

PEACEHAVEN TOWN COUNCIL

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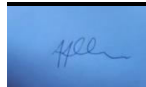
TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

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

20th April 2022

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY 26th April 2022 at 7:30pm** in the Anzac Room, Community House



Tony Allen, Town Clerk

A G E N D A

PF742 CHAIRMAN'S ANNOUNCEMENTS

PF743 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF744 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF745 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF746 TO ADOPT THE PUBLIC MINUTES OF 1st MARCH 2022

PF747 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

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

PF748 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF749 TO NOTE PROGRESS ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF750 TO DISCUSS AND AGREE NEW SLA WITH HAVENS CARS

PF751 TO DISCUSS AND AGREE NEW POLICY FOR DEALING WITH ABUSIVE, PERSISTENT

& VEXATIOUS COMPLAINTS

PF752 TO DISCUSS AND AGREE NEW COUNCIL INSURANCE POLICY

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

PF754 TO DISCUSS AND AGREE THE PURCHASE OF PAT TESTING EQUIPMENT

PF755 TO DISCUSS AND AGREE THE USE OF PTC CIL MONIES TO UPGRADE THE CCTV AT

THE BIG PARK

PF756 TO DISCUSS AND AGREE UPDATED T&C'S FOR HIRING COMMUNITY HOUSE AND

PEACEHAVEN TOWN COUNCIL

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THE HUB

PF757 TO DISCUSS AND AGREE THE RECOMMENDED QUOTE FOR THE REPLACEMENT BUS SHELTER AT SUTTON AVENUE

PF758 TO DISCUSS AND AGREE THE POTENTIAL DISCOUNT FOR REGULAR BOOT FAIR HIRERS

PF759 TO NOTE FINAL REPORT FOR WELCOME BACK FUND WITH ASSETS NOW THE PROPERTY OF PEACEHAVEN TOWN COUNCIL

PF760 TO NOTE APPLICATIONS TO LDC CIL FUND FOR CENTENARY PARK & HOWARD PARK

PF761 TO APPROVE THE USE OF PTC CIL MOMIES FOR A SEWER/DRAINAGE SURVEY TO BE UNDERTAKEN PRIOR TO IMPLEMENTATION OF CHANGING PLACES TOILET

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

PF763 AGED DEBT ANALYSIS

PF764 CONFIDENTIAL ASPECTS RELATING TO ITEM PF753 ABOVE – TO RATIFY THE NDP STEERING GROUP’S RECOMMENDED TENDER

PF765 DATE OF NEXT MEETING – Tuesday 14th June 2022 at 7.30pm

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

Agenda Item:	PF
Committee:	Policy and Finance
Date:	26 April 2022
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)

Available balance £485,358.17

Last night's balance £485,116.70

Interest rate

Interest rates are variable. Interest is paid annually on 31 December each year. If 31 December is a non-working day, interest will usually be paid on the next working day.

Balance	Gross pa %	AER %
£1 and over	0.01	0.01

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to [HMRC's website](#).

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

Additional account details

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[See more](#)

Transactions

Showing 1-1 of 1 transactions between 28 Feb 22 and 28 Feb 22

Date	Description	Money In	Money Out	Balance
Mon, 28 Feb 22	TRANSFER 10701173	£1,097.66		£485,551.03



Transactions

Peace Sweep

20-49-76 30701211

Available balance	£761,300.95
Last night's balance	£760,352.70
Overdraft limit	n/a

Showing 1 transaction between 31/03/2022 and 31/03/2022 from 31/03/2022 to 31/03/2022

Date	Description	Money in	Money out	Balance
31/03/2022	Credit TRANSFER 10701173	£1,942.75		£433,782.72

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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**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

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Current Bank A/c**

<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

**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 EREQI	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

**Bank Reconciliation Statement as at 28/02/2022
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	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</u> <u>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</u> <u>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</u> <u>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
355 The Hub							
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				
360 Community House							
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						
<u>110 Civic Events</u>							
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)				
<u>120 Marketing</u>							
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
130 Neighbourhood Plan							
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)						
200 Planning & Highways							
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)						
300 Grounds Team General Exp							
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)				
310 Sports Park							
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

12:09

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)						
440 Christmas Market							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	140	140				
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

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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 : _____

A/c Code	352 CIL				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance						279,309.65
1	01/04/2021	RJ01	Purchase Ledger	POSTMIX	27.55	
2	17/04/2021	AQU2	Purchase Ledger	GREASE TRAP	1,447.50	
2	17/05/2021	AQU2	Purchase Ledger	CN FOR MAINTENANCE		450.00
3	20/05/2021	BARL1	Purchase Ledger	DELL / EPINAY WORKS	19,911.33	
3	20/05/2021	BARL1	Purchase Ledger	PAY BALANCE OF WORKS	41.67	
3	01/06/2021	PLAY001	Purchase Ledger	MULCH SURFACING BIG PARK	41,538.00	
5	10/03/2021	120475	Cashbook	CHQ LOST - RE-ISSUE		316.51
5	10/08/2021	120760	Cashbook	WILDFLOWERS	316.51	
5	26/08/2021	MIW1	Purchase Ledger	DELL WATER COOLER SYSTEM	4,567.19	
6	23/09/2021	120700	Cashbook	DEFIB WAREHOUSE	689.00	
6	27/09/2021	AV01	Purchase Ledger	FENCING FOR OUTSIDE CAFE	465.38	
7	13/10/2021	HOB1	Purchase Ledger	PAVE OUTSIDE OF CAFE	11,109.96	
8	20/09/2021	191	Journal	RE-TURF MUGA COURT - CIL		3,980.00
8	20/09/2021	192	Journal	REVERSE JOURNAL 191	3,980.00	
8	20/09/2021	192	Journal	RE-TURF MUGA COURT - CIL	3,980.00	
8	28/10/2021	TR01	Purchase Ledger	CONCRETE POSTS FOR WATER FOUNT	9.00	
8	08/11/2021	TR01	Purchase Ledger	DELL WATER COOLER BITS	74.12	
8	16/11/2021	TR01	Purchase Ledger	DELL WATER TAP	18.48	
8	17/11/2021	196	Journal	CIL RECEIPTS 2021		134,218.27
8	25/11/2021	BACS	Cashbook	BOLLARD INSTALLATION	919.50	
9	10/12/2021	FWOO	Purchase Ledger	DELL BOARDS	2,037.00	
9	23/12/2021	PLAY001	Purchase Ledger	SWING INSTALLATION	5,325.00	
10	21/01/2022		Cashbook	LDC DELL BID RECEIPT		6,000.00
11	09/02/2022	212	Journal	LDC DELL BID	6,000.00	
11	09/02/2022	212	Journal	LDC DELL BID		6,000.00
11	12/02/2022	GLEN	Purchase Ledger	BOLLARD INSTALLATION	5,215.00	
12	28/02/2022	GTA1	Purchase Ledger	TOPOGRAPHICAL SURVEY	1,250.00	
12	31/03/2022	GTA1	Purchase Ledger	PIDD AVE DRAWINGS/ MEETING/MAP	1,845.00	
Account CIL					Account Totals	110,767.19
Centre					Net Balance Month 12	430,274.43
						319,507.24

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>
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	Mailserv 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>		

Supplier	Description of works	Amount	Comment	Next Due
Heatcraft	Service x2 air conditioning chillers on main roof to main hall at C/H	511.50	Service is overdue - this is likely to flag up further issues & increase costs	
Chris Bartholomew	Electrical installation condition report for C/H	2,266.00	Following a risk & safety assessment from SAFE I.S this is required	
Chris Bartholomew	Testing of emergency lighting	570.00	Legally required	
Chris Bartholomew	Electrical installation condition report for the HUB	503.33	Following a risk & safety assessment from SAFE I.S this is required - scheduled for Spring 2022	
Chris Bartholomew	Electrical installation condition report for the Café	833.26	Following a risk & safety assessment from SAFE I.S this is required	
Thomas Doors	Service doors at the C/H	527.00	Required annually	
Catercraft	To service catering equipment	350.00		
Catercraft	To clean Kitchen Duct	450.00		
Heatcraft	Service & Maintain boilers at C/H & HUB	1,095.00		
Audience Seating	Maintenance of hall seating	492.60	Agreed to be serviced Jan 22	
Heatcraft	Supply & fit X2 new filter units & new belts to Supply fan and Supply & fit new compressor amongst other things	6,511.47	Agreed by council Dec 2021 - works to be scheduled	

PF748 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<p>PF635 THE FUTURE USE OF THE FIELDS & ROBSON ROOMS IN COMMUNITY HOUSE</p> <p>The Clerk related the background to this item.</p> <p>It was agreed that, from a budgetary angle at least, the Council is not currently in a position to move its office staff to these rooms.</p> <p>It was resolved that these rooms should be let on a short-term Lease at a rent in line with the current rent charged.</p>	<p>EMCOR vacated these rooms on the 31st August 2021.</p> <p>A local company that had expressed keen interest decided in the end not to rent these rooms.</p> <p>To move the office staff into these rooms, just the IT & telecoms would cost C.£5,700.</p> <p>ESCC has looked at these rooms in relation to the move of the library but has apparently rejected them.</p> <p>Local Estate Agents report that there is currently little demand for this facility and that suggested rental costs are in the region of +/- £800.</p> <p>Other possible uses for these rooms were discussed, including moving the staff office into them.</p> <p>It was agreed to conduct a site visit prior to the Committee's March 1st 2022 meeting.</p> <p>Discussed at the Personnel Committee on 31st March 2022 and agreed that to meet HSE office requirements, staff must be moved to the F&R rooms. This will be at minimal cost < £1,000 to route the computer network to these rooms.</p> <p>All other needs are in place, the F&R rooms just need cleaning and some painting.</p>	<p>Town Clerk</p> <p>Admin Officer</p> <p>Committee Members</p>	< £1,000		

PF748 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
2	<p>PF661 USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE The Clerk's report was received and discussed. It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible. Clerk to obtain a detail costing of required repairs for the Committee's next meeting.</p> <p>PF677 USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment. Cllr Griffiths suggested that the money might be better spent on more modern solutions. Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little used these days. It was resolved that the hirers/users of the Council's facilities should be canvassed in this respect.</p>	<p>Anzac Room Perimeter Loop Wire using current amplifier installed. This will not be secure and could be picked up from outside of the room. Loop wire £160, Trunking £100, Labour £250, Total £510.00</p> <p>Perimeter Loop with new amplifier Same as above £510, Amplifier £550 Total £1060.00</p> <p>Multiloop installation under carpet as previously installed (carpet will have to be removed prior to visit) This will keep the signal confined to the room. Copper Tape £320, Amplifier £2600 Labour £750, Total £3670.00</p> <p>Main Hall Amplifier Change Amplifier £700, Labour £250, Total £950.00 Complete Install Amplifier £700, Loop Wire £300 Trunking £175, Labour £750.00 Audio Cables £50, Total £1975.00 Survey was inconclusive – almost the same number of people did and did not use a loop. A large number of people admitted that they had/needed a hearing aid but did not use one. At the Committee's meeting on 7th December</p>	Town Clerk			

PF748 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
		2010, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950. Work is in hand.				
3	<p>PF678 INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE</p> <p>The Clerk's report was received and discussed.</p> <p>The Clerk noted that with Community House now being over 40 years old, a lot of the building's fabric and equipment was in need of replacement/upgrading.</p> <p>It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.</p>	<p>Duncan Baker Brown contacted, and he recommended Toby Rolleston of F.T. Allen Chartered Surveyors & Project Managers.</p> <p>Mr Rolleston visited the site on the 26th November 2021 and will get back to us regarding the production of an external& internal Schedule of Condition. Have chased this up. <u>STILL CHASING MR ROLLESTONE – WILL REVERT TO MR BAKER-BROWN IF NO RESPONSE IN THE SHORT-TERM.</u></p> <p>Once we get the schedule of condition, then Mr Baker-Brown can help us run different retrofit design scenarios so that we can understand the implications and costs of replacing fabric & equipment and in meeting Council's net zero carbon targets.</p> <p>Due to the continued lack of response from Mr Baker-Brown and Mr Rolleston, three other firms have been approached for quoted for these surveys:-</p> <ol style="list-style-type: none"> 1. Crossley Anderson. 2. Bray Estates. 3. Housemartins. 	Town Clerk			



Service Level Agreement

Havens Community Cars (HCC) & Peacehaven Town Council (PTC)

Duration: from April 2022 – March 2023

Aim

To provide a transport solution for Peacehaven residents who are struggling to access public transport. The service will help residents to access vital community and health services, enabling them to live independently and helping to reduce social isolation and loneliness.

The service is provided in line with Havens Community Cars Mission of ***'putting the transport needs of the individual first – improving inclusion by removing any barriers to transport'***.

1. Service Provision

The Service will be available equally to all registered members of Havens Community Cars who are residents of Seaford, Newhaven, Peacehaven, Telscombe, Telscombe Cliffs and East Saltdean. The service and hours of operation is subject to the availability of HCC's volunteer drivers. The service is provided by grant funding and financial contributions, together with a small booking fee taken at the time of booking. Individual journey mileage will be charged to the service user at 0.45p a mile and will be reimbursed to the volunteer driver.

Membership of Havens Community Cars is open to all qualifying Peacehaven residents and is free of charge (however HCC reserves the right to introduce a nominal future membership fee should that be desirable to maintain the service).

Two wheelchair accessible electric vehicles are available within the service and drivers transporting wheelchair users will be MIDAS trained.

2. Drivers

Havens Community Cars recruit, train and support volunteers who have been subjected to an enhanced Disclosure Barring Service check, Driving Licence Eligibility and Vehicle checks. Volunteers can choose to use their own vehicle (subject to roadworthy checks) or Havens Community Cars wheelchairs accessible vehicles.

HCC will ensure that either their own or the volunteer's vehicles are maintained to a roadworthy condition, including ensuring compliance with taxation and insurance requirements. HCC will arrange reimbursement of any expenses to the volunteer drivers.



3. Operations

Havens Community Cars will recruit, and train individuals required to maintain a telephone booking system so that service users can book journeys and match transport requests with available drivers and vehicles subject to availability.

Booking will be taken in line with membership conditions and will require at least 48 hours' notice. Telephone lines will be operational within the opening hours of HCC's office (Monday – Friday 9:00am – 1:00pm – excluding Bank and Public Holidays).

4. Service Statistical Reporting

Havens Community Cars will maintain statistical information to undertake ongoing monitoring of the scheme. PTC may request feedback on these statistics at any time.

5. Charges to Service Users

The definition, collection, banking, and accounting for all charges to service users will be the sole responsibility of Havens Community Cars.

6. The PTC Financial Contribution

To provide the service as outlined in section 1. of this Service Level Agreement requires considerably more than the contribution from Peacehaven Town Council.

Havens Community Cars will be paid by PTC at a cost of £3,000.00 per annum, payable annually in advance on 1st April. The service provided under this Service Level Agreement is non – VAT chargeable.

7. Contract Price Review

The level of the annual contribution will be reviewed annually and may be revised by mutual agreement but either party may request a review at any time by notice in writing.

8. Publicity and Promotion

Havens Community Cars will be responsible for any marketing and promotion of the Service. Havens Community Cars will look to PTC to support and promote the service and will be expected to hold marketing material and information about the service and promote it to local residents at suitable opportunities.



9. GDPR, Safeguarding, Client Confidentiality & Equal Opportunities

For the purposes of GDPR compliance Havens Community Cars will be the nominated Data Controller and also the Data Processor.

Havens Community Hub have written policies covering the following: - Data Protection

Safeguarding of Vulnerable Adults and Children (including DBS checks)

Client Confidentiality

Equal Opportunities

Health & Safety

All policies will be reviewed by HCC's Community Manager on a regular basis.

10. Variations and Termination

The contents of this SLA may be varied by mutual consent in writing at any time.

Either party can end this agreement by giving the other 31 days' notice in writing. In the event that the agreement should be terminated before the end of any 12-month grant period, Havens Community Cars will reimburse PTC pro-rata for any wholly unused calendar months.

Signed on behalf of Havens Community Cars

Name

Print Name

Position

Date

Signed on behalf of Peacehaven Town Council

Name



Print Name

Position

Date



Dealing With Abusive, Persistent or Vexatious Complaints and Complainants Policy

1. Introduction:

- 1.1. The Council are committed to dealing with all complaints equitably, comprehensively, and in a timely manner. The Council will not normally limit the contact which complainants have with Council staff.
- 1.2. However, the Council do not expect staff to tolerate unacceptable behaviour by complainants or any customer. Unacceptable behaviour includes behaviour, which is abusive, offensive or threatening and may include:
 - 1.2.1. Using abusive or foul language on the telephone
 - 1.2.2. Using abusive or foul language face to face
 - 1.2.3. Sending multiple emails
 - 1.2.4. Leaving multiple voicemails
 - 1.2.5. Sending multiple communications
- 1.3. The Council will take action to protect staff from such behaviour. If a complainant behaves in a way that is unreasonably persistent or vexatious, the Council will follow this policy
- 1.4. Dealing with a complaint can be a straightforward process, but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the Council. This can happen either while their complaint is being investigated, or once the Council has finished dealing with the complaint.
- 1.5. Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
- 1.6. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.7. This policy also applies to complainants who are complaining to councillors who are acting as members of the Council.

2. Aim of this Policy:

- 2.1. The aim of this Policy is to contribute to our overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.
- 2.2. It sets out how the Council will decide which complainants will be treated as vexatious or unreasonably persistent, and what the Council will do in those circumstances. The policy is for the information of staff and Councillors, as well as complainants.

3. Definitions:

- 3.1. The Council has adopted the Local Government Ombudsman's (LGO) definition of "unreasonable complainant behaviour" and "unreasonable persistent complaints"

- 3.2. The Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder our consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

4. Examples of Unreasonably Persistent and/or Vexatious Behaviours:

This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category

- 4.1. Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- 4.2. Refuse to specify the grounds of a complaint despite offers of assistance
- 4.3. Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- 4.4. Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- 4.5. Refuse to accept that issues are not within the power of the Council to investigate, change or influence (for example something that is the responsibility of another organisation)
- 4.6. Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (insisting, for instance, that there must not be any written record of the complaint)
- 4.7. Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- 4.8. Make an unreasonable number of contacts with us, by any means in relation to a specific complaint or complaints
- 4.9. Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to numerous, frequent and/or complex letters, faxes, telephone calls or emails)
- 4.10. Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language
- 4.11. Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- 4.12. Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- 4.13. Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- 4.14. Deny statements he or she made at an earlier stage in the complaint process
- 4.15. Electronically record meetings and conversations without the prior knowledge and consent of the other person involved

- 4.16. Adopt an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the council, but at the same time with a Member of Parliament, other councils, elected councillors of this and other councils, the council's independent auditor, the police, solicitors, and the Local Government Ombudsman
- 4.17. Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- 4.18. Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded, and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- 4.19. Persistently approach the council through different routes about the same issue
- 4.20. Persist in seeking an outcome which the Council have explained is unrealistic for legal or policy (or other valid) reasons
- 4.21. Refuse to accept documented evidence as factual
- 4.22. Complain about or challenge an issue based on a historic and irreversible decision or incident
- 4.23. Combine some or all of these features

5. Managing Unreasonably Persistent and/or Vexatious Complainants:

- 5.1. Before any action is taken, the Town Clerk will ensure that the complaint is being, or has been, investigated properly according to the Council's agreed Complaints Procedure.
- 5.2. When a complainant begins to demonstrate behaviours such as listed above, the Town Clerk will consult with the Chairman of the Council and the Chairman of the Personnel Committee. The Town Clerk will provide sufficient information to them for them to determine whether the complaint fulfils the definition as shown above. If it is agreed that the complaint fulfils the definition the Clerk will issue a warning to the complainant about their behaviours.
- 5.3. The Town Clerk will contact the complainant either by phone, in writing or by email to explain why this behaviour is causing concern and ask them to change this behaviour. The Town Clerk will explain the actions that the Council may take if the behaviour does not change.
- 5.4. If the disruptive behaviour continues, the Town Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact us in future will be restricted.
- 5.5. If following this letter the behaviour continues the Town Clerk will inform the Chairman and Chair of the Personnel Committee. They will then determine what restrictions are to be imposed on the complainant and for how long. This will be communicated to the complainant in writing.
- 5.6. Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between 3 and 6 months but in exceptional

- cases may be extended. In such cases the restrictions would be reviewed on an annual basis.
- 5.7. In the event of the Chairman being actively involved in investigating a complaint under the Complaints Policy, the consultation and decision making process will fall to the Vice-Chairman of Council and the Chair Personnel Committee.
- 5.8. Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- 5.8.1. Banning the complainant from making contact by telephone except through a third party e.g. solicitor/councillor/friend acting on their behalf
 - 5.8.2. Banning the complainant from sending emails to individuals and/or all Council officers and insisting they only correspond by letter
 - 5.8.3. Banning the complainant from using any of the Council's services
 - 5.8.4. Banning the complainant from accessing any Council building except by appointment
 - 5.8.5. Requiring contact to take place with one named member of staff only
 - 5.8.6. Restricting telephone calls to specified days / times / duration
 - 5.8.7. Requiring any personal contact to take place in the presence of an appropriate witness
 - 5.8.8. Letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff should be identified who will read future correspondence, this will usually be the Town Clerk)
- 5.9. When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing to explain:
- 5.9.1. Why the Council have taken the decision,
 - 5.9.2. What action the Council are taking,
 - 5.9.3. The duration of that action,
 - 5.9.4. The review process of this policy, and
 - 5.9.5. The Town Clerk will enclose a copy of this policy in the letter to the complainant.
- 5.10. Where a complainant continues to behave in a way which is unacceptable, the Town Clerk, in consultation with the Chairman and Chair of the Personnel Committee, may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.
- 5.11. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the Council will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, the Council may not give the complainant prior warning of that action.

6. New Complaints from Complainants who are Treated as Abusive, Vexatious or Persistent:

- 6.1. New complaints from people who have come under this Policy will be treated on their merits. The Town Clerk will decide whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. The Council do not support a “blanket policy” of ignoring genuine service requests or complaints where they are founded.
- 6.2. The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on our contact with them, will be recorded and notified to those who need to know within the Council.

7. Review:

- 7.1. The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Town Clerk after three months and at the end of every subsequent three months within the period during which the Policy is to apply.
- 7.2. The complainant will be informed of the result of this review if the decision to apply this Policy to them has been changed or extended.

8. Record Keeping:

- 8.1. Adequate records will be retained by the Town Clerk of the details of the case and the action that has been taken. The Town Clerk will retain a record of:
 - 8.1.1. The name and address of each person who is treated as abusive, vexatious or persistent
 - 8.1.2. When the restriction came into force and ends
 - 8.1.3. What the restrictions are
 - 8.1.4. When the customer and departments were advised
- 8.2. The Town Clerk will provide with an annual report giving information about customers who have been treated as vexatious/persistent as per this Policy to the Finance and Governance Committee.

High Streets and Social Infrastructure Grant Submission

Peacehaven and Telscombe Neighbourhood Plan on behalf of the two town councils

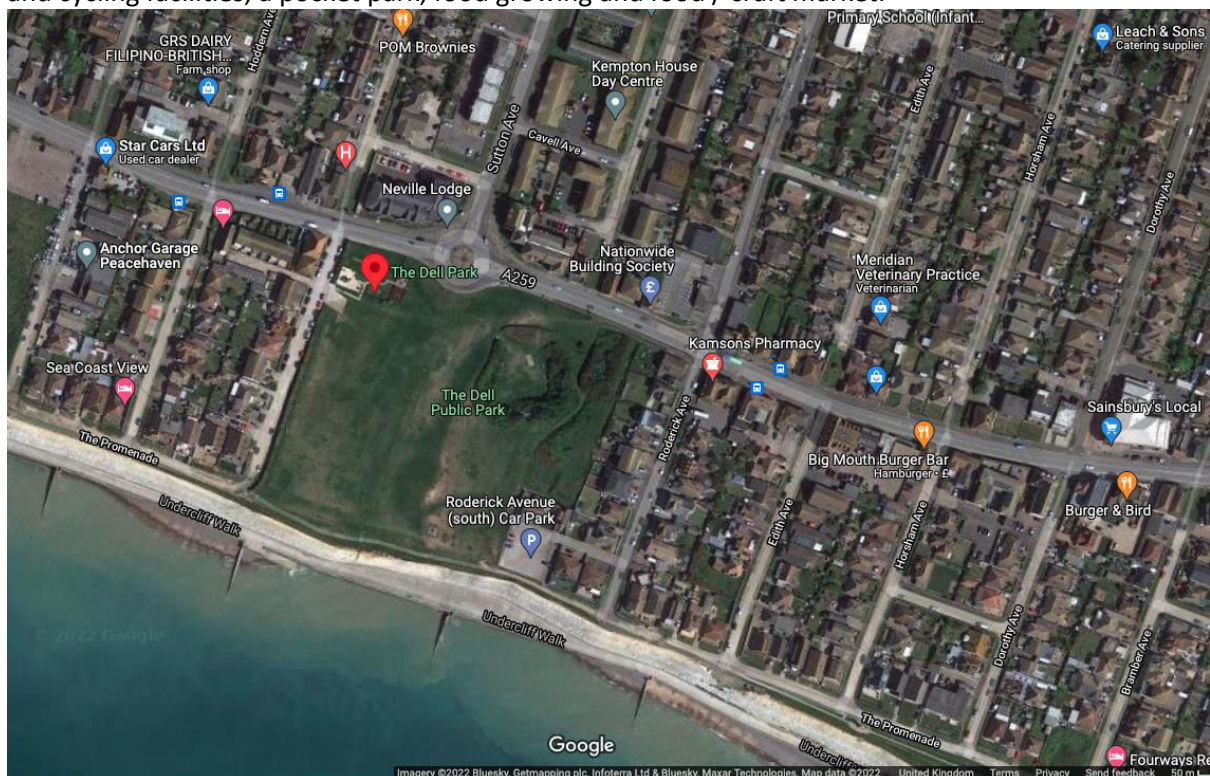
- **How does scheme meet needs of community?**

Peacehaven and Telscombe are two towns on the coast road between Newhaven and Brighton. The town council boundaries are home to 21,544 residents (Census 2011) occupying 9694 homes. The area is growing at approximately 220 people per year (ONS mid 2019). They are mainly urban / urban fringe communities with the exception Telscombe village which is in the South Downs National Park. East Saltdean (Telscombe) was developed as part of the Butlins Saltdean Seaside Resort in the 1920s-30s. Development at Peacehaven was promoted as 'homes for heroes' and also as a speculative resort and plotland development where people were encouraged to buy (or won via raffles) individual plots to build homes for themselves on a grid layout. Attempts to develop a town centre in the latter part of the 20th Century including a shopping centre, civic buildings (community centre and library), leisure centre and secondary school has largely failed to deliver a cohesive centre with the coast road attracting a wider range of commercial development – shops, pubs, cafes, estate agents and car showrooms. The 21st Century has seen an influx of convenience stores strung out along the A259 including: a Tesco Express, Greigs, Sainsbury's Local and Co-op Food.

The town centre is directly north of the Dell Public Park accessed by Sutton Avenue from the A259 coast road. Despite a Masterplan focussing on the town centre and Meridian shopping centre, responses to a consultation in 2020 tended to focus on the coast road – congestion, air quality and its appearance – with many commenting that people pass through Peacehaven and Telscombe on their way to either Brighton or Newhaven but without stopping.

- **Why grant is needed**

The grant is needed to pay for a feasibility study, including visualisations, for inclusive design options to regenerate an area of the coastal road adjacent to the Dell public open space (see below), adjacent car park and toilets with better street furniture, pedestrian (including a pedestrian crossing) and cycling facilities, a pocket park, food growing and food / craft market.



This would be a pilot project aiming to demonstrate to landowners, developers and local residents alike 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.

- **What local engagement has taken place?**

The Initial Conversations for the Neighbourhood Plan in 2018 identified the following vision and objectives:

Peacehaven and Telscombe Towns aim to be sustainable, with clean air and an environment providing a good quality of life for all inhabitants and visitors.

The most relevant objectives to this proposal are underlined but all are linked

The objectives for the Neighbourhood plan are:

✓ By 2030, the area will incorporate active movement for all ages by creating better accessibility to public transport, better cycle routes and walkways. Thus, improving air quality and people's well-being.

✓ There will be better sustainably designed and high-quality buildings contributing to the character of the area.

✓ There will be improvements to the public realm, encouraging better design and planting with seating catering for all ages.

✓ Better quality (both physical and technological) flexible employment spaces, encouraging high - technology industries/research and development to the area.

The feasibility study which will include further consultation with neighbouring businesses and residents will be used to apply for CIL funding that is available to the area because of a large development of 450 homes that is currently underway and further likely development in the region of 255 homes (a target set for the Neighbourhood Plan by the Local Planning Authority).

- **Evidence of community support details**

The Neighbourhood Plan is currently out to Pre-Submission consultation / Regulation 14 (1 February to 14th March). However, significant consultation has already been undertaken (see https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/files/ugd/6d59de_6db4f2c2aa2647e5888a090d7f965f87.pdf). In particular over the winter of 2020-21 residents and other stakeholders were consulted on a Masterplan for the redevelopment of the Centre of Peacehaven including the Meridian Centre. A four-page summary of the preferred option Masterplan was drawn up with a response form and delivered to every home in Peacehaven and Telscombe (including East Saltdean). There were 621 online survey responses and a further 223 paper responses. Together these generated 2327 separate pieces of data to be analysed, so give a real insight into residents' views. Of the 844 responses 204 residents were concerned over the impact on roads, particularly the A259. Others wanted more retail, greater hospitality including cafes and restaurants and street markets. While some of these could potentially be delivered through the redevelopment of the existing centre these may take a while to come to fruition. This provides an opportunity for the Dell area to test the potential for some of these changes but also to attempt to link up what seem like quite distinct areas in the future.

- **How scheme will reinvigorate the high street or social infrastructure?**

The Dell is located at the point where the coastal road links to Sutton Avenue which runs north towards the town centre. As such it has the potential to act as a hub or axis linking the two areas. Developing a cohesive design approach here in such a prominent site has the potential to set the standard for the public realm throughout the whole neighbourhood plan area. The scheme aims to make the coast road more attractive and pedestrian friendly, more of a destination to day trippers and build on the recent success of the Big Park and Gateway Café which is extremely popular with locals.

- **How grant will help scheme move forward?**

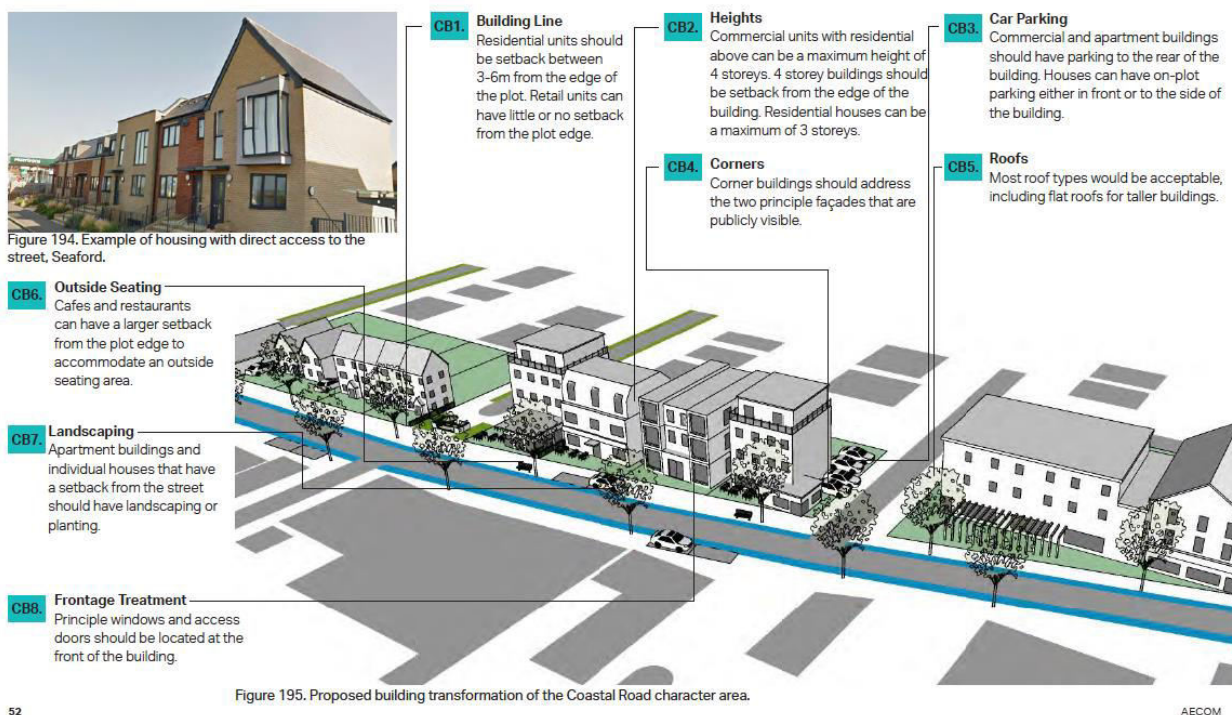
At the present, the Local Planning Authority is accumulating CIL contributions from developments within the Neighbourhood Area that they will release subject to receiving costed proposals from the town councils. Having a coherent costed scheme will enable the town council to release funding. The town centre is also likely to be redeveloped in the near future and having costed plans will put the town council in a strong position for bidding for further funding.

- **What is the link with Neighbourhood Plan/Neighbourhood Development Order?**

As well as fitting with the vision and objectives already outlined, the proposal also ties together three areas within the 20 Minute Town area, a key principle adopted in the neighbourhood plan. It will also link to a 'buy local' campaign launched by the two town councils as a response to the pandemic.

The study should also build on the Design Codes that were developed by AECOM in 2021, particularly in relation to the A259 coast road corridor to soften and improve the street scene throughout both settlements including tree planting, planters, seating areas outside shops and cafes and improvements to the fronts of existing commercial premises (see <https://www.peacehaven-and-telscombe-neighbourhood-plan-steering-group.co.uk/> pages 50-57).

COASTAL ROAD BUILDING CODES



In conclusion, the proposal will include further consultation with adjacent businesses, users of the Dell and nearby residents. The outputs / actuals are to include designs in outline, costs of potential changes to the street scene and open spaces and visualisations. These will be used to provide the basis for initial improvements the costs of which will be met in part through existing budgets but also through CIL contributions or further grant applications.

Agenda Item: PF754
Committee: Policy & Finance
Date: 26th April 2022
Title: PAT Testing
Report Authors: Town Clerk & Dan Tiller
Purpose of Report: To seek authority to purchase PAT testing equipment

Summary of recommended actions

To consider in-house PAT testing and the purchase of appropriate equipment.

Introduction

All equipment used in PTC buildings should be PAT tested.

Background

PAT testing of equipment in PTC buildings is currently outsourced.

Analysis

The last testing carried out was by earlier this year at a cost of £332.69

Additionally, equipment brought into PTC premises by hirers should also have been PAT tested.

Recommendations

To ensure all equipment that is used in PTC premises is PAT tested and to save money on PAT testing for the Council's own equipment,

Implications

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

<u>Financial</u>	Initial purchase of equipment £464.95 (ex VAT). Estimated saving by having in-house testing facility £300 p.a.
<u>Legal</u>	Need to meet building, electrical and health & safety regulations.

Appendices/Background papers

Please see below.

megger PAT150 Battery Powered Hand Held Portable Appliance Tester

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Megger.

Megger PAT150 Battery Powered Hand Held Portable Appliance Tester

Part Code: PAT150
Stock Code: 1935-6916

No reviews

- Hand held portable appliance tester
- Enables simple, fast safety testing in all environments including offices, shops etc.
- 200mA earthbond testing
- %00V insulation test
- Additional 250V insulation and substitute leakage testing for safe IT testing and surge protected devices
- 10mA and 30mA portable RCD lead testing
- Rubber armoured cases
- Hardened, scratch proof glass
- Battery powered

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Specification

Battery Type Alkaline

£464.95 For 1
£557.94 including VAT

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£5.95 Delivery on orders under £50

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megger PAT150 Battery Powered Hand Held Portable Appliance Tester

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1 of 4

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Megger.

PAT100 SERIES
Handheld portable appliance testers

PAT100 SERIES
Handheld portable appliance testers

- Simple tick or cross, pass or fail indication plus measurement
- Battery powered with rechargeable options
- Includes 250 V insulation and leakage testing for safe IT testing and surge protected devices
- Testing portable and fixed electrical equipment
- 10 mA and 30 mA portable RCD lead testing (PAT150)
- Adjustable PASS test limits (PAT150)
- Substitute and mains powered leakage testing (PAT150)
- Tough, rubber armoured with built-in front cover, hardened, scratch proof display window

DESCRIPTION

The PAT100 series of hand-held portable appliance testers enable simple, fast safety testing in all environments including offices, shops and business units. It is ideally suited to training organisations with a very short learning curve and tough, reliable functionality. With rubber armoured cases and fitted with hardened, scratch proof glass, the PAT100s are exceptionally tough instruments.

Battery powered operation makes the PAT100s perfect for those locations where an electrical supply is not available, inconvenient or unsafe, especially building sites and warehouses. The PAT100 series conforms to all UK and European requirements for electrical safety testing.

Test groups

Test groups enable the correct sequence of tests to be performed automatically with minimum intervention by the user. This keeps testing simple, reduces test times to a minimum and helps to prevent testing errors.

PAT120:

- The PAT120 model has test groups available for Class I, Class II and Extension/Power leads.
- Fixed PASS limits.
- Insulation testing at 500 V (default) or 250 V can be selected at the start of the test.
- Leakage testing uses a "Substitute Leakage" also known as the "Alternative" method to remove the need for a mains supply during test.

The PAT150:

- The PAT150 has additional tests available for testing portable RCDs (PRCDs) of 10 mA and 30 mA.
- Separate tests for continuity, insulation, mains powered leakage testing and SELV measurements can be made using the Quick Test (QT) button.
- Test group pass limits and test duration can be configured by the user.
- Bond lead resistance can be nulled to reduce measurement errors.
- Live circuit measurement is available for testing the mains supply and socket polarity or electrical circuit voltage to 300 V ac.
- Can be used for testing fixed appliances.

Continuity test:

Used for measuring the proper bonding of all metal parts of a class I device to the protective conductor.

Tests are performed at 200 mA dc in both polarities to be compliant with international and UK regulation or recommendations. This test is safe to perform on equipment where higher test currents could cause damage.

Insulation testing

Used for measuring the separation of conductive parts or conductor from earth. This test is usually performed at 500 V dc. The PAT100 series maintain the necessary test voltage down to 0.5 Mohms.

www.megger.com

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Agenda Item: PF755
Committee: Policy & Finance
Date: 26th April 2022
Title: Upgrade of CCTV at the Big Park
Report Authors: Cllr. Lucy Symonds
Purpose of Report: To decide on whether Peacehaven CIL Money should fund the CCTV

Introduction

This report is to seek approval for Peacehaven CIL money to be used to fund the upgrade of the CCTV system and replace cameras at existing locations. A CIL Bid from LDC has been applied for but there would be a delay in getting the system in place. A quote from Chromavision has been obtained (see attached) which provides a description of works to be carried out. The quote shown was for 30 days and I am currently seeking if there are any amendments in costs. This should be confirmed before the meeting date.

Background

The current CCTV system at the Big Park is now outdated and although this system is still functional, the clarity is poor and there are excessive costs to obtain any footage, if requested. There is a requirement to upgrade this system to ensure that the specifications match the requirements to be linked to the Sussex Police Partnership. The quote provided shows that there will be an upgrade to all the cameras currently in situ ie. Café and Car Park area. This upgrade will form phase 1 of the CCTV development in the Town.

Analysis

In 2019 I undertook the task of researching CCTV development in the town. I had made contact with Sussex Police and myself, Town Clerk and Parks Officer attended their HQ in Lewes to see the operational control centre. From this date, there has been presentations made to PTC by Sussex Police on the partnership with site visits at the Big Park made so that an assessment can be undertaken. Once the upgrade is installed, PTC will be in a position to become a member of the Sussex Police Partnership where Sussex Police will have the responsibility of the cameras and will be able to use any footage as evidence to support crime related incidents in the area including the prevention and detection of anti-social behaviour (ASB). The cameras will also have real time footage in the event of any crime taking place in the area and reports being made to Sussex Police.

Conclusions

PTC has been successful in preliminary applying for Lewes CIL money. However, due to the numerous reports of ASB and crime at the big park that is reported to Sussex Police, it is vital with the summer months now approaching that sufficient CCTV is placed in the area. It has therefore been requested that this report is put forward for consideration of Peacehaven CIL money rather than waiting for the outcome of LDC CIL. If this is agreed, phase 1 can be completed, phase 2 can then continue which links the OMNI units as part of the development plan. The SLA will need to be finalised by Sussex Police Partnership once phase 1 has been completed and the current contracts can be ended.

Recommendations

1. To request Peacehaven CIL money to fund the upgrade of the CCTV at the Big Park at a cost of approximately £10,000 as recommended by the L&A committee on the 12th April 2022

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	PTC CIL money
<u>Legal</u>	Surveillance Camera Code of Practice Equality Act 2010
<u>Health and Safety</u>	Compliance with all Health and Safety regulations GDPR
<u>Planning</u>	No planning required as replacement of existing
<u>Environmental and sustainability</u>	Prevent criminal damage to park area following anti social behaviour of motorbikes and reduce any substance misuse in the area.
<u>Crime and disorder</u>	Prevent crime and ASB, record evidence for any crimes or ASB to support Sussex Police enquiries
<u>Social value</u>	Provide a safer community
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Once the system has been upgraded, Phase 2 can be continued where Omni units (solar energy) can support other areas in the town.

Appendices/Background papers

Quote from Chromavision



Proposal Ref: 100155
Peacehaven Café

Nicholas Hoad
Sussex Police CCTV
Finance Operations
Sussex Police Headquarters
Pevensey Block, Church Lane
Lewes, East Sussex

01273470101 Ex 540198

Site Name: Head Quarter
Site Address: HQ
Site Contact:
Valid for 30 Days

Issued By: James Mclean

Date: 27/01/2022

Dear Nicholas

We are pleased to present you with a CCTV solution for Peacehaven cafe and carpark area.

Within this preposal we have provided a CCTV layout with the approximate coverage area along with the specifcation of all equipment we are recommending for this project.

Project Overview

- Replace two exsiting cameras located near the bowls green. One camera will cover the enterance and exit with the other to providing an overview of the carpark.

We will require 230v mains supply from the bowls green, this will provide power to the PoE network switch that is used to power the cameras ands radio transmssion.

- Direct replacements for two exsiting cameras at the cafe.
- Installation of new AXIS compact recorder with 4TB storage to provide 31 days retention of footage. This will be installed within the cafe with access details only provided to the relavent users.
- Installation of 5Ghz wireless link to provide signal transmssion from the bowls green to the cafe. the wireless transmission will be WPA2 encrypted with the SSID hidden after final comissioning.

All cameras are fully compatible with the Sussex Police CCTV system should a decision be made to link the CCTV. This option will requiure BT to provide fibre optic transmssion.

CCTV Layout with Approximate Coverage



CCTV Equipment Specification

AUTODOME IP STARLIGHT 5100I



- 30X, 4MP high detail at fast speeds (60 fps)
- Starlight technology with 1/1.8 inch HD sensor for excellent low-light performance
- HDR X technology with up to 133dB dynamic range and fewer motion-related artifacts
- Combination of 320 m (1050 ft) IR (850 nm) + White light LEDs
- Rain-sensing wiper for improved images in rain and in dirty urban conditions

IP BULLET CAMERA, 1080P IR



- infrared (IR) vandal proof camera with auto zoom/focus lens, wizard and pre-configured modes; IP67 / IK10
- Essential Video Analytics on board to trigger relevant alerts and quickly retrieve data
- Fully configurable H.265 / H.264 / M-JPEG quad streaming
- Intelligent Dynamic Noise Reduction
- Edge Recording
- 60m (196ft) IR viewing distance

S3008 4TB COMPACT RECORDER WITH INTEGRATED SWITCH FOR UHD SURVEILLANCE



- Compact recorder with integrated PoE switch
- Easy to install and operate
- Surveillance-grade hard drive
- USB port for exporting video
- 5 years warranty

Ubiquiti 5GHz NanoBeam, AIRMAX, 16dB



The following highlights the services necessary to enable works to take place and those responsible for them. Please note, it may be necessary for certain works to be in place before work can begin on site.

- Electrical works by Chroma Vision Ltd
- Signal infrastructure by Chroma Vision Ltd
- Ground works not required within the quotation
- For building works there will be an asbestos register available at the time of order to allow full planning to be completed.

The following assumptions have been made while preparing this proposal:

- It is assumed that work will be carried out during normal working hours/days
- It is assumed that all the works will be continuous
- Access can be achieved using Chroma Vision's standard access equipment
- There are no issues with asbestos

Where necessary, Chroma Vision will provide a program of works relevant to the complexity of the works at the time of order.

Total price to carry out the works identified within this proposal **£9,616.73**
(excluding VAT)

Service & Maintenance

Chroma Vision provides a full warranty on installation works and hardware supplied for the first 12 months Defect liability period. This includes a non-emergency response to failures reported using standard procedures. A Standard Service Levels Agreement (SLA) can be offered at your request, please discuss this with the person presenting this proposal.

[Chroma Vision Web Page](#)



Document Revision History

Revision	Date	Status Description
0	27/01/2022	Initial Proposal

Agenda Item: PF757
Committee: Policy & Finance
Date: 26/4/22
Title: Replacement bus shelter Sutton Ave – **request approval**
Report Author: Victoria Onis
Purpose of Report: To Agree on the recommended quote

Summary of recommended actions

1. To recommend using PTC CIL money to purchase a new shelter. Quote attached.

Introduction

The Parks Officer reported in June 2021 that the shelter at Sutton Avenue near to Kempton House, was fitted in the early 2000's and has suffered from severe rust and has now reached its end of life. It was recommended at Policy & Finance on July 2021 to obtain quotes.

Background

The Planning & Highways Committee recommended to replace the shelter with a new 3 bay shelter, which will allow the shelter to be accessible for wheelchair users and buggies as there will be an entrance and exit; the shelter will also include a green roof which will be the first of its kind in Peacehaven. Quotes were obtained and it was recommended by Planning & Highways on 12/10/21 to use GW Shelter Solutions for the installation.

Analysis

- The owners of the land where the current shelter is located, do not have any concerns with the replacement and also Brighton and Hove Bus company are satisfied with its new location which remains in the bus clearway, south of the existing shelter.
- The installation of a new bus shelter required a Planning Application to be submitted to Lewes District Council and in March 2022 it was approved.

The location will be south of the existing shelter and the shelter will include: -

- Green topped roof
- Notice board
- New concrete base
- Aluminium seat
- Two front entrances
- Removal of old shelter

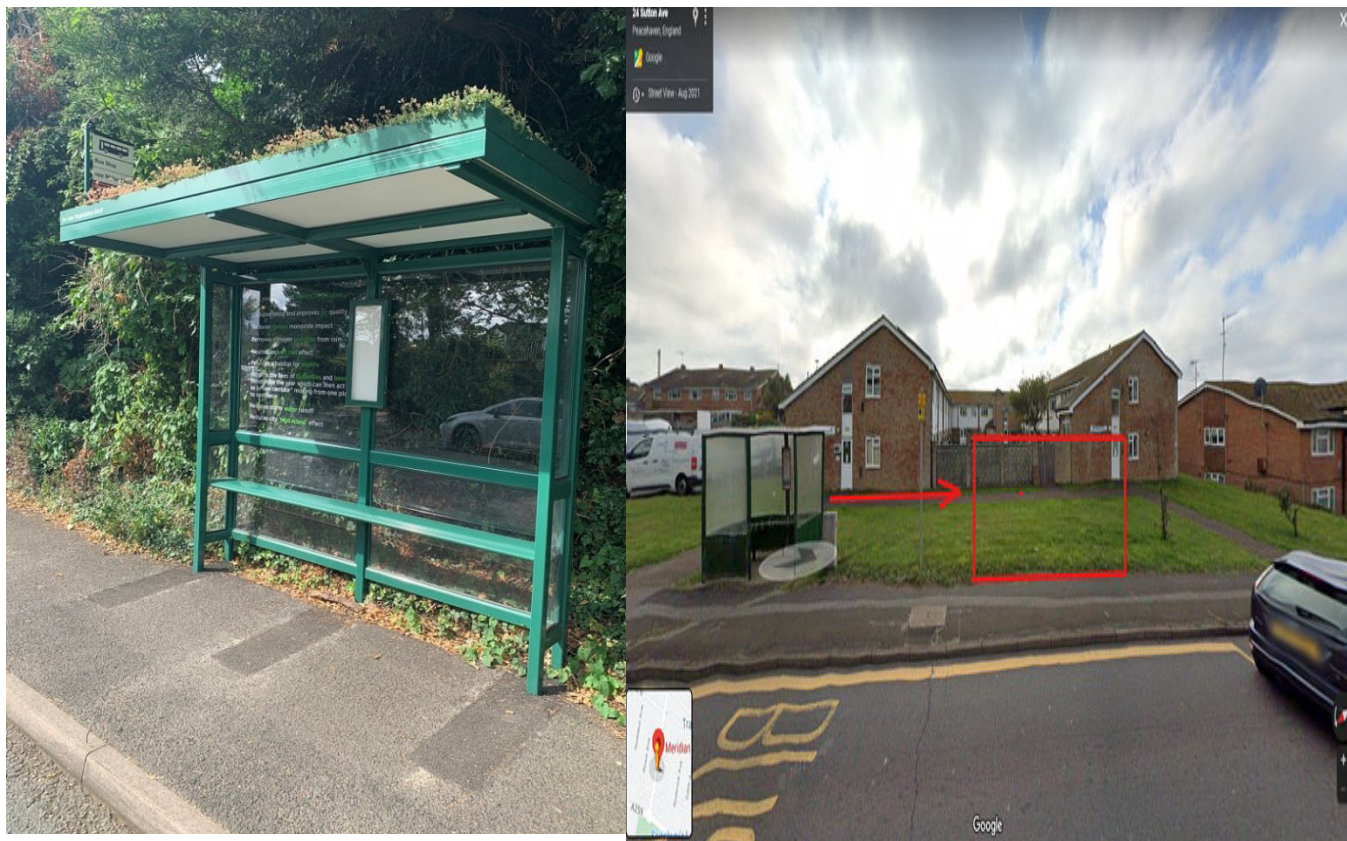
Implications

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

<u>Financial</u>	Total of works & shelter £5729 to be purchased from PTC CIL money as already agreed by Planning & Highways Committee on 17/8/21
<u>Legal</u>	Planning application approved by LDC covering all requirements
<u>Environmental and sustainability</u>	Green roof, sustainable materials.
<u>Crime and disorder</u>	Safer entry and exit arrangements

Appendices/Background papers

Example of a green topped roof



Examples of 3 bay shelters



Quotation				
Quote No	GWQ698b.1	Date	28/09/2021	
Customer	Peacehaven Town Council Community House The Meridian Centre Peacehaven, BN10 8BB	Site Address	Sutton Avenue o/s Community Centre Peacehaven BN10 7NL	
Contact	Vicky Onis admin@peacehaventowncouncil.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply, deliver and install a FLAT ROOF Arun enclosed shelter to the following specification:	1	£5,729.00	£5,729.00
1a	3.93m (3 bay) long x 1.375m wide			
1b	Steel sandwich composite roof with aluminium surround			
1c	6mm Clear polycarbonate panels			
1d	Mid rails			
1e	Two front entrances			
2. Extras				
2a	3 bay aluminium seat	1	£375.00	£375.00
2b	Non illuminated single sided information case bespoke sized 630mm x 1200mm	1	£358.00	£358.00
2c	Non illuminated single sided information case standard sized 635mm x 1016mm	1	£278.50	£278.50
2d	Sedum roof	1	£1,300.00	£1,300.00
3. Colour				
3a	Polyester powder coated Green BS218	inc		
4. Install				
4a	For dig into level site at back of path	inc		
4b	Standard give / take traffic management	inc		
5. Hardstand				
5a	To provide new concrete hardstand approximately 4.5m x 1.8m	1	£1,400.00	£1,400.00
6. Removal				
6a	To remove and dispose of existing shelter at time of new installation	1	£150.00	£150.00
7. Exceptions				
7a	Out of hours or exceptional working	exc		
7b	Exceptional Traffic management	exc		
	<i>Any site specific method statements, risk assessment, permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</i>			

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

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

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

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

Registered in England: 11996824 VAT Number: 323 2730 36

Agenda Item: PF758
Committee: Policy & Finance
Date: 26th April 2022
Title: Boot Fair costs for regular hirers
Report Authors: Zoe Malone
Purpose of Report: To discuss potential discount for regular boot fair hirers

Summary of recommended actions

To discuss and agree discount offer to regular hirers of the Dell.

Introduction

Hire costs for 2022/23 have already been agreed and part of those was the hire of the Dell for boot fairs which was agreed to be charged at £160 per session. Policy states that we cannot amend those prices agreed until 6 months from the date they apply (Therefore we can review in September 2022)

During the lockdown period, we offered a reduced rate for the hire of the Dell for the purpose of a boot fair at £70 per session.

Background

At Policy & Finance on 1st March 2022, it was proposed by Cllr Ron White that we look at offering a discount to regular hirers, on the basis a block of bookings is given and honoured by the hirer. On the assumption we insist on a block of ten bookings in order to qualify for the discount I have added the table in below.

Analysis

	Standard charge	10% Discount	25% Discount	50% Discount
09/04/2022	160.00	144.00	120.00	80.00
16/04/2022	160.00	144.00	120.00	80.00
23/04/2022	160.00	144.00	120.00	80.00
30/04/2022	160.00	144.00	120.00	80.00
07/05/2022	160.00	144.00	120.00	80.00
14/05/2022	160.00	144.00	120.00	80.00
21/05/2022	160.00	144.00	120.00	80.00
28/05/2022	160.00	144.00	120.00	80.00
04/06/2022	160.00	144.00	120.00	80.00
11/06/2022	160.00	144.00	120.00	80.00

Committee need to agree on what level of discount we would want to offer. We need to consider that some sessions may not occur if heavy rain is forecast and will need to be factored in and another session added to the block of ten. An agreement should be drawn up and signed for by the hirer and PTC.

It is important to note that income is going to be a very important part in our budget this year due to the price increases on fuel & energy which will have an impact on the Councils budget.

Implications

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

<u>Financial</u>	Reducing the agreed fees will mean less income than predicted, however not reducing the fees may mean we lose income from this stream altogether.
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

Agenda Item: PF759
Committee: Policy and Finance
Date: 26th April 2022
Title: Update on completion of Welcome Bank Fund Events
Report Authors: Cllr Cathy Gallagher
Purpose of Report: To note update and goods purchased as PTC assets.

Introduction

Peacehaven Town Council applied in April 2021 for £11,250, the application was successful.

The £56M Welcome Back Fund was provided by European Regional Development Fund and UK Government, it was administered by Lewes District Council.

The Fund was to be used to boost the look and feel of the High Street and Coastal Tourism to enable communities to return to the High Street safely post Covid.

Any activity or event needed to be linked to an action plan for temporary measures to draw visitors back to our safe and well cared towns and seafronts.

The plan drawn up by Business Development Committee and put forward by the Senior Project Manager Planning and Business Development was the south Coast Road businesses from the area of The Dell to Piddinghoe Avenue Car Park taking in the Cliff top and entrance to Centenary Park. Boundaries Yemini Café and Gateway Café.

Background

The possibility of building in an allowance for consultants was taken up because of the connections with the Peacehaven and Telscombe Chamber of Commerce and Human Resources difficulties at Peacehaven Town Council.

Paula Gander and Rachel Brown Secretaries of Peacehaven and Telscombe and Seaford Chamber of Commerce (respectively) were engaged and were integral to the success of the project

Analysis

Most of the goods will be stored as considered appropriate by the Parks Officer and Senior Caretaker but the 8 benches and 10 planters can be deployed around the Town. This was discussed at Leisure, Amenities and Environment with all requests from Councillors to go to Parks Officer who will make the final decision.

All full list of purchases is attached to this report. Purchase Orders were issued by Lewes District Council and mostly 3 estimates were required with the lowest price accepted unless a case was made for a different choice,

Attached to this report is an inventory of goods and costings analysis

The grant allowances available were £11,250. of which £8,834.35 was used.

Unused grant allowances were:

Security Marshalls £500

Hire of Container £400

Contingency Fund £500

General underspend £1,015.65

Lewes District Council kept a tight hold on expenditure and because of timescales and difficulties in getting 3 quotes from designers not every aspiration could be achieved.

Conclusions

A report on the social and community aspects of the 2 days events is attached. The purpose was to be outdoors and having fun whilst showcasing the Local Shops and Coast Line.

Implications

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

<u>Financial</u>	<ul style="list-style-type: none">• Grant has been used to purchase assets for PTC
<u>Legal</u>	<ul style="list-style-type: none">• N/A at this stage•
<u>Health & Safety</u>	<ul style="list-style-type: none">• All goods comply to UK standards
<u>Planning</u>	None at this stage
<u>Environmental and sustainability</u>	<ul style="list-style-type: none">• Wood items teak, sustainable product• Other purchases eco-friendly
<u>Crime and disorder</u>	N/A
<u>Social value</u>	<p>Goods are resources to support events to bring pleasure to the</p> <ul style="list-style-type: none">• Community.
<u>Climate</u>	<ul style="list-style-type: none">• Minimal impact

Appendices/Background papers

Cost analysis

Welcome Back brief.

PF759 - WELCOME BACK PEACEHAVEN

COSTINGS ANALYSIS

Item required	Company	Net Price	VAT	Gross Price	Budget
Marquee size 6m x 6m	UK tents (2)	£1,179.70	£235.94	£1,415.84	£2,000.00
Folding chairs & tables	Corido (25) Corido (10)				
Garden bench	Corido 2 seater (8)	£3348.14	669.94	£ 4,017.78	£4,000.00
Display panels	Panel Warehouse (4)	£618.44	£123.69	£742.00	£750.00
Planters	UK Garden Supplies (10)	£426.56	£83.32	£509.88	£600.00
Signage Banners	Sussex Signs/Banners (6)	£631.14	£126.23	£757.37	£1,500.00
A Board Outdoor Notice Board	BHMA Ltd (2)	£326.23	£65.25	£391.48	
Project Management Fees	Secretary Outsource	£500.00	No VAT	£1000.00	£1,000.00
		X 2			
		Total			
		Spend			
				£ 8,834.35	£10,750

Welcome Back Peacehaven 26/27 March – 2 Fabulous Days!

Two fabulous fun days out for all the family. Everyone joining in with the spirit of the event to enjoy the fresh air, socialise with others, and learn more about the benefits of living in Peacehaven. Bringing businesses and the community together.

The Welcome Back Peacehaven event held on 26th & 27th March was financed by the "Welcome Back Fund" provided by the UK Government and the European Union to aid economic and social recovery after Covid 19.

The Fund was extended in the summer of 2021 to include smaller shopping areas and tourist recovery.

The PTC (Peacehaven Town Council) application centred on the area from The Dell to Piddinghoe Avenue and up through the entrance to Centenary Park. The South Coast Road businesses and retail outlets and the Coastal Path being highlighted.

Overall 160 lucky dip prizes were brought and wrapped – and all the prizes went! FREE. 200 people entered the Hamper Competition - FREE. 150 people entered the Name The Toys Competition - FREE.



The Hill Top Nature trail proved a great success with loads of Easter Eggs being claimed together with families searching for the missing letters hidden in the shop fronts along the Coast Road to claim their Easter Egg Prize – FREE, Refreshments - FREE.

Thanks to all the groups and helpers:

Vicki Ashley & Lucy Rayner - SCDA & Community Groups Information, Victoria Smith - Wave Leisure, Jan Knowlson - South Downs National Park, Becca Woolven – Face Painting, Matt Gray – Jarlands, Jacqui & Malcolm Flavell, Jamie Lloyd – Sustrans, Cycle Seahaven, Rachel Brown, Paula Gander & Steve Hyatt, Cathy & Fergal Gallagher, Peacehaven Town Council Ground Staff.

Live music was provided on the Saturday by Captain's Beard.



A very grateful thanks to our additional sponsors who helped with the printing of posters and leaflets and contributed to provide all the FREE Lucky Dips, Hampers, Easter Eggs, refreshments, play toys & portaloo's:

The House Project, Tesco Local Store Peacehaven, Premier Carpets, Roy's Liquor Store, Co-operative Store, Jarlands Estate Agents, Arlette Flowers, Pam Rose, Joyce Payne

Winners of the 2 x Hampers = Nina Pearson & Filemon Jude.
Winners of Name the Toys = Ruby Love with "Hopsie" and Chris Fearn with "Bluey".



Special thanks to Cllr Cathy Gallagher who spearheaded the campaign for the community of Peacehaven. Photos by Photographer Ben Harris & Paula Gander - Permission was received by parents for photos to be taken.



Lewes District Council

Community Infrastructure Levy

Infrastructure Projects Funding Application Form

1. Infrastructure Project Overview

Which pot is this bid applicable to?	<input type="radio"/> Strategic <input checked="" type="radio"/> Local Pot <input type="radio"/> Community <input type="radio"/> Community Small Projects
Type of Infrastructure item being bid for?	<input checked="" type="radio"/> Green infrastructure <input type="radio"/> Utilities <input type="radio"/> Modes of transport <input checked="" type="radio"/> Community facilities <input type="radio"/> Education <input type="radio"/> Health <input type="radio"/> Emergency services <input type="radio"/> Other
Project Title	Howard Park Accessibility Project
Project Description £7,375 £21,835	1. Access Path – in discussion with LDC re cheaper option. 2. Still in discussion with LDC re permission. 3. Okay 4. Okay
Project Location:	Howard Park, Peacehaven

Project Contact:	<p>Name: Sue Moscatelli</p> <p>Address: Peacehaven Town Council, Community House, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB</p> <p>Telephone: 07566 766794</p> <p>Email: projects@peacehaventowncouncil.gov.uk</p>
------------------	--

2. Project Planning

<p>Has the project got all of the necessary planning permissions available?</p> <p><i>(for example Listed Building Consent, Lawful Development Certificate)</i></p> <p><i>Does the project require planning consent?</i></p>	<p>Might need ESCC permission to cross the verge although deeds show land is owned by PTC</p> <p>NO</p>
<p>If have a Planning Permission or Listed Building Consent please list this here:</p>	N/A
<p>If not, how far is it in the process? Was there any pre-app? What is the initial advice?</p>	Not required
<p>If you have Building Regulations please give the Council Building Control reference of Approved Inspector Details:</p>	N/A
<p>Which of the following applies:</p>	<p><input checked="" type="checkbox"/> Landowner</p>
	<p><input type="checkbox"/> Leasehold</p>
	<p><input type="checkbox"/> Freehold</p>
	<p><input type="checkbox"/> Do not own the land</p>

<p>Has the appropriate land owner consent been sought if required?</p> <p><i>Please attach evidence of this to the application. For example Owner consents, copies of the lease, Land Title Deeds.</i></p>	<p>YES</p> <p>Deeds attached to CIL bid</p>
<p>What is the timescale for implementation of the project?</p>	<p>✓ 0-12 months</p> <ul style="list-style-type: none"> ○ 1 year to 2 years ○ 2- 5 years ○ 5+ years

3. Project Funding

<p>What is the total cost of the Infrastructure to be provided by the project? (£)</p> <p><i>i.e the physical works</i></p>	<p>£30,000</p>
<p>How much are you seeking from CIL? (£)</p>	<p>£6,000</p>
<p>Are you able to claim VAT back on any part of this project? If yes, can you confirm that VAT has been excluded from the amount of CIL Funds requested?</p>	<p>YES</p>

Please list the sources and amounts of matched funding. <i>Please attached any evidence of matched funding to this bidding application</i>	Funding Source	Secured Yes/No	If not Secured when will this be confirmed?	Amount (£)
	PTC CIL	YES		£6,000
	LDC CIL	Not Yet	TBA	£30,000
Is there a day to day revenue cost associated with the project? If yes, please detail how this is to be funded.	NO – Any maintenance will be included in the PTC budget			
Have quotations been sought in respect of the proposed works/equipment? <i>Please provide evidence to detail the cost of the projects, and where possible more than 1 quote would be expected.</i>	YES Limited time scales have prevented additional quotes being obtained but these will be sought			

4. Project Management

Who will manage your project and how they will ensure its delivery?	Peacehaven Town Council
Partners – Please list other organisations that will help deliver the project (if applicable)	N/A
If applicable, who will maintain the project in the future?	Peacehaven Town Council

5. Links to other CIL Funding Regimes

Does this project cover more than one CIL Charging Authority?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If the answer is “yes” please state which Authority <i>(i.e South Downs National Park, Wealden, Mid-Sussex)</i>	N/A
Is matched funding being provided from the other Authority? Or has a letter of support been provided? <i>Please attach relevant evidence to the bid application</i>	The project will be match-funded by Peacehaven Town Council CIL funds.

6. Bid Justification

Does the project feature on the IDP (Infrastructure Delivery Plan)?	
Does the project feature in a Neighborhood Plan? <i>(if it does please provide references to which plan and section)</i>	YES There are accessibility audits within the draft NDP
Does the project feature in any other plan or document? <i>If yes please detail which</i>	Howard Park consultation report attached
How will the proposal help address the demands of development in the area? <i>(please discuss local and recent development relating to this project)</i>	Howard Park is inaccessible to wheelchair users, residents with mobility issues and mobility scooters. This project will allow people with a disability, and lack of green spaces, to access and enjoy the benefits of the park's tranquil setting.
Does the project have the support of the community? <i>Please detail what type of support and who from. i.e Letters, Community consultation.</i>	YES – please refer to the Howard Park consultation report.
Have S106 Funds been identified for this project? <i>If so please provide details of the development from where this comes from and amount.</i>	N/A – Funds have not been identified for Howard Park

7. Project Barriers and Risk

Please show what barriers and risks apply	Yes	No	Unknown
Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approvals and licenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ownership, acquisition or compulsory purchase order issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependency on other projects going ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any constraints are identified, please provide further details, including the extent to which the issues concerned can be overcome by mitigation

No constraints have been identified.

8. Environmental Impacts

Will your project if implemented have a negative, positive or neutral environmental impact?	<input checked="" type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Neutral
<p>If there is anticipated be an impact please detail the level and type of impact this will have on the environment.</p> <p><i>Negative impact examples could include increase in carbon emissions, reducing green space. Positive impacts could include improving air quality, increase in biodiversity.</i></p>	No negative impact anticipated
<p>Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?</p> <p><i>E.G Electric Vehicles, renewable energy sources, recycled products.....</i></p>	No negative impact anticipated

9. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not share it;
- Foster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation. We also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

Which Protected group will the project benefit/affect the most?	The project will benefit people/ residents with mobility issues and those especially wheelchair bound
Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity.	Please refer to the Howard Park consultation report but there isn't any potential disadvantages to this project,.

10. Supporting Documents

The following list of documentation is designed as a guide to assist you with what documentation may be relevant to support this bid. Please note this list is not exhaustive and you may wish to attach documents not mentioned on this list:

- Copies of relevant planning documents (Planning, Building Control)
- Land ownership details and evidence
- Quotes for proposed project
- Project planning information (budget, project plan etc)
- Risk Planning details
- Details relating to the Governance of the project
- Evidence of Community support (Crowd funding, Community Consultations, letters of support)
- Evidence of matched funding
- Cross Boundary Project information
- License copies/details

11. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed	Name
Position	Date
Telephone:	Email:

Once this form is completed please send to

CIL.Lewes@lewes-eastbourne.gov.uk

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

Lewes District Council

Community Infrastructure Levy

Infrastructure Projects Funding Application Form

1. Infrastructure Project Overview

Which pot is this bid applicable to?	<input type="radio"/> Strategic <input checked="" type="radio"/> Local Pot <input type="radio"/> Community <input type="radio"/> Community Small Projects
Type of Infrastructure item being bid for?	<input checked="" type="radio"/> Green infrastructure <input type="radio"/> Utilities <input checked="" type="radio"/> Modes of transport <input type="radio"/> Community facilities <input type="radio"/> Education <input checked="" type="radio"/> Health <input type="radio"/> Emergency services <input type="radio"/> Other
Project Title	Resurfacing of pathway/cycle route in Centenary Park to allow greater accessibility and connectivity for all.
Project Description	To create an all-weather pathway link between the Gateway Café , Centenary Park the Community Orchard and extensive number of homes in North Peacehaven and Chalker's Rise.

Project Location:	220 metres of pathway between Gateway Café , Centenary Park and the Southern Water Works access road
Project Contact:	<p>1. Name: Tony Allen</p> <p>Peacehaven Town Council , Community House, The Meridian Centre , Peacehaven. BN10 8BB</p> <p>Office 01273 585493</p> <p>Email : Townclerk@peacehaventowncouncil.gov.uk.</p>

2. Project Planning

<p>Has the project got all of the necessary planning permissions available?</p> <p><i>(for example Listed Building Consent, Lawful Development Certificate)</i></p> <p><i>Does the project require planning consent?</i></p>	<p>The route is on Peacehaven Town Council land leased by Peacehaven Town Council. No formal planning or landowner consents are required for the resurfacing of pathway.</p>
<p>If have a Planning Permission or Listed Building Consent please list this here:</p>	<p>N/a</p>

If not, how far is it in the process? Was there any pre-app? What is the initial advice?	N/A
If you have Building Regulations please give the Council Building Control reference of Approved Inspector Details:	N/A
Which of the following applies:	<input type="radio"/> Landowner
	<input type="radio"/> Leasehold
	<input type="radio"/> Freehold
	<input type="radio"/> Do not own the land
Has the appropriate land owner consent been sought if required? <i>Please attach evidence of this to the application. For example Owner consents, copies of the lease, Land Title Deeds.</i>	Not required A copy of the lease is attached.
What is the timescale for implementation of the project?	<input type="radio"/> 0-12 months <input type="radio"/> <u>1 year to 2 years</u> <input type="radio"/> 2- 5 years <input type="radio"/> 5+ years

3. Project Funding

What is the total cost of the Infrastructure to be provided by the project? (£) <i>i.e the physical</i>		
	Item	Estimate cost (£)
	Construction of matching shared use path with a sealed	43,280

works	surface			
	Surveys	5,500		
	Professional Fees (e.g. Design/Project Management)	9000		
	Construction Contingency	7317		
	Total	65,097		
How much are you seeking from CIL? (£)	£40 000			
Are you able to claim VAT back on any part of this project? If yes, can you confirm that VAT has been excluded from the amount of CIL Funds requested?	Yes			
Please list the sources and amounts of matched funding. <i>Please attached any evidence of matched funding to this bidding application</i>	Funding Source	Secured Yes/No	If not Secured when will this be confirmed?	Amount (£)
	PTC CIL	YES		£25 097
Is there a day to day revenue cost associated	NO			

with the project? If yes, please detail how this is to be funded.	
<p>Have quotations been sought in respect of the proposed works/equipment?</p> <p><i>Please provide evidence to detail the cost of the projects, and where possible more than 1 quote would be expected.</i></p>	<p>Costs have been estimated using the toolkit provided on the paths for all website. This toolkit uses 2019 guide costs and therefore a 15% contingency has been included to cover any price increases that may have occurred.</p> <p>For further information please see the description provided by Sustrans (Attached).</p>

4. Project Management

Who will manage your project and how they will ensure its delivery?	The project will be managed by Peacehaven Town Council Project officer who will set clear timeline markers and establish a delivery team consisting of Sustrans, Councillors and construction managers to oversee work being undertaken.
Partners – Please list other organisations that will help deliver the project (if applicable)	Sustrans

If applicable, who will maintain the project in the future?	Peacehaven Town Council as leaseholders will be required to maintain the pathway.

5. Links to other CIL Funding Regimes

Does this project cover more than one CIL Charging Authority?	<input type="radio"/> Yes <input type="radio"/> No
If the answer is “yes” please state which Authority <i>(i.e South Downs National Park, Wealden, Mid-Sussex)</i>	
Is matched funding being provided from the other Authority? Or has a letter of support been provided? <i>Please attach relevant evidence to the bid application</i>	No.

6. Bid Justification

Does the project feature on the IDP (Infrastructure Delivery Plan)?	The scheme is not specifically featured in the IDP but is recommended at para 3.01 1.3 of the East Sussex County Council Local Cycling and Walking Infrastructure Plan “leverage developer money to create shared-use connection between park and one of the residential streets south of Firle Road”.
Does the project feature in a Neighborhood Plan?	Active movement is key theme of the draft neighbourhood plan. This plan is currently at

<p><i>(if it does please provide references to which plan and section)</i></p>	<p>Regulation 14 stage, and associated draft transport policies set out the aims of having well-connected, attractive cycling and pedestrian routes , providing seamless integration with the existing towns facilities and public green spaces to encourage a reduction in car-based travel.</p> <p>ESCC have written to support the Neighbourhood Plan policies and aims.</p>
<p>Does the project feature in any other plan or document?</p> <p><i>If yes please detail which</i></p>	<p>ESCC LCWIP (As above).</p> <p>Pathway forms route of park-run and junior park run and is featured in associated local maps.</p> <p>Also plays an active role in linking people to walkways set out by the National Park to Egrets Way and beyond. Peacehaven Health Walk • Hiking Route » outdooractive.com</p>
<p>How will the proposal help address the demands of development in the area?</p> <p><i>(please discuss local and recent development relating to this project)</i></p>	<p>The population of Peacehaven is growing and there have been significant housing developments in the immediate locality of Centenary Park with many units still under construction. In particular, the large development of Chalker's Rise consisting of 450 houses. (1500 people) to the north has impacted on existing service provision within the area. Public transport routes from the north to the south are infrequent and do not run after 7pm which means that many are fully reliant on cars as a means of transport.</p> <p>Both the existing and incoming populations require easy and safe access to community green spaces and the opportunity to travel safely by sustainable and active modes from North Peacehaven to the South Coast Road.</p> <p>This project not only enables accessibility improvements to one of the main sports and leisure areas in the Town which includes a Community Café, Local Hub, Bike Hub, Football Club, but also allows an accessible and safe route through an area of green open space which has huge health and well-being benefits.</p> <p>In addition, the South Coast Road (A259) and surrounding roads are heavily trafficked and</p>

	congested. An alternative sustainable route via Centenary Park would improve connectivity across the Town and increases opportunities for people to make active travel trips in accordance with both national and local transportation such as Local Transport Plan 4, the NPPF, Local Plan Core Strategy, Peacehaven Centre Masterplan and the Neighbourhood Development Plan.
<p>Does the project have the support of the community?</p> <p><i>Please detail what type of support and who from. i.e Letters, Community consultation.</i></p>	<p>Yes. The vision of the neighbourhood plan “is Peacehaven and Telscombe to be sustainable and healthy with clean air and an environment providing a good quality of life for all inhabitants and visitors” The regulation 14 consultation showed that 75% of respondents supported that aim for the towns.</p> <p>As part of the Neighbourhood Plan Regulation 14 consultation ESCC wrote “we note the opportunity stated to use CIL received by the Neighbourhood Plan towards transport interventions in the local area. This is welcomed and aligns with the requirements for partnership working and collaborative funding between authorities to bring forward transport interventions”.</p> <p>Improving pathways and walking/cycling network is a key part of the draft Neighbourhood Plan and active movement agenda.</p>
<p>Have S106 Funds been identified for this project?</p> <p><i>If so please provide details of the development from where this comes from and amount.</i></p>	No.

7. Project Barriers and Risk

Please show what barriers and risks apply	Yes	No	Unknown
Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approvals and licenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ownership, acquisition or compulsory purchase order issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependency on other projects going ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any constraints are identified, please provide further details, including the extent to

which the issues concerned can be overcome by mitigation

A topographical survey will be undertaken and has been quoted as part of estimated project costs.

8. Environmental Impacts

Will your project if implemented have a negative, positive or neutral environmental impact?	<ul style="list-style-type: none">○ Positive○ Negative○ Neutral
<p>If there is anticipated be an impact please detail the level and type of impact this will have on the environment.</p> <p><i>Negative impact examples could include increase in carbon emissions, reducing green space. Positive impacts could include improving air quality, increase in biodiversity.</i></p>	<p>Positive impact as increasing accessibility to open space community areas. Enabling more use of cycle and walking network which is acting as important as a leisure route and utility link to the residential areas of the north and east.</p>
Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?	<p>Where possible recycled materials will be used to form pathway and local suppliers and construction workers will be engaged.</p>

<i>E.G Electric Vehicles, renewable energy sources, recycled products.....</i>	
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9. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not share it;
- Foster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation. We also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

Which Protected group will the project benefit/affect the most?	The improved accessibility will particularly benefit those who have impaired mobility and wheelchair users in accordance with the equality Act 2010 and the Lewes District Council's Equality and Fairness Policy.
Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity.	<p>Peacehaven and Telscombe have some of the worst health records in the East Sussex Area. In 2019 the index for overweight children in reception year showed that 23% of children in Peacehaven and Telscombe were overweight. Which aligns with Sports England (Active Lives Survey 2020) showing that only 80% of adults in the Towns were physically active twice a month.</p> <p>According to the House of Commons Library source 2019/2020 the Havens</p>

	<p>Area had higher levels of depression/high blood pressure and heart disease than the national average.</p> <p>The fundamental aim of this project is to facilitate equal opportunities and inclusion for all ages and abilities through improving accessibility. Improving the pathway surface to make it an all-weather and all-season path would enhance accessibility to the park, the community orchard, café, facilities, the park run (both adults and junior) and encourage a greater cycle network from the north and the east of Peacehaven.</p> <p>The existing pathway was never fully completed with a permanent surface. The existing gravel surface is uneven and is also starting to erode in places, making cycling and walking difficult.</p> <p>Upgrading and improving the surface of the surface will provide a significant accessibility improvement, particularly for wheelchair and mobility scooter users and for those using a mobility aid.</p> <p>Also, for parents/carers pushing buggies or younger users walking, scooting and balance biking. The improved surface will also retain a grass verge area for horse riders providing an alternative surface.</p> <p>The improved smoother and impermeable surface will provide a safer and more stable surface for walking, wheeling and cycling. This will help to increase accessibility for disadvantaged groups, increase modal shift away from cars and reduce vehicular trips to the park and community facilities. It will also enable easier access for young people and children who won't need to rely on a driver to access the park.</p>
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10. Supporting Documents

The following list of documentation is designed as a guide to assist you with what documentation may be relevant to support this bid. Please note this list is not exhaustive and you may wish to attach documents not mentioned on this list:

- Copies of relevant planning documents (Planning, Building Control)
- Land ownership details and evidence
- Quotes for proposed project
- Project planning information (budget, project plan etc)
- Risk Planning details
- Details relating to the Governance of the project
- Evidence of Community support (Crowd funding, Community Consultations, letters of support)
- Evidence of matched funding
- Cross Boundary Project information
- License copies/details

11. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed	Name
Position	Date
Telephone:	Email:

Once this form is completed please send to

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If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

Agenda Item: PH761
Committee: Policy & Finance
Date: 26th April 2022
Title: Drainage Survey to be undertaken prior to implementation of Changing Places Toilet
Report Authors: Events, Amenities and Projects Officer
Purpose of Report: Approval of funding

Summary of recommended actions:

It was agreed at the L&A meeting on 12th April that a survey of the drains at Centenary Park should be undertaken, in principle, before a Changing Places Toilet is purchased and installed

Background

LDC are funding approximately £45,000 for a Changing Places Toilet to be installed. This is an ongoing project from 2020.

Recommendations

It was suggested a survey be undertaken by Dynarod to view the current situation regarding the drainage under the 2 current toilets.

Implications

The toilets in situ regularly suffer from blockage and, adding the new Changing Places toilet, will further impact the drains. With the frequent blockages, the toilets are sometimes out of use and we are now going towards the summer period when the park is heavily in use.

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

<u>Financial</u>	Approximately £1k from PTC CIL funding (a quote has not yet been obtained)
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers