMRC | 120910 | 11,790.88 | | HMRC - MARCH S22 |
| 29/03/2022 | EAST SUSSEX PENSION FUND | 120911 | 9,698.97 | | EAST SUSSEX PENSION FUND |

List of Payments made between 01/03/2022 and 31/03/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 29/03/2022 | LISA HAYWARD | 120912 | 760.00 | | LISA HAYWARD |
| 31/03/2022 | ZOE MALONE | 120913 | 97.00 | | Z MALONE TRAINING |
| 31/03/2022 | CASTLE WATER | 120914 | 183.12 | | MARCH WATER |
| 31/03/2022 | JOHN FREEMANTLE | 120915 | 650.00 | | WRESTLING COSTS |
| 31/03/2022 | GTA CIVILS & TRANSPORT | 120916 | 2,214.00 | | PIDD AVE DRAWINGS/ MEETING/MAP |
| 31/03/2022 | BLT DIRECT | 120917 | 162.00 | | LIGHT FOR MUGA |
| 31/03/2022 | L&N CONSULTANCY LIMITED | 120918 | 594.00 | | MARCH CONSULATION |
| 31/03/2022 | SKYLINE ENERGY ASSESSORS | 120919 | 234.00 | | HUB ENERGY EFFICIENCY REP |
| 31/03/2022 | LISA HAYWARD | 120920 | 260.00 | | MARCH CONSULTANCY |
| 31/03/2022 | BRITISH GAS | 120921 | 36.76 | | MARCH ELECTRCITY |
| 31/03/2022 | BRITISH GAS | 120923 | 53.36 | | MARCH GAS |
| 31/03/2022 | EDF | 120924 | 808.77 | | MARCH ELECTRICITY |
| Total Payments | | | <u>81,316.77</u> | | |

**Bank Reconciliation Statement as at 31/03/2022
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 | 31/03/2022 | | 433,782.72 |
| Current Account | 31/03/2022 | | 50,000.00 |
| | | | <hr/> 483,782.72 |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|-----------------|
| 14/12/2021 204872 GEORGIE HAIRFIELD | 98.39 |
| 19/01/2022 204917 MR EREQI | 50.00 |
| 26/01/2022 120826 LUCY OVETT | 50.00 |
| 24/02/2022 120867 NATALIE SIU | 50.00 |
| 09/03/2022 120878 KAYLEIGH WATTS | 50.00 |
| 11/03/2022 120889 Radius Connect | 481.56 |
| 15/03/2022 120891 Leads Direct | 20.00 |
| 23/03/2022 120896 Lewes District Council | 8,001.42 |
| 23/03/2022 120897 Wightman & Parrish Ltd | 227.52 |
| 23/03/2022 120899 East Sussex County Council | 230.40 |
| 23/03/2022 120900 PERMACULTURE TRUST | 2,000.00 |
| 23/03/2022 120904 G Collins & Sons Limited | 360.00 |
| 23/03/2022 120905 EDF | 570.39 |
| 23/03/2022 120906 FLAGMAKERS | 129.54 |
| 29/03/2022 120907 L&N CONSULTANCY LIMITED | 1,396.00 |
| 29/03/2022 120908 Cinemobile | 696.50 |
| 29/03/2022 120909 Trade UK | 40.77 |
| 29/03/2022 120910 HMRC | 11,790.88 |
| 29/03/2022 120911 EAST SUSSEX PENSION FUND | 9,698.97 |
| 29/03/2022 120912 LISA HAYWARD | 760.00 |
| 31/03/2022 120913 ZOE MALONE | 97.00 |
| 31/03/2022 120914 CASTLE WATER | 183.12 |
| 31/03/2022 120915 JOHN FREEMANTLE | 650.00 |
| 31/03/2022 120916 GTA CIVILS & TRANSPORT | 2,214.00 |
| 31/03/2022 120917 BLT DIRECT | 162.00 |
| 31/03/2022 120918 L&N CONSULTANCY LIMITED | 594.00 |
| 31/03/2022 120919 SKYLINE ENERGY ASSESSORS | 234.00 |
| 31/03/2022 120920 LISA HAYWARD | 260.00 |
| 31/03/2022 120921 BRITISH GAS | 36.76 |
| 31/03/2022 120923 BRITISH GAS | 53.36 |
| 31/03/2022 120924 EDF | 808.77 |
| | <hr/> 41,995.35 |
| | 441,787.37 |

Receipts not Banked/Cleared (Plus)

| | |
|------------|-------|
| 11/03/2022 | 4.49 |
| 11/03/2022 | -4.49 |
| 23/03/2022 | 40.00 |
| 31/03/2022 | 76.46 |
| 31/03/2022 | 22.20 |
| 31/03/2022 | 54.00 |

Date: 13/04/2022

Peacehaven Town Council

Page 2

Time: 10:33

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Current Bank A/c**

User: ZM

| <u>Amount</u> | <u>Balances</u> |
|------------------------------------|-------------------|
| | 192.66 |
| | 441,980.03 |
| Balance per Cash Book is :- | 441,980.03 |
| Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 31/03/2022
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 | 31/03/2022 | | 180,186.44 |
| | | | <u>180,186.44</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,186.44 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 180,186.44 |
| | | Balance per Cash Book is :- | 180,186.44 |
| | | Difference is :- | 0.00 |

Draft Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 1st March 2022 at 7.30pm in Community House

Present – Cllr D Seabrook, Cllr S Griffiths, Cllr White, Cllr Milliner, Cllr Duhigg; Finance Officer, Zoe Malone; Admin Officer, Victoria Onis; Civic & Marketing Officer, Deborah Donovan.

Public – two members of the public were present, Mrs Pickett and Mr Parkes (Market Hirers)

A G E N D A

PF729 CHAIRMAN'S ANNOUNCEMENTS

Mrs Donovan welcomed everyone to the meeting and reported that there are apologies from the Chair of this Committee Cllr Collier and the Vice Chair also absent. Under standing orders there will be a need to elect a Chair to convene the meeting. Cllr Griffiths proposed that Cllr Seabrook stands in as Chair to convene the meeting. All in Favour.

The Chairman welcomed everyone and covered housekeeping matters.

PF730 PUBLIC QUESTIONS

Resident and long-term Market hirer Mrs Pickett spoke regarding Item PH737. Mrs Pickett spoke of the benefits of the markets and car boots. Mrs Pickett stated that The Market has been a Community Event for over 20 years and there is now concern that due to the new fees and the introduction of a possible Commercial rate, it will not be affordable to continue to run either Events.

PF731 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr Sharkey, Cllr Goble, Cllr Hill, Cllr Collier, Cllr Gallagher and the Town Clerk.

It was resolved that Cllr White will be substituting for Cllr Collier.

Cllr Duhigg was invited to join the table in a non-voting capacity

PF732 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths – community interest in mini markets

Cllr Griffiths - interest in item PF743 as a friend of the Council's contractors.

Cllr Seabrook – interest in Item PF740 as a person requesting authorization to spend money on the climate event.

PF733 TO ADOPT THE PUBLIC MINUTES OF 10th FEBRUARY 2022

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

It was resolved to bring item PF737 forward

PF734 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officers report was received and it was noted that the item should read 2021/22

2. Bank account summary

The finance officer reported that projecting the expenditure and income up until 31st March 22, there should be a carry forward of approx. 40k to general reserves.

3. Bank Reconciliation statements (for signing)

Noted received and approved for signing

4. Income & Expenditure report

Noted and received

5. Balance Sheet

Noted and received

6. CIL & S.106 report

Noted and received

7. List of payments (for approval)

It was resolved to approve the January 2022 payments amounting to £69,410.67, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

- 1) Emergency lighting repairs at Community House, quote received for £1,114.88
- 2) Electrical works at Community House for £1,689.37

It was resolved to accept the above recommended quotes and for work to commence.

9. Funding report for buildings equipment maintenance works.

Received and noted

PF735 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

It was resolved to defer the inspection of the Robson room until the next meeting when all Committee members are in attendance.

The Hearing loop in main hall – is waiting for a part.

PF736 TO PRODUCE A CLEARLY STRUCTURED AND APPROPRIATE BUSINESS PLAN WITH FULL INPUT FROM COUNCILLORS AND OFFICERS (FROM COUNCIL)

Cllr Seabrook suggested that the Committee could look at the Bridport town plan and is a good example of setting out priorities with a strategic plan for the Council.

Cllr Seabrook suggested that all Chairs of Committees convene to devise this plan and produce to council.

It was **Proposed** by Cllr Griffiths and **Seconded** by Cllr Milliner that Committee follow the chairs suggestion. That an internal business plan is created, by convening the chairs who will create a strategic plan that will be agreed by Full Council and given to individual committees who will agree their own priorities. It was also agreed for staff to be included in the formation of the business plan.

Agreed by majority

PF737 TO DISCUSS AND AGREE CHARGING RATES, HOURS & POLICY FOR COMMUNITY HOUSE MARKETS & COFFEE MORNINGS AND HIRE COSTS

(This item was brought forward in advance of item PF734)

The Finance officer, reported that further to CCE meeting a few weeks ago, some of the hirer costs were spoken about and being some further queries and so has brought back the figures for the hire costs of the indoor hall hire and outdoor spaces.

The finance officers report was discussed:-

- It was **Proposed** by Cllr White and **Seconded** by Cllr Milliner to agree the Finance Officers recommendation:-
1) To remain with the proposed charges of £65 (including vat) for the Market & Kitchen or £50 excluding the kitchen (including vat) for the market per session. It was also stated that market hirers can also hire the hall and / or kitchen by the hour as per the current price list.
All in favour
- It was **Proposed** that we offer regular hirers of the markets at Community house and the car boots at the Dell a discount. It was agreed that the Finance Officer produces a report with what discounts we could offer regular hirers of the markets and car boots at the Dell and refer this to the next P&F meeting.
Proposed by Cllr White and **Seconded** by Cllr Milliner
All in favour
- It was **Proposed** that Coffee mornings are reinstated from 1st April – it was suggested that we have a welcome back coffee morning with previous hirers of the coffee mornings to get things moving again. Mrs Donovan will request that the Information Officer writes to local charity organisations and Community Groups, to invite them for a complimentary Coffee morning.
Proposed Cllr White
Seconded Cllr Milliner
All in favour

Standing orders were suspended to allow Mr Parkes to speak 20.11

Standing orders reinstated 20.12

Both members of the public left the room

PF738 TO DISCUSS AND AGREE CHARGING FOR STORAGE IN COMMUNITY HOUSE

The charge for a small storage fee for hirers to store their personal items at Community House, was discussed. It was resolved to go with the Finance Officers' recommendations to charge from £2.50 per week for those with one or two cupboards, increasing this amount to £5 per week for anything more

Proposed Cllr White
Seconded Cllr Milliner
All in favour

PF739 TO AGREE REPLACEMENT GATES FOR THE GREEN GYM

Cllr Griffiths report was noted. The gates at the green gym no longer close properly allowing dogs and wildlife to access the area.

It was resolved to purchase two mono hinge self-closing gates for the gym at £1350 per gate total cost £2700+vat to be installed by the Ground staff and the funding to come from the PTC CIL Fund.

Proposed Cllr Griffiths
Seconded Cllr white
All in favour

PF740 TOWARDS ZERO CARBON PEACEHAVEN - to request authorisation to spend up to £600 from the climate change reserve to deliver climate change event on 9th April.

It was noted that the Agenda said £600 , the report presented in the papers said to request authorization to spend up to £750

The Climate Change working party is in the process of organising an event that will take place on Saturday 9th April 2022.

The Event has an offer of sponsorship from Rampion for £1000 which will cover the cost of the event, in the unlikely event that this falls through or we cannot meet their conditions, a request is being made for the committee to underwrite the event up to £750 which will come from the Climate Budget

It was **resolved** to underwrite the expenditure of the climate event on the 9th April if needed. **Proposed** Cllr Milliner and **Seconded** Cllr White
All in favour.

Cllr Duhigg left the meeting

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

PF741 TO ADOPT THE CONFIDENTIAL MINUTES OF 10th FEBRUARY 2021

This item was deferred to the next meeting as only two Councillors in attendance that can vote.

PF742 AGED DEBT ANALYSIS

The Finance Officer reported on the aged debt and advice received on how to proceed.

PF743 TO REVIEW SUB-CONTRACTOR ENGAGEMENTS

Existing Contractor roles were discussed and agreed.

PF744 DATE OF NEXT MEETING – Tuesday 26th April 2022 at 7.30pm

There being no further business, the meeting closed at 21.09

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th April 2022 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr C Cheta, Cllr A Milliner.
Town Clerk T Allen; Finance Officer Z Malone.

PF742 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping matters.

PF743 PUBLIC QUESTIONS

There were no public questions.

PF744 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr G Hill and Cllr A Goble were approved.

PF745 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF746 TO ADOPT THE PUBLIC MINUTES OF 1st MARCH 2022

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

PF747 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 on end-of-year processes, noting that the 2021-22 internal audit had been completed without any issues being identified.

It was noted the transfer of funds to general reserves had been lower than expected, due to earmarked funds, but the Council's financial position continues to strengthen.

It was also noted that the 2021/22 end-of-year analysis will follow the external audit for this year.

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 March 2022 payments amounting to £81,316.77, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

No items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

PF748 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Clerk reported on the arrangements for the move of office staff to the Fields & Robson rooms.

It was noted that the contact at the East Sussex Hearing Resource Centre (ESHRC) has left, which has caused a delay to the agreed planned works.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th April 2022

It was noted that the contacts for the internal & external surveys of Community House were no longer engaging on this matter, which has caused a delay in obtaining the agreed surveys.

The Clerk reported that he had identified three other recommended companies and will report in full at the Committee's next meeting.

Cllr Gallagher reported on the energy rating assessment for The Hub.

There was a discussion on the short-term energy issues for The Hub and its longer term needs and development.

It was resolved that Cllr Gallagher will talk to Dr Mark Earthey about possible short-term energy improvements for The Hub and for him to carry out an energy assessment for Community House.

Clerk to include these items on the Committee's Action Plan.

PF749 TO NOTE PROGRESS ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

The Clerk reported that he and Mrs Moscatelli are developing a new Plan, based on the criteria agreed at the Committee's last meeting.

PF750 TO DISCUSS AND AGREE NEW SLA WITH HAVENS CARS

It was resolved to adopt the SLA as drafted and circulated.

PF751 TO DISCUSS AND AGREE NEW POLICY FOR DEALING WITH ABUSIVE, PERSISTENT & VEXATIOUS COMPLAINTS

It was resolved that the proposed new policy should form part of the main Complaints Policy.

For further review by the Committee and then to Council.

PF752 TO DISCUSS AND AGREE NEW COUNCIL INSURANCE POLICY

It was resolved to proceed with the new 3-year agreement, which has a 2-year extension option at a cost of £11,331.22 p.a.

PF753 TO NOTE AND DISCUSS GROUNDWORK UK GRANT FOR LANDSCAPE /DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND

The Clerk and Cllr Gallagher reported on this matter.

(See Item PF764 below)

PF754 TO DISCUSS AND AGREE THE PURCHASE OF PAT TESTING EQUIPMENT

It was resolved to purchase the PAT testing equipment, as proposed.

PF755 TO DISCUSS AND AGREE THE USE OF PTC CIL MONIES TO UPGRADE THE CCTV AT THE BIG PARK

It was resolved to approve the use of up to £10K of PTC CIL money for Phase 1 of the CCTV project, as per the Chromavision quote.

PF756 TO DISCUSS AND AGREE UPDATED T&C'S FOR HIRING COMMUNITY HOUSE AND THE HUB

Item deferred for further work by the CCE Committee

PF757 TO DISCUSS AND AGREE THE RECOMMENDED QUOTE FOR THE REPLACEMENT BUS SHELTER AT SUTTON AVENUE

It was resolved to approve the use £5,729 of PTC CIL money for the installation of this replacement bus shelter, as per the GW Shelter Solutions quote.

PF758 TO DISCUSS AND AGREE THE POTENTIAL DISCOUNT FOR REGULAR BOOT FAIR HIRERS

It was resolved to implement a flexible block-booking arrangement for hirers, with an allowance of up to 50% discount on published hire prices.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th April 2022

PF759 TO NOTE FINAL REPORT FOR WELCOME BACK FUND WITH ASSETS NOW THE PROPERTY OF PEACEHAVEN TOWN COUNCIL

Cllr Gallagher's report was noted.

PF760 TO NOTE APPLICATIONS TO LDC CIL FUND FOR CENTENARY PARK & HOWARD PARK

These two applications were noted.

It was noted that the estimated matched funding from the Howard Park application may need to be reviewed; the amount requested from LDC CIL is £30K, with PTC CIL matched funding of £6K.

PF761 TO APPROVE THE USE OF PTC CIL MONIES FOR A SEWER/DRAINAGE SURVEY TO BE UNDERTAKEN PRIOR TO IMPLEMENTATION OF CHANGING PLACES TOILET

It was resolved to approve the use of up to £1K of PTC CIL money for this survey to be conducted.

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.

PF762 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st MARCH 2021

It was resolved to adopt the minutes as a true record, noting that they were identical to the public minutes.

PF763 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

PF764 CONFIDENTIAL ASPECTS RELATING TO ITEM PF753 ABOVE – TO RATIFY THE NDP STEERING GROUP'S RECOMMENDED TENDER

It was resolved that the Committee ratifies the NDP Steering Group's choice of Architects to undertake the A259 High Street Feasibility Study, as part of the financially approved project from Locality.

PF765 DATE OF NEXT MEETING – Tuesday 14th June 2022 at 7.30pm

There being no further business, the meeting closed at 21:11.

| <u>ORGANISATION</u> | <u>2021/22 Second round awarded</u> | <u>2022/23 April first round Amount Requested</u> | <u>Summary of reasons for grant request</u> | <u>Approved Yes / No</u> | <u>Amount approved by Council for April 2022</u> | <u>Comments on Decision</u> |
|---|---|---|--|------------------------------|--|---|
| Peacehaven Baby Bank | | £ 750.00 | To purchase new items such as baby bottles and nappies for babies up to 12months | Yes | £ 750.00 | This activity is not sustainable. They need to fund methods to raise funds rather than relying on the Town Council for grants every year. Not applied for any other grants and only £15 in the bank |
| 1st Peacehaven Rainbows (Girl Guides) | | £ 348.50 | To help towards the costs of a flag for the new Rainbow unit and to help fund an outing. | Yes | £ 348.50 | |
| Peacehaven Art Club | | £ 200.00 | to help towards the costs of running the club, entry into exhibitions, advertising, art demonstrators, general running costs. | Yes | £ 200.00 | |
| Peacehaven, Telscombe, and East Saltdean Access group | | £ 72.00 | REQUEST FOR ROOM HIRE. 3 months room hire (until the end of financial year) was given in nov 21/22 plus £150 towards insurance. New request is for room hire | Yes | £ 72.00 | Returned £54 from last grant as insurance was less than expected.Receipts have been provided. Use of Coop training room was free but access is poor and no ventilation. |
| 3rd Peacehaven Guides | | £ 800.00 | To support towards the costs of a camping trip to Hampshire. | Yes | £ 750.00 | £50 over the £750 limit for grants. |
| Peacehaven & Telscombe FC | | £ 750.00 | To Support towards the annual football tournament and the marking of the pitches. | Yes | £ 750.00 | |
| Peacehaven Horticultural Society | | £ 750.00 | Second round 2021 it was resolved to give free room hire until end of the financial year, due to covid it wasn't used in 2020. New request is for help towards the cost of putting on the Annual Horticultural show. | Yes | £ 750.00 | |
| Seahaven Fibromyalgia, ME & CFS Support Group. | | £ 440.00 | room hire request 11x 2 hours for Anzac & Kitchen. | Yes | £ 440.00 | |
| Harlequin Studios | | £ 750.00 | Support towards costumes and staging for dance show and local summer displays. | No | £ - | Advised to apply for a covid grant. |
| Tai Chi | | £ 600.00 | It was resolved at the second round in november to 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. New request for 5 months room hire of the Anzac room for 90 minutes a week. | Yes | £ 600.00 | |
| Newhaven & District Model Railway Club | | £ 750.00 | to support with costs towards this years exhibition | No | £ - | |
| | £0.00 | £ 6,210.50 | | | £ 4,660.50 | |

PEACEHAVEN TOWN COUNCIL

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

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

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 21 April 2022 at 7.30 p.m.

Present:- Cllr S Griiffiths (Chair), Cllr. D Seabrook, Cllr L Symonds, Cllr R White, Cllr L Duhigg, Cllr C Collier Kevin Kingston (Locum Town Clerk) Victoria Oni (Admin Officer) & Zoe Malone (Finance Officer).

1 GSC051 CHAIRS ANNOUNCEMENTS

The Chair informed the meeting on the following events :

22 April – Access Group Coffee morning
23 April – Volunteer day Community Orchard
22 April – Film “The Duke”

2 GSC052 PUBLIC QUESTIONS

There were no public questions.

3 GSC053 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Sanderson & Cllr Sharkey. Cllr Duhigg to substitute for Cllr Sanderson.

4 GSC054 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Seabrook & Cllr Griffiths as members of the Peacehaven & Telscombe access group

5 GSC055 TO APPROVE & SIGN THE MINUTES OF THURSDAY 25 NOVEMBER 2021

It was resolved to adopt the minutes as a true record of proceedings. Proposed: Cllr Collier Seconded: Cllr Seabrook.

6 GSC056 TO REVIEW THE SERVICE LEVEL AGREEMENTS (SLA) with CAB & CTLA

This wasn't discussed as no reports/papers were included in agenda pack.

It was agreed that the SLA's will be circulated to all members of the Committee for comments. Any comments on the SLA's should be returned to Zoe Malone/Vicky Onis who will update and review the SLA's and present them for discussion at the next Grants Committee later in the year. **Action: Zoe Malone/Vicky Onis.**

7 GSC057 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2022/23

It was agreed that:

- Zoe Malone would prepare a basic evaluation template that all grant applicants would be asked to complete and return to the Council at the end of year detailing how their grant was spent and what the grant has helped the group achieve and deliver to the residents of the town. This would be a condition of the grant award. **Action: Zoe Malone**
- As a condition of the grant award all successful applicants would be asked to publicise the support of Peacehaven Town Council (by using the Peacehaven Town Council logo) with any promotional material, leaflets and/or social media campaigns. **Action: Zoe Malone**
- that all community groups should be listed on our website.

1. Peacehaven Baby Bank

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

It was agreed that Zoe Malone would write to the group and suggest that they should also raise money through events and put them in contact with 3VA for training on money raising. **Action: Zoe Malone**

2. Peacehaven Rainbows

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £348.50.**

3. Peacehaven Art Club

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £200.**

4. Peacehaven , Telscombe and East Saltdean Access Group

The Grant application papers were noted and discussed and it was **resolved to recommend that free room hire be given to the group.**

5. 3rd Peacehaven Guides

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

The 3rd Peacehaven Guides applied for £800 but our grants policy only allows for a maximum grant award of £750.

6. Peacehaven & Telscombe Football Club

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

7. Peacehaven Horticultural Society

The Grant application papers were noted and discussed and it was **resolved to recommend a grant of £750.**

8. Seahaven Fibromyalgia, ME, and CFS Support Group

The Grant application papers were noted and discussed and it was **resolved to recommend free room hire of the Anzac Room & Kitchen for 11 x 2 hour sessions.**

Meeting of Peacehaven Town Council Grants Sub-Committee – 25th November 2021

9. Harlequin studios

The Grant application papers were noted and discussed but, on this occasion and for the reasons detailed below it was **resolved to recommend that no grant would be awarded.**

The Council's grants policy does not provide Grants to businesses. This application was discussed in some detail and it was felt that more information should be provided by the group on the way the group is organised and run.

The group should be encouraged to provide more affordable access to the group particularly families on low incomes. It was felt that some form of means tested access to the group should be explored to provide for better access and that the group should be encouraged to carry out additional funding raising to support their work.

It was also agreed that they could apply for a Covid grant as a business and it was agreed that a Covid grant application form would be sent to them. **Action: Zoe Malone**

10. Tai Chi

The Grant application papers were noted and discussed and it was **resolved to recommend that the group be offered 5 months free room hire of the Anzac room for 90 minutes per week.**

11. Newhaven & District Model Railway Club

The Grant application papers were noted and discussed but, on this occasion, and for the reasons detailed below, it was **resolved to recommend that no grant would be awarded.**

It was felt that the finances of the group were quite healthy and that as there are only 3 members from Peacehaven and the group have never actually put on an event or exhibition in Peacehaven that they would not be prepared to make an award on this occasion. The group were encouraged to stage an event/exhibition in Peacehaven and thereafter apply for a grant later in the year or in 2023/24.

8 GSC058 THE DATE OF NEXT MEETING CONFIRMED AS 15 NOVEMBER 2022

There being no further business, the meeting closed at 20.45pm



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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

26 April 2022

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 15 October 2021 and final audit on 26 April 2022, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in red and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness

of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council, using the sales and purchase ledger functionality within the system. This is a tried and tested industry specific package and I make no recommendation to change.

The interim audit was conducted remotely and the Clerk and RFO had prepared the requested information for review. This was presented in an organised manner and was easy to follow. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. Councillors are presented with sufficient information to make informed decisions.

The council is VAT registered. The VAT reclaim reviewed for the interim audit was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £14,514.96. I confirmed the refund amount was received to the council's bank account on 13 July 2021. The council is up to date with its postings.

Final audit

The final audit was conducted remotely. The RFO forwarded the requested information for review in advance of a telephone conversation at the scheduled time. The information was neatly presented, and all provided and is indicative of a well organised system.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements

- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's report was not qualified. The Notice of Conclusion was published on the council website on 17 September and reported to the council meeting on 28 September (minute ref C825 v). The minutes also confirm council reviewed the internal audit report (minute ref C825 vi).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of which councillors serve in each ward and includes the Register of Interests for each Member.

Confirm that the council is compliant with the relevant transparency code

The council's income and expenditure exceeds £200,000 per annum, and it is therefore not required to follow the Local Government Transparency Code. A review of the council website shows that the council has established a Transparency tab, making it easy for anyone to locate the information.

A review of the published information shows that while some has been kept up to date (i.e., expenditure over £500, grants, asset register), other information is older (i.e., pay multiple is for April 2019, and staff organisational chart is dated 20/21). There is no information published for procurement, which requires details of any contract or tender valued at over £5,000, which a council of this size is likely to have.

I recommend the transparency information is reviewed to ensure it is all up to date.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Finance & Policy, Planning & Highways, Leisure & Amenities, Business Development & Communications, Personnel and Civic & Events. There are also sub-committees, and a schedule of meetings is published on the council website. I was able to locate terms of reference for each of the committees contained in a single document on the council website, although the Business Development & Communications committee was not included on this.

I recommend this document is updated to include the terms of reference for the Business Development & Communications committee.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model and were last reviewed and approved by council at the Annual Council Meeting in May 2021.

The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The Council for all items over £30,000
- A duly delegated committee of the council for items over £3,000
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £3,000

It was noted that the Clerk also has discretion to spend up to £3,000 in the event of extreme risk to the delivery of council services. These levels are appropriate for a council of this size.

The council has developed a comprehensive financial report which is reviewed in detail at Finance & Policy committee meetings. This includes details lists of expenditure items, details of receipts, analysis of performance against budget, and a review of outstanding debtors. The council has made considerable progress from a difficult financial position a few years ago, and officer should be commended for their work, and councillors for adopting a realistic and balanced approach to financial decision making.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has the General Power of Competence and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Final Audit

From the information provided for review at the final audit, and a review of the council website information added since the interim audit, the council continues to follow its processes and procedures and complies with financial regulations.

I am pleased to note that the council has taken action on the issues highlighted the interim audit, demonstrating that they take the audit process seriously.

Section conclusion

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council re-adopted its corporate risk assessment at the Annual Council Meeting in May 2021. This breaks down the risk assessments into categories for financial, events, external areas and Community House.

I reviewed the financial risk assessment, which identifies areas of financial risk, categorises them as high/medium/low and details control measures in place. This is sufficient for a council of this size and it is clear that the council takes risk assessment seriously.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 6 June 2022. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £1 million. These levels appear appropriate for a council of this size.

Final Audit

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk was able to confirm there were no matters excluded from the accounting statements.

Section conclusion

I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Clerk and RFO confirmed that the budget setting process for 2022/23 is underway. Chairs of each committee have been provided with information to produce draft budgets for their respective committees, prior to a meeting with the Clerk and RFO in December to review. It is anticipated that council will then approve the budget and precept at the meeting in January 2022.

I reviewed the income and expenditure report dated 1 October 2021 for the interim audit. This shows income at 93.1% and expenditure at 59.6% of budget. This indicates the budget was accurately set and is closely monitored throughout the year.

At the start of the year, the council held circa £131,000 in general reserve. General guidance recommends a level of general reserve be maintained at circa six months equivalent of precept, and the council is aware that the current level is below that recommendation. However, it should be noted that through careful and prudent financial management, the council has made progress in raising this level towards a higher figure and reviewing the council's plans indicates this remains a priority action for the council. The general reserve level will be further reviewed at the year-end audit.

The council holds circa £351,000 in earmarked reserves at the interim audit date. These are split into different areas, and all appear to be for legitimate projects. The council is aware that certain earmarked reserves are 'ring-fenced' and can only be used for a specific purpose.

Final audit

I noted the council approved the budget and precept for 2022/23 at the council meeting held on 25 January 2022 (minute ref C855(v)).

The council's year-end position reports income at circa £115% of budget and expenditure is reported as circa 106% of budget. This demonstrates that the budget was accurately set and has been carefully monitored throughout the year, and this is supported by reference to the council minutes.

At year-end, the council held circa £497,000 in a number of clearly defined earmarked reserves, including £319,000 in a Community Infrastructure Levy (CIL) earmarked reserve.

The council has a general reserve of circa £79,000 at the year-end, plus a current year fund balance of circa £52,000. Combining these amounts together equates to circa £131,000 as a final year general reserve figure. This remains below the general guidance recommendation level of general as circa three to twelve months net revenue expenditure, adjusted for local conditions and I encourage the council to keep this level under careful review.

Section conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

Apart from the precept, the council receives income from room hires, sports pitch income, filming and advertising, wayleave payments, allotment income, grants, bank interest and CIL/s.106 income. I reviewed the receipts listing against the nominal ledger report and found that receipts have been allocated to the correct nominal codes.

Most receipts are either paid directly into the bank account or by cheque, with the occasional cash amount received. Where cash is paid, a receipt is provided and the cash is locked in the safe in the office and paid into the bank as soon as practical, depending on the amount.

The council's fees and charges for services provided are reviewed annually and are an agenda item for discussion at the Finance & Policy Committee meeting being held next week.

Final Audit

From a review of the RBS detailed information, it is clear that sufficient transactional detail continues to be provided for accounting entries and income appears to be assigned to appropriate nominal codes. From a review of the year-end information, there was no evidence of any inappropriate 'off-setting' of expenditure against income codes, and I am content that income is properly stated in the accounts.

Section conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

The council maintains a petty cash float for incidental expenses. Records are kept in an Excel spreadsheet and the petty cash is balanced on a quarterly basis. I reviewed the petty cash record for the period 1 April to 30 June inclusive and found four entries totalling £194.21, all of which appeared to be for legitimate petty cash purposes.

As the interim audit was carried out remotely, I was unable to physically reconcile the petty cash balance, but based on previous audit visits, I am in no doubt petty cash is managed properly.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council uses an external company to provide payroll services. A review of the accounting records shows that HMRC payments are up to date and the PAYE, NI and pension contribution deductions appear correct the two months details reviewed.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the West Sussex County Council Pension scheme. There is a councillor allowance scheme, with payments made twice yearly through payroll.

The PAYE, NI, Pension and net salary control accounts on RBS all show a zero balance for month 7, indicating that the council is keeping its processing up to date.

Final Audit

I was able to confirm that the amount entered in box 4 on the AGAR correctly reflects only allowable staff costs, i.e., salaries, employers National Insurance and pensions contributions.

Section conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register which is maintained in an Excel format. The register provides a description of the asset, serial number, model number and manufacturer (where applicable), its date of acquisition, location, useful life estimate, original cost, insurance value and expected replacement cost. The council has many assets, and the register includes a simple summary page stating totals of the different types of assets. This is entirely suitable for a council with assets of this nature.

Final Audit

The 2021/22 asset register total was checked and found to match that entered on the AGAR for 2021-22.

I confirmed the council has no PWLB borrowing.

Section conclusion

I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are completed on a monthly basis and presented to Finance & Policy committee meetings for review, and subsequently approved and recorded in the minutes of council meetings.

I reviewed the reconciliations and associated bank statements for April, May and June 2021 and was able to confirm the balances. There were no errors identified.

Final Audit

At the year-end the council had a reconciled bank position across all its accounts, and I was able to confirm bank balances to the statements for 31 March 2022. There were outstanding entries at the year-end due to the council making payments by cheque, although all were dated within the last four months.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Final Audit**Section 1 – Annual Governance Statement**

| | Annual Governance Statement | <i>'Yes' means that this authority</i> | Suggested response based on evidence |
|----|---|--|--|
| .1 | We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> | YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations. |
| 2 | We maintained an adequate system of internal control including measures | <i>made proper arrangements and accepted responsibility for</i> | YES – there is regular reporting of financial transactions and |

| | | | |
|---|--|--|---|
| | designed to prevent and detect fraud and corruption and reviewed its effectiveness. | <i>safeguarding the public money and resources in its charge.</i> | accounting summaries, offering the opportunity for scrutiny. |
| 3 | We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> | YES – the Clerk is experienced and advises the council in respect of its legal powers. |
| 4 | We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> | YES – the requirements and timescales for 2020/21 year-end were followed. |
| 5 | We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> | YES – the council has a risk management scheme and appropriate external insurance. |
| 6 | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> | YES – the council has appointed an independent and competent internal auditor. |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit. | <i>responded to matters brought to its attention by internal and external audit.</i> | YES – the council takes action on recommendations within internal audit reports |
| 8 | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements. | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> | YES – no matters were raised during the internal audit visits. |
| 9 | Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit. | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> | N/A – the council has no trusts |

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

| AGAR Box Number | | 2020/21 | 2021/22 | Auditor Notes |
|-----------------|--|-----------|-----------|---|
| 1 | Balances brought forward | 413,546 | 576,378 | Correctly carried over from box 7 2020/21 |
| 2 | Precept or rates and levies | 644,160 | 640,705 | Confirmed against precept amount received |
| 3 | Total other receipts | 193,895 | 285,071 | Confirmed against accounting records |
| 4 | Staff costs | 431,500 | 481,089 | Confirmed against accounting records |
| 5 | Loan interest/capital repayments | 0 | 0 | Council has no PWLB borrowing |
| 6 | All other payments | 243,723 | 392,407 | Confirmed against accounting records |
| 7 | Balances carried forward | 576,378 | 628,658 | Total correctly equals (1+2+3) – (4+5+6) |
| 8 | Total value of cash and short-term investments | 496,114 | 622,686 | Confirmed against accounting records and account balances |
| 9 | Total fixed assets plus long-term investments and assets | 3,247,765 | 3,573,033 | Verified against asset register |
| 10 | Total borrowings | 0 | 0 | Council has no PWLB borrowing |
| 11 | Disclosure note re Trust Funds (including charitable) | YES | NO | n/a – the council has no trusts |

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation explained using the External Auditor's suggested template.

This shows total debtors of £18,435 at the year-end, including debtors' control (£13,475), VAT control (£4,960) and deposits (£50). There are total creditors of £12,514 including creditors (£8,024), Mayor's appeal (£1,220), accruals (£823), and deposits received (£2,447).

The council should be commended on the continuing close management of debtors and creditors, which represents a significant improvement from the situation three to four years ago.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances in boxes 3 and 6. In my opinion, this provides enough information for the external auditor.

Section conclusion

I am of the opinion that the control assertion "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick “not covered”)

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority’s website and noticeboard

Section conclusion

I am of the opinion that the control assertion of “If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt” is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority’s website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of “If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities” is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final Audit

| Inspection – key dates | 2020/21 Actual | 2021/22 Proposed |
|--|----------------|--|
| Date inspection notice issued | 10 June 2021 | Not advised – council is reminded must |
| Inspection period begins | 14 June 2021 | 13 June 2022 |
| Inspection period ends | 23 July 2021 | 22 July 2022 |
| Correct length (30 working days) | Yes | Yes |
| Common period included (first 10 working days of July) | Yes | Yes |

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

The proposed dates were provided by the RFO, but at a subsequent conversation with the Clerk, he confirmed the council will sign the AGAR at the council meeting to be held on 21 June 2022. The Date of the inspection notice must be at least one day after this, and the start date must be (minimum) another day later. The dates need to be recalculated if the AGAR is to be signed on 21 June.

Section conclusion

I am of the opinion that the control assertion “the authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations” has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | ✓ | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations been published where required? | ✓ | |
| | Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | N/A | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Peacehaven Town Council

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-------------------------------------|--------------------------|-------------------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Periodic bank account reconciliations were properly carried out during the year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered") | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/10/2021 26/04/2022 DD/MM/YYYY

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

Andy Beams

Date

26/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

| | Agreed | | 'Yes' means that this authority: |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED


Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2021/22 for

Peacehaven Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2021 £ | 31 March 2022 £ | |
| 1. Balances brought forward | 413,546 | 576,378 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 644,160 | 640,705 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 193,895 | 285,071 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 431,500 | 481,089 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 243,723 | 392,407 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 576,378 | 628,658 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 496,114 | 622,686 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 3,247,765 | 3,573,033 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | | | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A |
| | | |  |
| <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> | | | |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Peacehaven Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 3rd February 2022 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr S Griffiths, Cllr W Veck, Cllr A Milliner, [Cllr J Harris](#) Cllr K Sanderson, Cllr C Collier and Cllr L Duhigg.
Town Clerk Tony Allen, Civic & Marketing Officer, Deborah Donovan.

E224 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements.

E225 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey and Cllr L Symonds; with Cllr Griffiths substituting for Cllr Symonds.

E226 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E227 TO ADOPT THE PUBLIC MINUTES OF 20th January 2022 MEETING

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

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 discussion of the following items.*

E228 TO ADOPT THE CONFIDENTIAL MINUTES OF 20th January 2022 MEETING

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

E229 TO AGREE KEY RESPONSIBILITIES, JOB DESCRIPTION AND BUDGETARY REQUIREMENTS FOR THE PROPOSED LEISURE, AMENITIES AND EVENTS OFFICER.

Job Description, Person Specification and dovetailing with current roles were discussed and agreed.

E230 TO NOTE PROGRESS OF RECRUITMENT FOR:

1. CARETAKER / CLEANER

Mrs Donovan reported that the recruitment for this vacancy was underway.

2. DEPUTY CLERK / CIVIC OFFICER

3. COMMUNICATIONS AND MARKETING OFFICER

[The above two items were taken en bloc]

Mrs Donovan reported that the recruitment for these two vacancies was underway.

4. TEMPORARY COMMUNICATIONS OFFICER

Mrs Donovan on temporary arrangements that had been put in place..

E231 DATE OF THE NEXT MEETING – TO BE AGREED

Thursday 10th March 2022 @ 7.30pm.

There being no further business, the meeting closed at 20:05.



PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 31st March 2022 in Community House, Peacehaven

Present – Cllr. D Seabrook (Chairman), Cllr C Gallagher, Cllr A Milliner, Cllr K Sanderson, Cllr C Collier, Cllr L Symonds and Cllr L Duhigg.

Town Clerk, Tony Allen.

E232 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements. The Chairman informed the meeting about the 'Net 0' climate event happening on the 9th April 2022.

E233 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr I Sharkey, Cllr G Hill, Cllr W Veck and Cllr J Harris; with Cllr Duhigg substituting for Cllr Harris.

E234 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

E235 TO ADOPT THE PUBLIC MINUTES OF 3rd February 2022 MEETING

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

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 discussion of the following items.

E236 TO ADOPT THE CONFIDENTIAL MINUTES OF 3rd February 2022 MEETING

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

E237 TO REVIEW THE COMMITTEE'S ACTION PLAN

Staff Appraisals - The Clerk reported that all appraisals will be completed by the end of the first week of April 2022.

Training Plans – The Clerk noted the progress of the staff and Councillors training. Additional training requirements were noted.

Staffing Structure Review – agreed that this task would be put on-hold while the new members of staff settle down into their roles.

E238 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chairman reported on budget performance.

The Clerk reported on monies to be carried forward to the new financial year.

E239 TO NOTE PROGRESS OF EMPLOYMENT/RECRUITMENT FOR:

1. CARETAKER

The Clerk noted reported that a new member of staff will be joining the team on the 11th April, making the Caretaking team up to full complement.

2. DEPUTY CLERK / CIVIC OFFICER

The Clerk noted that, despite a reasonable level of interest, no suitable candidates had been identified and that ESALC is continuing to assist in this matter.

3. EVENTS & AMENITIES PROJECT OFFICER

The Clerk noted that this position had now been filled.

4. COMMUNICATIONS AND MARKETING OFFICER

The Clerk noted that this position had now been filled.

5. TEMPORARY CIVIC & COMMUNICATIONS OFFICER

The Clerk reported on the temporary arrangements in place.

6. TEMPORARY DEPUTY CLERK & MINUTES OFFICER

The Clerk reported on the temporary arrangements in place.

The Clerk reported on the relocation of the staff office.

E240 TO NOTE THE RECEIPT OF AN OFFICIAL COMPLAINT

The Clerk reported on this item and the arrangements being put in place.

E241 DATE OF THE NEXT MEETING

Thursday 23rd June 2022 at 7.30pm

There being no further business, the meeting closed at 20:11.

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 22nd February 2022 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr Symonds (Vice Chair), Cllr D Seabrook, Cllr W Veck, Cllr R White, Cllr C Cheta, Cllr D Paul, Cllr C Gallagher, Cllr L Duhigg, Cllr J Harris

Officers: Kevin Bray, Parks Officer; Vicky Onis, Admin Officer

1 LA 642 CHAIRS ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and covered the housekeeping items and forthcoming events.

- During the storm a couple of trees have been lost, one in Epina park and one in The Oval.
- 20 trees have been provided by Trees for the Downs and have been planted at the east end of Centenary Park, two silver birch trees have also been planted in the park for the Queens Platinum Jubilee and 25 bare rooted trees donated by Nicola Papanicolaou have been planted by the Head Teacher and students of Peacehaven Community School.
- 13 trees have been planted along the southern water road in partnership with Brighton Permaculture Trust and jointly funded with the urban tree fund.
- A rowan tree has been donated to Epina Park by a local resident.
- The Community Orchard has also planted 100 trees funded by trees for the Downs and has had two pot grown oak trees donated by residents.
- The public consultation about Epina Park & The Oval has now gone live on the Council website and hard copies will be delivered in the vicinity of both parks.
- Bingo – The next Bingo session will on Wednesday 30th March – Community house at 2-4pm. CASH prizes & FREE refreshments
- Cinema in the Main Hall, 23rd February at 7.30pm, will be showing the film *Westside Story* and again on the 23rd March at 7.30pm, showing the film *Belfast*
- Wrestling in the Main Hall 26th March at 7.30pm
- Towards Zero Carbon Peacehaven, the Towns Climate Change Event will be on the 9th April.

1 LA 643 PUBLIC QUESTION TIME

There were no members of the public present

2 LA 644 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr Simmons who was substituted by Cllr Duhigg

3 LA 645 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Symonds as an employee of an employer who may have an interest in item LA651 & LA657

4 LA 646 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30TH NOVEMBER 2021

It was resolved to adopt these minutes as a true record

5 LA 647 TO NOTE THE BUDGETARY UPDATE

Cllr Seabrook noted that the electricity and gas for The Hub is 50% over budget. The Parks Officer reported that a rebate should be due for this.

6 LA 648 TO NOTE THE ACTION PLAN

The action plan was noted

7 LA 649 TO DECIDE ON THE PURCHASE OF BATTERY EQUIPMENT

In order to reach the set targets for PTC to reach net zero CO2 levels it has been decided to swap all hand held grounds team equipment to battery power from petrol

It was Proposed by Cllr Seabrook and Seconded by Cllr Symonds to go with Parks Officers recommendation to choose AMP Services as our supplier, as they have been very proactive in giving us demonstrations and answering questions about the new equipment.

All in favour.

8 LA 650 TO DECIDE ON AN ORIENTEERING EVENT REQUEST

The Town Council has been approached by Southdowns Orienteers with a proposal to hold an event for approximately 60 people. The current hirers of the Park on Saturday have negotiated changes to their plans. The Orienteers have also agreed to encourage car sharing and use the car parks on the A259.

It was proposed by Cllr White and Seconded by Cllr Paul to agree to this Event and set the fee as £50 to cover admin.

All in favour.

9 LA 651 TO DECIDE ON THE RECOMMENDATIONS FOR AN OMNIFLOW LIGHT PURCHASE

The proposed purchase of an Omniflow Unit and pole, powered by solar light, was discussed in detail. It was agreed that further information is needed, i.e high enough to avoid vandalism, stand alone or connected to the grid?

It was agreed by Cllr Seabrook and Seconded by Cllr Veck that if there is no connection to the grid this proposal will be referred to P&F by Cllr Symonds for a decision. If the pole is connected to the grid Cllr Symonds will bring back to L&A for further recommendations.

All in favour.

10 LA 652 TO NOTE THE UPDATE ON THE WELCOMEBACK FUND

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 22nd February 2022

Cllr Gallagher reported on the progress of the welcome back fund and answered questions from Committee regarding the event.

The dates for this event have been confirmed as Saturday 26th March and Sunday 27th March. 11-3pm; more details on this event will be shared at the beginning of March.

LA 653 TO NOTE THE MOLES AT THE OVAL

The report was noted and it was suggested that to avoid this in the future would be to install owl boxes, bat boxes, to bring back a natural balance.

11 LA 654 TO NOTE THE UPDATE ON THE PROGRESS OF THE PEACEHAVEN GREEN SPACES REPORT AND AGREE TO PROGRESSION OF A GREEN INFRASTRUCTURE PLAN

The report was noted.

Cllr Gallagher requested that a date for a one off workshop/working group is set up to enable interested persons to come along.

12 LA 655 TO NOTE THE RED DIESEL CHANGES

The Parks Officers report was noted.

13 LA 656 TO NOTE THE SAFE CYCLE ROUTE

The Safe Cycle route project report was noted.

14 LA657 TO AGREE THE RECOMMENDATIONS FOR THE CCTV AT THE GATEWAY CAFÉ

Cllr Symonds gave a verbal update on the need for CCTV, due to the increase of anti-social behavior, dog attacks and increased use at Centenary Park.

No recommendations were voted on due to missing information.

Cllr Symonds agreed to produce a full report once all information and costs are received.

15 LA 658 TO NOTE THE WORKS UPDATE

The Parks Officers report was noted.

16 THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 12TH APRIL 2022

There being no further business, the meeting closed at 20.55



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PEACEHAVEN TOWN COUNCIL

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 12th April 2022 at 7.30pm

Present: Cllr Griffiths (Chair), Cllr Symonds (Vice Chair), Cllr Cheta, Cllr Seabrook, Cllr White, Cllr Gallagher, Cllr Paul, Cllr Simmons, Cllr Veck, Cllr Duhigg.

Officers: Kevin Kingston, Locum Clerk; Kevin Bray, Parks Officer; Vicky Onis, Admin Officer, Sue Moscatelli,

1 LA 659 CHAIRS ANNOUNCEMENTS

The Chair introduced the Locum Town Clerk - Kevin Kingston and the new Events, Amenities and Projects Officer – Sue Moscatelli

Upcoming events:

- Bingo on 20 April between 2 – 4pm at Community House
- Next film is The Duke on 27 April at 8.30pm, Tickets £7

There is a charity football match between the coaches of Peacehaven & Telscombe FC and Seaford Town FC on 29 April . KO 7.30pm. Entry by donation in aid of the people of Ukraine.

The Community Summer Fair will be held on 9 July between 11am – 4pm at Centenary Park.

2 LA660 PUBLIC QUESTION TIME

There were no members of the public in attendance

3 LA 661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Harris and Cllr Duhigg substituted for Cllr Harris

4 LA 662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul declared an interest in item 11 as her property adjoins Epina Park

Cllr Symonds declared an interest in item 15 as her job role is associated with safety and security

5 LA 663 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 22ND FEBRUARY 2022

It was resolved to adopt the minutes as a true record

6. LA664 TO NOTE THE BUDGETARY UPDATE

Cllr Seabrook expressed concern that the electricity costs are overspent . The Parks Officer responded stating that we are due a rebate which should reduce the overspend.

Cllr White if there was anything we could do operationally to reduce electricity use. The Parks officer informed the meeting that thermostats have been adjusted and time clocks changed and other measures investigated.

The report was noted.

7. LA665 TO NOTE THE ACTION PLAN

Howard Park - Cllr Seabrook stated various issues with the path in Howard Park and access to the beach – it was agreed to proceed with the path

Centenary Park – it was agreed to add the overflow car park to the action plan

Centenary Park - the Parks Officer informed the meeting that he was expecting a quote from Sussex Driveways for the resin pathway at Centenary Park

Tree Warden Scheme - Cllr Gallagher asked whether the Tree Warden Scheme should remain on the action plan has there has been no progression on this action. The Parks Officer responded that this hasn't progressed due to staff vacancies and pressure of work however he would now revisit.

Allotments – The Parks Officer informed the meeting that signs have now been erected re no BBQ's, Cllr Hill is investigating further.

Green spaces infrastructure audit – Cllrs Seabrook and Gallagher with the support of Peter Seed are progressing the audit and information has been fed back to Nancy Astley.

The report was noted.

8. LA666 TO DECIDE ON THE RECOMMENDATION FOR A KIOSK AT GATEWAY CAFE

There was a long discussion including the need for any kiosk to be 'in-keeping' with the Gateway Café in terms of design and finish, ownership , insurance, planning (no planning permission would be required) and as being separate from the Gateway Café building.

The Parks officer informed the meeting at Lewes District Council's Legal Services are preparing the lease which is was agreed should include the issues stated above including insurance, rent, ownership and design.

The recommendation for a kiosk was **AGREED** subject to the terms of the lease and the issues detailed above. It was agreed that the lease would be reported to the Policy & Finance for approval and decision. **Action: Parks Officer**

9. LA667 TO NOTE THE REPORT FOR THE PROPOSED 3G FOOTBALL PITCH

The Parks Officer introduced the report and outlined discussions between him, Zoe Malone and Christopher Bibb at Lewes District Council.

Cllr White stated that there is a clear need for more sports facilities in the Town but at present there are no rugby, cricket or hockey played in the Town although wondered if there was a need for these sports. He felt that discussions should be held with schools to ascertain there needs for joint use. Cllr White also asked about the timescale for development if it were to go ahead

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 12th April 2022

Cllr Cheta & Cllr Simmons stated that they wanted to ensure that all groups benefitted from our sports facilities.

Cllr Gallagher felt there was a need for a pros & cons document to be prepared for any final decision is made and felt that the implications for the Town should be clearly stated.

Cllr Seabrook stated that perhaps we should commission a survey of residents to ascertain what they would like.

The Locum Clerk felt that this was too good an opportunity to miss and would bring significant benefits to the Town and suggested that the Council contacted Ringmer Football Club to discuss how there 3G pitch was secured, its benefits to the community and the relationship with the Ringmer Academy School.

The Parks Officer informed the meeting that the FA in conjunction with Lewes District Council would like to carry out a presentation to the Council on the plans including the business plan that they will prepare where all the questions that are posed would hopefully be answered and addressed.

The report was noted and the Parks Officer to request a presentation to a future full Council meeting.

10. LA668 TO DECIDE ON THE TREE WORKS REQUEST FOR THE OVAL

The Parks Officer introduced the report.

It was **AGREED** that the tree works could commence providing the home owner paid for the work and TPO's were checked with Lewes District Council.

11. LA669 TO DECIDE ON THE TREE WORKS REQUEST FOR EPINAY PARK

The Parks Officer introduced the report referring to the Council Tree management policy which states :

“requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward”.

With the Tree management policy in mind, and following discussion, the request was **REFUSED**.

12. LA670 TO NOTE UPDATE AND AGREE RECOMMENDATIONS FOR GOODS PURCHASED FOR THE WELCOME BACK EVENT

Cllr Gallagher introduced the report . Concerns were expressed about the location and placement of benches and planters and the need to try and deter anti-social behaviour and people stealing the quite lightweight planters. Cllr White suggested that if the planters were not robust perhaps they could be offered to charities or used as Mayors fund prizes.

The Councillor's then suggested a number of locations for the installation of benches and planters and it was agreed that all requests would be forwarded to Park officers who would carry out an audit of the locations suggested.

13. LA671 TO INFORM THE COMMITTEE OF THE URBAN TREE CHALLENGE FUND

Cllr Griffiths introduced the report and explained, with the support of the Parks Officer, the grant proposal. The Parks Officer went through the options available and costs.

After due consideration the recommendations were **AGREED**.

14. LA672 TO DECIDE ON THE PROVISION OF A WATER FILL STATION - NORTH OF GATEWAY CAFÉ

Cllr Griffiths introduced the report. The Parks Officer pointed out that getting a water supply there might be difficult but thought it shouldn't cost more than £500, the Parks Officer to investigate the water supply with SE Water.

Following discussions the proposal was **AGREED** in principle subject to a full costs proposal being presented to Policy & Finance Committee.

15. LA673 TO DECIDE ON THE UPGRADE OF CCTV AT CENTENARY PARK

Cllr Symonds introduced the report expressing the urgency to have system installed before Summer because of increased anti-social behaviour at the park. Cllr Symonds also explained the benefits of the partnership with Sussex Police who are also supportive of the proposal.

Cllr White questioned the use of our CIL monies and encouraged a bid for CIL monies from Lewes District Council however it was decided that due to impending deadline and decision making for LDC CIL bids that this would delay installation.

The proposal was **AGREED** and should be funded from Peacehaven CIL monies subject to approval at Policy & Finance Committee.

16. LA674 TO REVIEW THE TERMS OF REFERENCE

Cllr Griffiths introduced the report explaining that all Committee terms of reference should be reviewed annually. Cllr Gallagher raised a number of questions including why financial matters are included in terms of reference and shouldn't these be in Policy & Finance Committee terms of reference.

The Locum Clerk pointed out that the Council should have a scheme of terms of delegations to respective Committees and stated that it is impossible for Policy & Finance to decide on all financial and operational matters. However all significant matters of finance decided at other Committees should be reported to and decided upon by Policy & Finance Committee and endorsed at a Full Council meeting if appropriate.

The Locum Clerk also suggested that certain 'cross council policies' should be stated in all Committee Terms of Reference.

17. LA675 TO NOTE UPDATE ON LDC CIL APPLICATIONS 2022

The report was noted.

18. LA676 TO NOTE THE UPDATE ON THE HUB ENERGY ASSESSMENT AND DECIDE ON NEXT STEPS

The report was noted. Cllr Seabrook requested information on how figures were arrived at.

It was **AGREED** that a full report and costings would be presented to a future Policy & Finance Committee.

19. LA677 TO NOTE THE CHANGING PLACES REPORT

Sue Moscattelli introduced report and explained that the unit would be placed behind the Gateway Café and that a drain survey would be needed which would need to be funded from the Peacehaven CIL monies. The report and initiative was welcomed and it was **AGREED** that the report would be presented to Policy & Finance Committee for approval.

20. THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 31ST MAY 2022

There being no further business, the meeting closed at 9.30pm

Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 8th February 2022 at 7.30pm

Present: Cllr L Duhigg, Cllr W Veck, Cllr D Seabrook, Cllr E Simmons, Cllr G Hill, Cllr S Griffiths, Cllr J Harris, Cllr D Paul, Cllr Sanderson

Officers: Deborah Donovan - Civic & Communications Officer, Karen Bray – Information Officer, Victoria Onis – Admin Officer

Public: Four members of the public were present.

A G E N D A

1. CCE150 CHAIRMAN’S ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and made the following announcements:-

- Bingo at Community House on February 9th at 2pm in aid of the Mayor Charities.
- On Tuesday 8th February, The Deputy Mayor, Cllr Hill, planted a Silver birch tree to mark the Queens Platinum Jubilee, Green Canopy project at Centenary Park. Cllr Hill was joined by the headteacher from Peacehaven Community School, including school presidents, Meridian Evening WI representatives, Town Council staff and Councillors.

1. CCE151 PUBLIC QUESTIONS

There were no public questions.

2. CCE152 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies received and accepted from Cllr Symonds who was substituted by Cllr Seabrook.

Cllr Griffiths was invited to join the table in a non-voting capacity.

3. CCE153 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

- Cllr Seabrook as a hirer of the rooms at Community House
- Cllr Veck item as a hirer of the Market and kitchen
- Cllr Griffiths as a hirer of the kitchen for charity coffee mornings
- Cllr Paul as a hirer of the kitchen for charity coffee mornings

1. CCE154 TO ADOPT THE MINUTES OF 5TH OCTOBER 2021

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

2. CCE155 PRESENTATION OF THE ART SHOWCASE FOR THE QUEENS PLATINUM JUBILEE

The Deputy Mayor, Cllr. Gloria Hill, presented the three entrants of the Art Showcase with a copy of the book The Queen and a commemorative medal for the Queens Platinum Jubilee.

3. CCE156 TO DISCUSS AND AGREE THE RECOMMENDATIONS FOR THE QUEENS JUBILEE CELEBRATIONS

Mrs Donovan presented the recommendations to the Committee and requested that these recommended events are agreed to enable to get events under way.

The recommendations were agreed, and it was proposed that that these proposed items will be taken forward at the next Events WP on the 2nd March.

Proposed Cllr Sanderson

Seconded Cllr Harris

All in favour

4. CCE157 TO NOTE THE FEEDBACK FOR THE UPDATES TO THE HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY AND TO AGREE FOR THE WORKING PARTY TO MOVE FORWARD.

It was recommended to discuss the changes of the Policy and Terms and conditions for Hire at the Events WP and to remove the PTC water mark on the final copy and reposition.

5. CCE158 TO DISCUSS THE CHARGES AND PROPOSED CHANGES TO HOURS OF OPERATION FOR THE RETURN OF THE MARKETS AND COFFEE MORNINGS AT COMMUNITY HOUSE

The hours of operation were discussed at length. Cllr Seabrook reported that the new charges for April have not yet been approved by the Policy & Finance Committee and should be referred to P&F at the next meeting.

Standing orders were suspended at 20.15 by the Chair to allow members of public to speak

Standing orders reinstated 20.18

It was proposed by Cllr Seabrook that markets should have hourly rates rather than a fixed rate, and that the hours that a hirer wants is negotiated with the information officer; this negotiation will take into consideration the caretakers/office hours and existing afternoon set ups for afternoon hirers. This proposal will be referred to the Policy & Finance Committee on the 1st March 2022.

Proposed Cllr Seabrook

Seconded Cllr Hill

Agreed by Majority

6. CCE159 TO NOTE THE CCE HISTORY ACTION PLAN & TO DISCUSS FUTURE RUNNING OF THE WORKING PARTY

Mrs Donovan requested a decision for either a volunteer to take over the History WP or if the WP committee should disband the group.

It was proposed by Cllr Veck that should the History WP wish to continue without Officer or Councillor involvement we will make a room available to them at Community House at zero cost, on the proviso that the History group keep us informed of any work they are doing which the Town Council could share with the Community.

Proposal Cllr Veck

Seconded Cllr Paul

All in favour.

7. CCE160 TO NOTE THE CCE YEARLY WORK PLAN

The attached report was noted

8. CCE161 TO DECIDE ON A DATE FOR THE WORKING PARTY TO MEET TO DISCUSS THE ORGANISATION FOR THE 2022 EVENTS: TO NOTE, THE ATTACHED LIST OF SIGNIFICANT CIVIC DATES

The attached significant dates were noted. It was agreed to discuss all Events for 2022 at the next Events WP on the 2nd March via zoom/face to face and add the PTC Christmas event for 2022, to the plan.

9. CCE162 TO AGREE TO DISCUSS AT THE CCE WORKING PARTY MEETING HOW THE PROPOSED COMMUNITY HARVEST EVENT AND BARN DANCE CAN BE DELIVERED THROUGH SPONSERSHIP ONLY, AND TO TAKE FORWARD.

It was proposed to accept the recommendations for a Community Harvest Event and Barn Dance and to set up a Working Party to organise this event. The Working party members can be drawn from the wider community and other Town Council Committees and will report back to the CCE committee.

Proposed Cllr Seabrook

Seconded Cllr Harris

All in favour

The Chair gave thanks to the dedication and hard work of the Civic and Marketing Officer, Mrs Donovan, who will be retiring in March; this will be Mrs Donovan's last Civic & Events Committee meeting.

DATE OF NEXT MEETING OF THE COMMITTEE – 29th MARCH 2022

There being no further business, the meeting closed at 20.45

Draft Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 19th April 2022 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Sue Griffiths, Cllr David Seabrook, Cllr Job Harris, Cllr Emilia Simmons.

Officers: Kevin Kingston – Locum Town Clerk; Karen Bray – Information Officer; Sue Moscatelli - Events, Amenities and projects Officer.

1. CCE163 CHAIRMAN’S ANNOUNCEMENTS

The Chair informed the meeting of the following events ;

Bingo – 20 April 2022

Cinema – 27 April 2022. Film – ‘The Duke’

2. CCE164 PUBLIC QUESTIONS

There were no members of the public in attendance

3. CCE165 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Sanderson & Cllr Symonds.

Cllr Seabrook substituted for Cllr Sanderson and Cllr Griffiths substituted for Cllr Symonds

4. CCE166 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths as a hirer of kitchen and facilities and as member of History group

Cllr Seabrook as a member of access group

Cllr Duhigg as the Councils representative on access group

5. CCE167 TO ADOPT THE MINUTES OF 8TH FEBRUARY 2022

The minutes of the above meeting were adopted as a true record.

Proposed : Cllr Veck, Seconded Cllr Harris

6. CCE168 TO NOTE THE BUDGETARY UPDATE

This report was noted.

7. CCE169 TO DISCUSS THE 5TH JUNE JUBILEE AT KEMPTON HOUSE.

Cllr Harris informed the meeting that he had planted a tree at Kempton House and agreed to forward pictures of the event to Sue Moscatelli. **Action: Cllr Harris**

Sue Moscatelli informed the meeting that on 5 June Kempton House would be hosting a tea party and 60 invitations would be sent out. Sue would be attending a meeting next week to discuss and would update the Committee on arrangements following the meeting. **Action: Sue Moscatelli**

8. CCE170 THE LIGHTING OF THE BEACON – UPDATE FROM THE INFORMATION OFFICER.

Sue Moscatelli informed the meeting that the Beacon would be lit at 9.15pm on Thursday 2 June at the War memorial. A piper has been appointed and will play at 9.09pm.

There are plans to hold an activity for the children and entertainment and for a refreshment van to be present and flag to be raised. This would all take place around 8pm. Cllr Harris asked if there would be any leaflets that can be distributed for the event.

9. CCE171 TO APPROVE THE UPDATED HIRERS POLICY AND TERMS AND CONDITIONS FOR COMMUNITY HOUSE & THE HUB FACILITY

There was a long discussion about the policies and terms of conditions and the following actions were agreed :

Sue Moscatelli and Karen Bray to :

- Obtain legal advice re over 25's only for DJ's as it could be aged discriminatory.
- Check public liability £2 million cover with insurer as it is thought this should be £4 million
- Check that we have a licence for the Hub.
- State on terms of conditions the Councils single plastic use policy and point this out with reference to the use of balloons.
- Contact Lewes District Council re the annual EHO visit to check on Health & Safety and Food Hygiene standards and check with EHO the number of people that should be in the kitchen at any one time.

Cllr Simmons stated that the toilets in mall , whilst not the Town Councils responsibility, were in a sorry state and could the Town Council send a letter of complaint to the Managing Agents stating the Town Councils concerns.

The Locum Town Clerk advised the meeting that he felt that the Town Council as a principal user of the mall have a responsibility to write to the managing agents in this respect and would contact the Town Clerk.

Cllr Duhigg and Cllr Seabrook wanted to ensure that all the policies and terms of conditions were accurate and up to date as they were quasi legal documents.

It was agreed that the policies and terms of conditions were noted and that they would be brought back to a future meeting of this committee once the issues detailed above have been resolved, answered and amended. **Action: Sue Moscatelli/Karen Bray**

1. CCE172 TO ARRANGE A DATE FOR THE NEXT CCE WP TO DISCUSS 2022 EVENTS.

It was agreed that a working party would be set up to look at events and would include Sue Moscatelli, Karen Bray, Cllr Veck , Cllr Duhigg, Cllr Symonds and the working party would report to this Committee on progress and updates with events. It was also agreed that the terms of reference for all working parties should be reviewed and report through each appropriate committee and then onto Policy & Finance Committee for approval. **Action : Town Clerk/Sue Moscatelli**

Cllr Seabrook commented that many of the Councillors have a wealth of experience and knowledge that should be used as and when appropriate. The Locum Town Clerk suggested that each Councillor wrote a couple of paragraphs (skills audit) about their knowledge and experience that could be used and drawn upon as and when appropriate by officers in the planning of events.

It was also noted that it was important to canvass and consult with residents and where appropriate partners (ie PCS, Wave Leisure) with regard to the events organized by Town Council.

Sue Moscatelli informed the meeting of the plan and arrangements for the Summer Fair the prizes that have been donated to date.

2. CCE173 CLIMATE CHANGE UP DATE - VERBAL UPDATE FROM CLLR SEABROOK

Cllr Seabrook report was noted and Cllr Veck wished to place on record big thanks to Cllr Seabrook for he's input for fantastic event. The meeting also discussed other ways to ensure that residents were fully aware of the work of the Town Council. The Locum Town Clerk suggested that the annual town meeting maybe a good vehicle to promote the work of other partners in the Town.

12. CCE174 TO NOTE THE HISTORY WP REPORT

The report was noted but any further action put on hold for the present time pending further discussions.

It was suggested that perhaps a specific community group comprising relevant people/local historians (ie David Barton, Stanley Barnard) progress the work with the support of the Town Council. It was agreed that Sue Moscatelli would take forward this issue and report back to the Committee at a later date. **Action: Sue Moscatelli**

13. CCE175 TO NOTE THE YEARLY WORK PLAN

This was discussed as part of CCE172 and was therefore withdrawn

The meeting ended at 9.18pm

DATE OF NEXT MEETING OF THE COMMITTEE – 17TH MAY 2022

Neighbourhood Plan breakdown April 2022

| Date | Activity | Hours |
|---------|---|---------|
| 5th | Meeting with Cathy and Dawn to discuss consultation, Green Infrastructure Plan and CIL bid | 2 |
| 8th | Inputting data from consultation | 2 |
| 12th | Inputting data from consultation | 2 |
| 18th | Meeting with Sustrans and CIL bid preparation | 3 |
| 21st | High Street Regeneration Fund interviews plus writing and submitting follow up report for committee | 4 |
| General | Admin, project management, | 2 |
| | | 15 hrs. |

From the work undertaken on the Neighbourhood Plan and subsequent consultations, it has allowed the Council opportunities to apply for additional funding to support identified Neighbourhood Plan projects.

The High Street Regeneration Fund is a pilot fund distributed by Locality to Neighbourhood Plan groups that had identified a need to help retail and employment spaces. Our emerging Neighbourhood Plan had identified the need for a feasibility report to be written concerning the commercial spaces along the A259, to identify ways in which the public realm and connectivity patterns could be improved as to attract more people to the area.

Following the award of £15000 at the beginning of the month it was required to appoint a suitable consultant that would be able to take the project forward. Following interviews, consultants Kaner Olette have been appointed by the Steering Group to take this project forward.

In addition to the High Street fund there was an opportunity to apply for CIL funding to improve the surfacing of a pathway which leads from the Gateway Café to the Community Orchard in the big park. The pathway is used for lots of different access routes and provides a good opportunity to enhance part of a cycle route from North Peacehaven to the South Coast Road. Work was undertaken with Sustrans to prepare a CIL bid to Lewes District Council.

Responses to the Neighbourhood Plan are still being inputted into a consultation statement and tables to ensure that all the necessary comments are captured and any additional information or views can be included into the draft Neighbourhood Plan prior to submission to the Local Authority.



Peacehaven Town Council
Peacehaven Town Annual Assembly
Thursday 26th May 2022

Overview:

The Peacehaven Town Annual Assembly is the yearly event and forum where members of the public / residents can attend and hear, first hand, from the Council about the activities and projects that have been the focus and worked on over the past year.

We are very happy to announce that Lloyd Russell-Moyle has agreed to attend and be our Keynote Speaker.

This year, we have decided to extend the Assembly meeting and create the Peacehaven Town Marketplace.

Opening at 6 p.m., residents will be able to visit a range of Peacehaven community and interest stalls in the Peacehaven Town Marketplace. In addition, residents will also be able to enjoy light refreshments before the actual Assembly begins around 7 p.m.

The idea behind the Marketplace is to give groups and organisations a free platform which will, in turn, provide them with a more visual and verbal opportunity to discuss their activities with residents.

On 3rd May, all Councillors were emailed asking if they would like a stall in the Marketplace for any of the organisations they support or are affiliated with in their role as Councillors.

If you have not already done so, please email Lisa Hayward via lisa@murray-hayward.com who is booking and allocating the Marketplace spaces.

Date:

Thursday 26th May 2022

Place:

Main Hall, Peacehaven Town Council, Community House.

Event Timings:

| | |
|---------------------|----------------------|
| Marketplace set-up: | From 4:30 p.m. |
| Marketplace open: | 6 p.m. |
| Refreshments: | From 6 p.m. |
| Annual Assembly: | Approximately 7 p.m. |



A full itinerary of the running order for the Annual Assembly will be distributed shortly to all Councillors via email.

We will prepare a list of FAQs in advance of the Assembly.

Press Relations:

We will be issuing a post-event press release. No media will be invited to the meeting.

The post event press release will also be accompanied with photographs of the evening.

PTC Website:

The Annual Assembly is on the Council's website and will have an awareness uploaded w/c Monday 16th May.

Social Media:

The Peacehaven Town Assembly Meeting will be publicised over our social media channel.

E-News:

E-News has already covered mentioned the Annual Assembly and will have another piece in the May issue with more details and timings.



Peacehaven Town Council

HRH Her Majesty The Queen's Platinum Jubilee Beacon Lighting

Thursday 2nd June 2022

Overview:

The UK has a long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons, and the Platinum Jubilee is no exception.

To celebrate and commemorate Her Majesty The Queen's Platinum Jubilee, over 1,500 beacons will be lit throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories. In addition, for the first time, beacons will also be lit in each of the capital cities of the Commonwealth with the Principal Beacon being lit in a special ceremony at Buckingham Palace.

Peacehaven Town Council will be holding its Jubilee Beacon Lighting on Thursday 2nd June at 9:45 p.m. at the War Memorial, Meridian Park, Meridian Way, Peacehaven, BN10 8NF. The event will be hosted by the new Mayor, supported by Jon Borthwick, our Town Crier.

Sadly, our MP is unable to join us as he has a prior engagement.

The invitation to attend is being extended to everyone in and around Peacehaven – inviting them to come along and join in this special occasion to mark not only Her Majesty's 70 year reign, but also to enjoy a unique event to start the very special Platinum Jubilee weekend celebrations.

Prior to the Beacon Lighting, Peacehaven's Town Crier – Jon Borthwick – will cry a special Jubilee Proclamation from The Palace at 2 p.m.

The Jubilee Proclamation will take place at The Peacehaven War Memorial.

Please note, the Platinum Jubilee flag and bunting will be raised and positioned on Wednesday 1st June.

Date:

Thursday 2nd June 2022

Place:

Peacehaven War Memorial, Meridian Park, Meridian Way, Peacehaven, BN10 8NF.

Event Timings / Itinerary:

The Palace has been stringent about timings and attached to this brief is the official itinerary for your reference.



Timings will be:

- 9 p.m.** Guests will begin to arrive at Peacehaven War Memorial.
- There will be a refreshment area with Mel & Den's serving hot and cold drinks and food.
- In addition, we will have a PTC Stall selling The Queen's Platinum Jubilee Tarts, which are kindly being made by Wendy Veck. All proceeds from the sale of the Jubilee Tarts will be donated (minus Wendy's costs) to the new Mayor's charities once known when the new Mayor has been elected on 10th May.
- The War Memorial will be lit with purple and green lights to give the ambiance of both the Platinum Jubilee and PTC's brand colours.
- 9:30 p.m.** Peacehaven Town Crier, Jon Borthwick, will welcome everyone to the official Beacon Lighting and start proceedings by introducing the new Mayor.
- The new Mayor will then welcome everyone and hand over to the Piper.
- 9:35 p.m.** Piper will perform / undertake '*Diu Regnare*'.
- 9:40 p.m.** Bugler will play / undertake '*Majesty*'.
- We are currently sourcing and securing a Bugler. If one is not able to be booked, '*Majesty*' will be played and broadcast at this time.
- 9:45 p.m.** The Peacehaven Platinum Jubilee Beacon will be lit.
- To take place during the lighting of the Beacon, we are currently trying to source and secure a choir or chorus to sing '*A Life with Grace*'.
- 10 p.m.** Event closes.

Invitations:

All our Councillors - past and present - are invited to attend and will receive an official invitation from the new Mayor once he/she has been elected.

We are also currently drafting an invitation on behalf of the new Mayor to go to all PTC staff members, local business and organisations, schools and educational establishments and the emergency services to the event.

If you have any guests you'd like to invite, please email their contact details to Lisa Hayward at email: lisa@murray-hayward.com

Press Relations:

We will be issuing a pre-event press release along with a media invite to selected journalists to attend the event. This will go to local and regional media, together with specialist press contacts e.g. public sector etc.



A post event press release will also be issued following the event accompanied with photographs of the evening.

PTC Website:

The Platinum Jubilee Beacon Lighting will be given prominence on the Council's website where all details will be clearly shown.

Social Media:

The Peacehaven Beacon Lighting event has - and is - already being publicised over our social media channels and additional, regular updates will be posted.

Collateral:

We are currently producing awareness collateral – posters and flyers – which will be displayed throughout the town, given to retailers, Kemptown House, local schools etc circulate and display.

A banner will be produced highlighting the event, place and time. This will be hung at The Dell.

E-News:

E-News has already covered the Beacon Lighting and will have another piece in the May issue with more details and timings.

The Queen's Platinum Jubilee Tart:

As a Platinum Jubilee memento, the official recipe for The Queen's Platinum Jubilee Tart from The Palace is also attached to this briefing in case you'd like to try it yourselves.

As ever, if you have any queries regarding the event, please email Lisa Hayward via email: lisa@murray-hayward.com