

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. L Symonds (Chair of Council), Cllr D Seabrook (Vice Chair of Council), Cllr. C Collier (Chair of Committee), Cllr. A Goble Cllr. C Cheta, Cllr. C Gallagher, Cllr. S Griffiths, Cllr L Duhigg, Cllr A Milliner

8th June 2022

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on TUESDAY 14th June 2022 at 7:30pm in the Anzac Room, Community House



Tony Allen, Town Clerk

A G E N D A

PF766 CHAIRMAN'S ANNOUNCEMENTS

PF767 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF768 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF769 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF770 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

PF771 TO ADOPT THE PUBLIC MINUTES OF 26th APRIL 2022

PF772 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, SLA's & their ongoing authorisations.
9. Funding report for buildings equipment maintenance works.

PF773 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF774 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF775 TO AGREE FUNDING FOR CONSULTANTS WORK FOR THE LANDSCAPE & DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND

PF776 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE

PF777 TO ELECT MEMBERS TO THE GRANTS SUB-COMMITTEE

PF778 TO ELECT MEMBERS TO THE CIL TASK & FINISH GROUP

PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE

PF780 TO RECEIVE A REPORT ON THE LEWES CITIZENS ADVICE SLA REVIEW MEETING AND AUTHORISE RELEASE OF GRANT MONIES

PF781 TO CONSIDER ANY BENEFITS FROM JOINING THE RURAL MARKET TOWNS GROUP

PF782 TO DISCUSS AND AGREE SUPPLEMENTARY PTC CIL FUNDING FOR THE APPROVED REPLACEMENT BUS SHELTER AT SUTTON AVENUE

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Meeting of the POLICY & FINANCE COMMITTEE to be held on TUESDAY 14th June 2022 at 7:30pm in the Anzac Room, Community House

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.

PF783 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th April 2022

PF784 TO REVIEW SUB-CONTRACTORS ARRANGEMENTS

PF785 AGED DEBT ANALYSIS

PF786 TO CONSIDER A PROPOSAL FROM TELECOM INFRASTRUCTURE PARTNERS (TIP) TO PURCHASE THE EXISTING LEASE THAT PTC AND THE FOOTBALL CLUB HAVE WITH O2
PF787 DATE OF NEXT MEETING – TUESDAY 26TH JULY 2022 AT 7.30PM

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th April 2022 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr C Cheta, Cllr A Milliner.
Town Clerk T Allen; Finance Officer Z Malone.

PF742 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and covered the housekeeping matters.

PF743 PUBLIC QUESTIONS

There were no public questions.

PF744 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr I Sharkey, Cllr G Hill and Cllr A Goble were approved.

PF745 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF746 TO ADOPT THE PUBLIC MINUTES OF 1st MARCH 2022

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

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

1. Finance Officer's report

Received and noted.

The Finance Officer reported on end-of-year processes, noting that the 2021-22 internal audit had been completed without any issues being identified.

It was noted the transfer of funds to general reserves had been lower than expected, due to earmarked funds, but the Council's financial position continues to strengthen.

It was also noted that the 2021/22 end-of-year analysis will follow the external audit for this year.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and approved for signing.

4. Income & Expenditure report

Received and noted.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

7. List of payments (for approval)

It was resolved to approve the March 2022 payments amounting to £81,316.77, as scheduled in the meeting papers.

8. Review of external contracts & their ongoing authorisations.

No items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

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

The Clerk reported on the arrangements for the move of office staff to the Fields & Robson rooms.

It was noted that the contact at the East Sussex Hearing Resource Centre (ESHRC) has left, which has caused a delay to the agreed planned works.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th April 2022

It was noted that the contacts for the internal & external surveys of Community House were no longer engaging on this matter, which has caused a delay in obtaining the agreed surveys.

The Clerk reported that he had identified three other recommended companies and will report in full at the Committee's next meeting.

Cllr Gallagher reported on the energy rating assessment for The Hub.

There was a discussion on the short-term energy issues for The Hub and its longer term needs and development.

It was resolved that Cllr Gallagher will talk to Dr Mark Earthey about possible short-term energy improvements for The Hub and for him to carry out an energy assessment for Community House.

Clerk to include these items on the Committee's Action Plan.

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

The Clerk reported that he and Mrs Moscatelli are developing a new Plan, based on the criteria agreed at the Committee's last meeting.

PF750 TO DISCUSS AND AGREE NEW SLA WITH HAVENS CARS

It was resolved to adopt the SLA as drafted and circulated.

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

It was resolved that the proposed new policy should form part of the main Complaints Policy.

For further review by the Committee and then to Council.

PF752 TO DISCUSS AND AGREE NEW COUNCIL INSURANCE POLICY

It was resolved to proceed with the new 3-year agreement, which has a 2-year extension option at a cost of £11,331.22 p.a.

PF753 TO NOTE AND DISCUSS GROUNDWORK UK GRANT FOR LANDSCAPE /DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND

The Clerk and Cllr Gallagher reported on this matter.

(See Item PF764 below)

PF754 TO DISCUSS AND AGREE THE PURCHASE OF PAT TESTING EQUIPMENT

It was resolved to purchase the PAT testing equipment, as proposed.

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

It was resolved to approve the use of up to £10K of PTC CIL money for Phase 1 of the CCTV project, as per the Chromavision quote.

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

Item deferred for further work by the CCE Committee

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

It was resolved to approve the use £5,729 of PTC CIL money for the installation of this replacement bus shelter, as per the GW Shelter Solutions quote.

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

It was resolved to implement a flexible block-booking arrangement for hirers, with an allowance of up to 50% discount on published hire prices.

Minutes of the POLICY AND FINANCE COMMITTEE meeting – 26th April 2022

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

Cllr Gallagher's report was noted.

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

These two applications were noted.

It was noted that the estimated matched funding from the Howard Park application may need to be reviewed; the amount requested from LDC CIL is £30K, with PTC CIL matched funding of £6K.

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

It was resolved to approve the use of up to £1K of PTC CIL money for this survey to be conducted.

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

PF762 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st MARCH 2021

It was resolved to adopt the minutes as a true record, noting that they were identical to the public minutes.

PF763 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

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

It was resolved that the Committee ratifies the NDP Steering Group's choice of Architects to undertake the A259 High Street Feasibility Study, as part of the financially approved project from Locality.

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

There being no further business, the meeting closed at 21:11.

Agenda Item:	PF
Committee:	Policy and Finance
Date:	14 June 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 the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 2 (May 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 May 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 20.8% of the budgeted expenditure has been spent so far, and 57.8% of the budgeted income has been received as at the end of month 2 (May 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 – 30 April & 31 May 2022
- Bank reconciliation statement for cashbook 1 – 30 April & 31 May 2022
- Bank reconciliation statement for cashbook 2 – 30 April & 31 May 2022
- Detailed income and expenditure month 2 (May 2022)
- Detailed balance sheet month 2 (May 2022)

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Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 April 2022

Business Current Accounts

Business Current Account Statement	£50,093.60
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£781,441.43
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,186.44
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

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Your Business accounts – at a glance

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Your balances on 01 June 2022

Business Current Accounts

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

Business Savings Accounts

Active Saver	£719,360.12
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,186.44
.....	
Sort Code 20-49-76 • Account No 83521656	








[This is the end of your account summary.](#)

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Your Business Current Account

At a glance











28 May - 01 Jun 2022

Date	Description	Money out £	Money in £	Balance £
28 May	Start Balance			50,000.00
30 May	DD Direct Debit to Fuel Card Services Ref: Ffb017243	38.88		49,961.12
	 Cheque Issued Ref: 204980	480.60		49,480.52
	 Cheque Issued Ref: 204987	18.20		49,462.32
	 Cheque Issued Ref: 204991	732.30		48,730.02
	 Cheque Issued Ref: 204993	281.75		48,448.27
	 Cheque Issued Ref: 204994	116.98		48,331.29
	 Cheque Issued Ref: 204996	800.00		47,531.29
	STO Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	48,357.31
	Giro Direct Credit From Walker G Ref: 13085		10.00	48,367.31
	Giro Direct Credit From Abcfund Ref: 13067		10.00	48,377.31
	Giro Direct Credit From BCard1041619270522		14.00	48,391.31
	Giro Direct Credit From Telscombe Raiders Ref: 12877		48.00	48,439.31
	Giro Direct Credit From Telscombe Raiders Ref: 12874		121.20	48,560.51
	 Deposit at Barclays Post Office Credit Ref: 201021		51.40	48,611.91

Start balance	£50,000.00
Money out	£16,274.33
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£16,274.33
End balance	£50,000.00

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

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				48,611.91
30 May	 Deposit at Barclays Post Office Credit Ref: 201020		1,016.28	49,628.19
	 Transfer From Account 30701211		1,429.49	51,057.68
	 Direct Credit From Bgoa TST Ret Gry Ref: 13078 Dolly Shew		10.00	51,067.68
31 May	 Direct Debit to Gocardless Ref: Northstarit-Twk6S4	2.40		51,065.28
	 Cheque Issued Ref: 204970	200.00		50,865.28
	 Cheque Issued Ref: 204973	750.00		50,115.28
	 Cheque Issued Ref: 205000	3,818.60		46,296.68
	 Direct Credit From BCard1041619300522		33.00	46,329.68
	 Direct Credit From Telscombe T.C ZZ8 Ref: 13011		264.00	46,593.68
	 Transfer From Account 30701211		4,424.00	51,017.68
	 Direct Credit From Taylor N Apo Ref: Natasha TA		50.00	51,067.68
1 Jun	 Cheque Issued Ref: 204989	59.58		51,008.10
	 Cheque Issued Ref: 204998	8,975.04		42,033.06
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		40.00	42,073.06
	 Transfer From Account 30701211		7,926.94	50,000.00
1 Jun	Balance carried forward			50,000.00
Total Payments/Receipts		16,274.33	16,274.33	

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

Bank of England Base Rate Information

Rate effective from 05 May 2022 was 1.000%

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

Interest

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

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

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

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

Online

barclays.co.uk

On the phone

0345-717-1819

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

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

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

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

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www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

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

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

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022		781,441.43
Current Account	30/04/2022		50,093.60
			<hr/> 831,535.03

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/01/2022 204917 MR EREQI	50.00
26/01/2022 120826 LUCY OVETT	50.00
09/03/2022 120878 KAYLEIGH WATTS	50.00
12/04/2022 122928 EMMA BUDD	50.00
12/04/2022 120930 G.HARTFIELD	50.00
21/04/2022 204921 JOSEPH ASH MEDWAY	3,480.00
21/04/2022 204922 Lewes District Council	93.60
21/04/2022 204925 C.E.F	512.40
21/04/2022 204927 SYNERGY PRODUCTS LTD	216.29
21/04/2022 204928 B & S CHAINS Ltd	129.55
21/04/2022 204931 The Play Inspection Company Lt	1,044.00
21/04/2022 204933 ESALC Limited	2,359.79
21/04/2022 204937 KIRSTIN WINGROVE	50.00
27/04/2022 204939 Tansleys Printers Limited	33.60
27/04/2022 204940 Wightman & Parrish Ltd	246.95
27/04/2022 204941 AMP Services	215.15
27/04/2022 204942 CASTLE WATER	183.78
27/04/2022 204943 Chris Bartholomew Electrical C	2,784.00
27/04/2022 204944 Business Sream	365.73
27/04/2022 204945 HMRC	9,103.65
27/04/2022 204946 EAST SUSSEX PENSION FUND	6,858.39
27/04/2022 204947 GOPAK	87.00
27/04/2022 204948 BRITISH GAS	44.89
27/04/2022 204949 HAVENS COMMUNITY CARS	3,000.00
	<hr/> 31,058.77
	800,476.26

<u>Receipts not Banked/Cleared (Plus)</u>	
29/04/2022	98.88
29/04/2022	50.00
29/04/2022	18.00
29/04/2022	1,724.10
29/04/2022	0.15
	<hr/> 1,891.13
	802,367.39
Balance per Cash Book is :-	802,367.39
Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022		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 31/05/2022
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	31/05/2022		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 31/05/2022
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	31/05/2022		727,287.06
Current Account	31/05/2022		51,067.68
			<u>778,354.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/03/2022 120878 KAYLEIGH WATTS		50.00	
12/04/2022 122928 EMMA BUDD		50.00	
21/04/2022 204937 KIRSTIN WINGROVE		50.00	
10/05/2022 204963 CHICHESTER DIOCESAN		406.62	
10/05/2022 204964 DEANS SENIOR TEA CLUB		406.62	
10/05/2022 204968 KIRSTIN WINGROVE		50.00	
10/05/2022 204969 LEWES DISTRICT COUNCIL		93.60	
12/05/2022 204975 PEACEHAVEN BABY BANK		750.00	
12/05/2022 204976 1ST PEACEHAVEN RAINBOWS		348.50	
19/05/2022 204979 East Sussex Security		379.20	
19/05/2022 204981 AMADEUS		77.08	
19/05/2022 204986 GIGLOO		553.90	
24/05/2022 204989 R.J.Meaker Fencing Ltd		59.58	
24/05/2022 204990 Business Sream		30.76	
24/05/2022 204992 Lewes District Assoc. of Local		20.00	
24/05/2022 204995 SOUTH EAST WATER		83.00	
24/05/2022 204997 LAUREN HOPKINS		50.00	
26/05/2022 204998 HMRC		8,975.04	
26/05/2022 204999 EAST SUSSEX PENSION FUND		7,171.06	
			<u>19,604.96</u>
			758,749.78
<u>Receipts not Banked/Cleared (Plus)</u>			
27/05/2022		50.00	
30/05/2022		12.96	
31/05/2022		560.38	
			<u>623.34</u>
			759,373.12
Balance per Cash Book is :-			759,373.12
Difference is :-			0.00

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

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	343,541	687,081	343,540			50.0%	
1010 CIL Income	90,705	0	(90,705)			0.0%	90,705
1011 Groundwork UK	14,900	0	(14,900)			0.0%	
1013 Income from Photocopying	(11)	0	11			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	0	200	200			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	464,334	703,481	239,147			66.0%	90,705
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
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	3,000	3,000	0		0	100.0%	
General Administration :- Direct Expenditure	3,180	21,000	17,820	0	17,820	15.1%	(32)
4001 Salaries	64,933	406,640	341,707		341,707	16.0%	
4002 Employer N.I Contributions	6,233	42,640	36,407		36,407	14.6%	
4003 Employer Pension Contributions	10,709	75,228	64,519		64,519	14.2%	
4004 Overtime	241	1,000	759		759	24.1%	
4011 Training	120	5,000	4,880		4,880	2.4%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	465	500	35		35	93.0%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	797	5,000	4,203		4,203	15.9%	
4307 Stationery	242	500	258		258	48.4%	
4310 Professional Fees - Consultanc	840	2,000	1,160		1,160	42.0%	
4311 Professional Fees - Legal	800	2,000	1,200		1,200	40.0%	800
4312 Professional Fees - Other	180	2,000	1,820		1,820	9.0%	
4314 Audit Fees	150	3,000	2,850		2,850	5.0%	
4315 Insurance	10,117	10,500	383		383	96.4%	
4321 Bank Charges	3	100	97		97	3.1%	
4322 BACS Charges	6	200	194		194	3.0%	
4323 PDQ Charges	55	800	745		745	6.9%	
4325 Postage	201	1,000	799		799	20.1%	
4326 Telephones	737	6,000	5,263		5,263	12.3%	
4327 Computers	2,357	15,000	12,643		12,643	15.7%	
4333 Members Allowance	1,500	3,500	2,000		2,000	42.9%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	3,702	1,017	(2,685)		(2,685)	364.0%	2,799
4342 Subscriptions	2,650	5,500	2,850		2,850	48.2%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
General Administration :- Indirect Expenditure	107,037	600,625	493,588	0	493,588	17.8%	3,599
Net Income over Expenditure	354,117	81,856	(272,261)				
6000 plus Transfer from EMR	3,567						

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	266,978						
<u>110 Civic Events</u>							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	789	0	(789)				0
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
4331 Mayor's Allowance	135	1,500	1,365		1,365	9.0%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	479	1,000	521		521	47.9%	
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	615	5,800	5,185	0	5,185	10.6%	0
Net Income over Expenditure	175	(8,970)	(9,145)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	840	4,000	3,160			21.0%	
1301 Filming	0	4,000	4,000			0.0%	
Marketing :- Income	840	8,500	7,660			9.9%	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	840	3,550	2,710				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	220	0	(220)			0.0%	
Neighbourhood Plan :- Income	220	0	(220)				0

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 Neighbourhood Plan	1,155	5,000	3,845		3,845	23.1%	660
Neighbourhood Plan :- Indirect Expenditure	1,155	5,000	3,845	0	3,845	23.1%	660
Net Income over Expenditure	(935)	(5,000)	(4,065)				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(275)						
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	1,850	1,850	0	1,850	0.0%	0
4101 Repair/Alteration of Premises	0	700	700		700	0.0%	
4111 Electricity	49	1,092	1,043		1,043	4.5%	
4171 Grounds Maintenance Costs	417	500	83		83	83.3%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,330	11,156	1,826	0	1,826	83.6%	0
Net Expenditure	(9,330)	(13,006)	(3,676)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,227	6,000	4,773		4,773	20.4%	
4203 Fuel	2,128	5,500	3,372		3,372	38.7%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	3,644	13,000	9,356	0	9,356	28.0%	0
Net Expenditure	(3,644)	(13,000)	(9,356)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	3,581	13,845	10,264			25.9%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	0	4,500	4,500			0.0%	
1043 S/P Football Pitches	1,028	3,000	1,972			34.3%	
1046 Stall Income (Events)	60	0	(60)			0.0%	
1061 S/P Court Hire	755	5,406	4,651			14.0%	
Sports Park :- Income	5,624	26,751	21,127			21.0%	0
4111 Electricity	0	5,000	5,000		5,000	0.0%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

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	1,218	8,000	6,782		6,782	15.2%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	1,850	10,000	8,150		8,150	18.5%	
Sports Park :- Indirect Expenditure	5,299	29,845	24,546	0	24,546	17.8%	0
Net Income over Expenditure	325	(3,094)	(3,419)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	839	5,000	4,161		4,161	16.8%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	148	500	352		352	29.5%	
4112 Gas	62	300	238		238	20.8%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	309	1,000	692		692	30.9%	
4173 Fertilisers & Grass Seed	3,707	6,000	2,293		2,293	61.8%	
4303 Machinery Mtce/Lease	0	3,500	3,500		3,500	0.0%	
Big Park :- Indirect Expenditure	13,974	36,516	22,542	0	22,542	38.3%	500
Net Expenditure	(13,974)	(36,516)	(22,542)				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	(13,474)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,377	8,823	7,446			15.6%	
1111 Electricity	0	6,000	6,000			0.0%	
Gateway Cafe :- Income	1,377	14,823	13,446			9.3%	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	1,337	1,500	163		163	89.1%	
4326 Telephones	162	972	810		810	16.7%	
Gateway Cafe :- Indirect Expenditure	1,815	12,972	11,157	0	11,157	14.0%	0
Net Income over Expenditure	(438)	1,851	2,289				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Charge	185	0	(185)			0.0%	
1044 Hire of the Dell	4,716	5,100	384			92.5%	
1050 Allotment Rent	0	2,445	2,445			0.0%	

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	4,951	7,545	2,594			65.6%	0
4104 Vandalism Repairs	50	1,500	1,450		1,450	3.3%	
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	290	7,500	7,210	0	7,210	3.9%	0
4101 Repair/Alteration of Premises	3,091	5,000	1,909		1,909	61.8%	2,900
4141 Water Services	184	5,000	4,816		4,816	3.7%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	1,281	4,000	2,719		2,719	32.0%	
4301 Purchase of Furniture/Equipmen	10,451	5,000	(5,451)		(5,451)	209.0%	10,451
Parks & Open Spaces :- Indirect Expenditure	15,085	21,000	5,915	0	5,915	71.8%	13,351
Net Income over Expenditure	(10,424)	(20,955)	(10,531)				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	2,927						
<u>355 The Hub</u>							
1084 Sports Pavilion	1,637	16,646	15,009			9.8%	
The Hub :- Income	1,637	16,646	15,009			9.8%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	2,476	2,000	(476)		(476)	123.8%	
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	73	2,000	1,928		1,928	3.6%	
The Hub :- Indirect Expenditure	2,549	8,000	5,451	0	5,451	31.9%	0
Net Income over Expenditure	(912)	8,146	9,058				
<u>360 Community House</u>							
1069 C/H Police Room	0	2,295	2,295			0.0%	
1070 C/H Phoenix Room	1,083	6,120	5,037			17.7%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	572	7,280	6,708			7.9%	
1076 C/H Main Hall	1,700	18,280	16,580			9.3%	
1077 C/H Anzac Room	2,140	9,065	6,925			23.6%	

14:09

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 C/H Main Kitchen	73	892	819			8.2%	
1079 C/H Anzac Kitchen	169	500	331			33.9%	
1080 C/H Foyer	30	1,642	1,612			1.8%	
1081 C/H Equipment Hire	106	928	822			11.4%	
1090 Storage Income	325	0	(325)			0.0%	
1091 Cinema Income	737	4,500	3,763			16.4%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	7,125	61,037	53,912			11.7%	0
4167 Cinema Costs	332	1,000	668		668	33.2%	
4175 Music Licence	0	1,250	1,250		1,250	0.0%	
Community House :- Direct Expenditure	332	2,250	1,918	0	1,918	14.7%	0
4101 Repair/Alteration of Premises	0	7,000	7,000		7,000	0.0%	
4102 Maintenance of Buildings	2,432	5,000	2,568		2,568	48.6%	
4111 Electricity	912	10,000	9,088		9,088	9.1%	
4112 Gas	2,543	6,000	3,457		3,457	42.4%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	7,860	15,800	7,941		7,941	49.7%	
4141 Water Services	587	8,000	7,413		7,413	7.3%	
4151 Fixtures & Fittings	790	1,500	710		710	52.7%	785
4161 Cleaning Costs	180	1,000	820		820	18.0%	
4162 Cleaning Materials	198	1,000	802		802	19.8%	
4163 Personal Hygiene	593	2,500	1,907		1,907	23.7%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	16,095	78,400	62,305	0	62,305	20.5%	785
Net Income over Expenditure	(9,302)	(19,613)	(10,311)				
6000 plus Transfer from EMR	785						
Movement to/(from) Gen Reserve	(8,517)						
430 Summer Fair							
1045 Event Sponsorship	300	500	200			60.0%	
1046 Stall Income (Events)	690	1,500	810			46.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	990	2,800	1,810			35.4%	0
4329 Advertising	28	900	872		872	3.1%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	680	1,200	520		520	56.7%	
Summer Fair :- Indirect Expenditure	708	3,250	2,542	0	2,542	21.8%	0
Net Income over Expenditure	282	(450)	(732)				

Continued over page

Detailed Income & Expenditure by Budget Heading 07/06/2022

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440 Christmas Market</u>							
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	<u>0</u>	<u>1,800</u>	<u>1,800</u>			<u>0.0%</u>	<u>0</u>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
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	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(360)</u>	<u>(360)</u>				
Grand Totals:- Income	487,886	843,383	355,497			57.8%	
Expenditure	181,107	868,944	687,837	0	687,837	20.8%	
Net Income over Expenditure	<u>306,779</u>	<u>(25,561)</u>	<u>(332,340)</u>				
plus Transfer from EMR	18,862						
less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	<u>234,936</u>						

07/06/2022

Peacehaven Town Council

14:10

Balance Sheet as at 07/06/2022

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	7,322
4,960	VAT Control A/c	6,766
50	Deposit Aqua	50
441,980	Current Bank A/c	759,373
180,186	Reserve Account	180,186
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

954,218

641,172 Total Assets

954,218

Current Liabilities

8,024	Creditors	16,315
1,220	Mayor's Appeal	269
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,197

12,514

18,781

628,658 Total Assets Less Current Liabilities

935,437

Represented By

131,155	General Reserves	366,303
10,000	Vehicle Reserve	10,000
3,000	Tree Works	3,000
1,269	Staff training	1,269
999	Elections	999
17,500	Service Charges	17,500
8,836	Covid-19 Recovery Reserves	6,038
650	Noticeboards	650
1,000	Office Move	216
530	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
319,507	CIL	396,361
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

07/06/2022

Peacehaven Town Council

14:10

Balance Sheet as at 07/06/2022

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	3,114
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	52,399
	<u>628,658</u>	<u>935,437</u>

The above statement represents fairly the financial position of the authority as at 07/06/2022 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		319,507.24
1	20/04/2022	JASH1	Purchase Ledger	GATES FOR GYM		2,900.00	
1	29/04/2022		Cashbook	CIL RECEIPT			90,704.94
2	28/05/2022	GTA1	Purchase Ledger	DRAWINGS FOR PID		500.00	
2	31/05/2022	WICK	Purchase Ledger	ROUNDAABOUT FOR FIRLE ROAD		10,451.46	
		Account	CIL		Account Totals	13,851.46	410,212.18
		Centre			Net Balance Month 3		396,360.72

List of Payments made between 01/04/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2022	Lewes District Council	DD	7,859.50		CH NNDR
01/04/2022	Lewes District Council	DD	1,172.30		HUB RATES NNDR
04/04/2022	The Fuelcard People	DD	170.03		HK66 WMJ
04/04/2022	Barclays	DD2	3.00		COMM CHARGES
06/04/2022	02	DD1	106.06		MARCH MOBILES
06/04/2022	Northstar IT	DD	7.20		REMOTE USER ACCESS - APRIL
06/04/2022	Northstar IT	DD1	1,409.63		MONTHLY SUPPORT - APRIL
11/04/2022	Barclays	DD2	62.00		MARCH PDQ CHARGES
11/04/2022	The Fuelcard People	DD	10.80		FUELCARD
12/04/2022	SIEMENS FINANCIAL SERVICES	120937	281.83		lease rental
12/04/2022	Rigby Taylor	120925	194.16		GREENS ON SOIL TURF
12/04/2022	Ernest Doe & Sons Ltd	120926	730.61		KAWASAKI MAINTENANCE
12/04/2022	Radius Connect	120927	480.60		APRIL TELEPHONES
12/04/2022	PRICEWATCH LIMITED T/A LOCAL	120932	2,187.07		ULTRA LOW SULPHUR SERV
12/04/2022	East Sussex County Council	120933	10,636.80		ANNUAL GRASS CUTS
12/04/2022	Lewes District Council	120934	1,058.85		APR - JUNE BINS
12/04/2022	Lewes District Council	120935	5,239.50		NNDR FOR UNIT 14
12/04/2022	Farrington Property Developmen	120936	4,404.00		UNIT 14 RENT W.C 20/04/22
12/04/2022	EMMA BUDD	122928	50.00		E.BUDD DEPOSIT
12/04/2022	I. ONEYEKE	122929	50.00		I.ONEYEKE DEPOSIT
12/04/2022	G.HARTFIELD	120930	50.00		G.HARTFIELD DEPOSIT
12/04/2022	THE BIG LEMON CIC	120931	180.00		THE BIG LEMON CIC
12/04/2022	Caroline Reid	120938	609.00		APRIL TOILET CLEANING
12/04/2022	ANTHONY ALLEN	120939	143.88		ZOOM SUBSCRIPTION
21/04/2022	JOSEPH ASH MEDWAY	204921	3,480.00		GATES FOR GYM
21/04/2022	Lewes District Council	204922	93.60		DOG WASTE COLLECTION APR-JUN
21/04/2022	R.J.Meaker Fencing Ltd	204923	242.19		DECKING/POSTMIX
21/04/2022	Bourne Amenity LTD	204924	384.00		BULK BAG SAND
21/04/2022	C.E.F	204925	512.40		WAGOBX
21/04/2022	Sats4u	204926	316.00		CCTV SYSTEM SERVICE
21/04/2022	SYNERGY PRODUCTS LTD	204927	216.29		SOLID TINE
21/04/2022	B & S CHAINS Ltd	204928	129.55		ZIP WIRE PARTS
21/04/2022	EH TREECARE LTD	204929	288.00		TREE WORKS
21/04/2022	Ricoh Capital Ltd	204930	955.82		CLICK CHARGE
21/04/2022	The Play Inspection Company Lt	204931	1,044.00		INSPECTION APP LICENCE FEE 22
21/04/2022	Acacia Groundcare Equipment Re	204932	465.96		TOP DRESSER
21/04/2022	ESALC Limited	204933	2,359.79		ESALC/NALC SUBS 22/23
21/04/2022	BRITISH GAS	204934	88.29		16 MAR-A6 APR ELECTRICITY
21/04/2022	GIGLOO LTD	204935	237.38		GIGLOO LTD
21/04/2022	MR SUNNY ROY	204936	50.00		S.RO - DEPOSIT
21/04/2022	KIRSTIN WINGROVE	204937	50.00		KIRSTIN WINGROVE
21/04/2022	Lewes District Council	204938	21.00		event licence
21/04/2022	LEWES DISTRICT COUNCIL	204922	-93.60		RETURNED CHQ
22/04/2022	EDF	DD	55.31		MARCH STREET LIGHTS
22/04/2022	BARCLAYS CREDIT CARD	MARCH CC	981.24		VARIOUS PAYMENTS
22/04/2022	INTEREST ON CASH	MARCH CC	0.15		0.2075%
25/04/2022	ARPIL SALARIES	APR PAY	26,259.80		ARPIL SALARIES

List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2022	The Fuelcard People	DD	138.89		GY06 PPX FUEL
27/04/2022	Tansleys Printers Limited	204939	33.60		SUMMER FAIR A1 BOARDS
27/04/2022	Wightman & Parrish Ltd	204940	246.95		CLEANING MATERIAL
27/04/2022	AMP Services	204941	215.15		MOWER REPAIRS
27/04/2022	CASTLE WATER	204942	183.78		APRIL WATER
27/04/2022	Chris Bartholomew Electrical C	204943	2,784.00		HUB EICR / TEST LIGHTING
27/04/2022	Business Sream	204944	365.73		WASTE WATER NOV-APR
27/04/2022	HMRC	204945	9,103.65		APRIL SALARIES
27/04/2022	EAST SUSSEX PENSION FUND	204946	6,858.39		APRIL SALARIES
27/04/2022	GOPAK	204947	87.00		TABLE LEGS FOR HUB
27/04/2022	BRITISH GAS	204948	44.89		GAS UNIT 14 17MAR - 16 APR
27/04/2022	HAVENS COMMUNITY CARS	204949	3,000.00		SLA 2022/23
29/04/2022	EDF	DD	2,322.74		JAN - MARCH ELECTRICITY
29/04/2022	EDF	DD1	874.60		JAN - MAR ELECTRICITY
29/04/2022	EDF	DD2	4,207.05		JAN - MARH ELECTRICITY
05/05/2022	CVS TYRES LTD	204950	516.11		SUPPLY & FIT WIPTE BLADES
05/05/2022	Rialtas Business Solutions Ltd	204951	151.20		ALLOTMENT SOFTWARE
05/05/2022	L&N CONSULTANCY LIMITED	204952	792.00		APRIL CONSULATION
05/05/2022	Vitax Limited	204953	1,461.12		FERTLISER
05/05/2022	Mulberry &Co	204954	180.00		INTERNAL AUDIT 2021/22
05/05/2022	TOTAL GAS & POWER	204955	2,967.34		cancel cn 257625879/22cr
05/05/2022	LISA HAYWARD	204956	854.98		APRIL CONSULTANCY
05/05/2022	Rigby Taylor	204957	2,502.64		GRASS SEED
05/05/2022	Zurich Municipal	204958	11,331.22		2022/23 INSURANCE
05/05/2022	EDF	204959	958.08		APRIL ELECTRICITY
05/05/2022	POST OFFICE	204960	290.00		GY06 PPX CARTAX
05/05/2022	ANTHONY ALLEN	204961	16.98		PERSONALISE STAMP
05/05/2022	02	DD1	117.12		MONTHLY MOBS - APRIL
06/05/2022	Northstar IT	DD	1,409.63		MONTHLY SUPPORT - MAY
09/05/2022	The Fuelcard People	DD2	141.42		HK66WMJ FUEL
10/05/2022	CATS CLUB	204962	406.62		MAYORS CHARITIES
10/05/2022	CHICHESTER DIOCESAN	204963	406.62		CHICH MAYORS CHARITY
10/05/2022	DEANS SENIOR TEA CLUB	204964	406.62		MAYORS CHARITIES
10/05/2022	SARAH SMITH	204965	50.00		S.SMITH - DEPOSIT
10/05/2022	HEIDI COOPER	249666	50.00		H.COOPER DEPOSIT
10/05/2022	SUNNY ROY	204967	50.00		S.ROY DEPOSIT
10/05/2022	KIRSTIN WINGROVE	204968	50.00		K.WINGROVE DEPOSIT
10/05/2022	LEWES DISTRICT COUNCIL	204969	93.60		DOG WASTE 01/04-30-06
10/05/2022	MICHAEL RIPLEY	204971	54.97		RUG DOCTOR / SOLUTION
10/05/2022	Barclays	DD	3.00		14 APR - 12 MAYBACS
10/05/2022	Barclays	DD1	62.00		PDQ CHARGES - APR
10/05/2022	JOHN LAWSON CIRCUS	204970	200.00		DESPOSIT REFUND
10/05/2022	CHICHESTER DIOCESAN	204963	-406.62		CANCEL CHEQUE
12/05/2022	PEACEHAVEN HORTICULTURAL	204972	750.00		HORTICULT GRANT
12/05/2022	3RD PEACEHAVEN GUIDES	204973	750.00		3RD PEACEHAVEN GRANT
12/05/2022	PEACEHAVEN ART CLUB	204974	200.00		P/H ART CLUB GRANT
12/05/2022	PEACEHAVEN BABY BANK	204975	750.00		BABY BANK GRANT

List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/05/2022	1ST PEACEHAVEN RAINBOWS	204976	348.50		1ST PEACEHAVEN RAINBOWS GRANT
12/05/2022	Caroline Reid	204977	609.00		MAY CLEANING
12/05/2022	Anthony Meadows Antique Repair	204978	170.00		NEW MAYORAL NAME ON BOARD
12/05/2022	1ST PEACEHAVEN RAINBOWS	204976	-348.50		CACEL CHEQUE
16/05/2022	The Fuelcard People	DD	36.04		GY06 PPX FUEL
16/05/2022	Northstar IT	DD2	941.40		F&R CONNECTION
16/05/2022	ENVIRONMENT AGENCY	DD3	171.00		SUBSISTENCE CHARGES
19/05/2022	East Sussex Security	204979	379.20		ANNUAL MAINTENANCE
19/05/2022	Radius Connect	204980	480.60		MAY TELEPHONES
19/05/2022	AMADEUS	204981	77.08		STATIONARY
19/05/2022	BRITISH GAS	204982	38.03		29 APR - 16 MAY ELECTRIC
19/05/2022	BRITISH GAS	204983	10.29		17 APR - 28 APR GAS
19/05/2022	BRITISH GAS	204984	28.73		17 APR - 28 APR ELECTRIC
19/05/2022	BRITISH GAS	204985	10.38		29 APR - 16 MAY GAS
19/05/2022	GIGLOO	204986	553.90		PORTABLE TOILET SUMMER FAIR
19/05/2022	DAVID SEABROOK	204987	18.20		MAYORAL DUTIES
19/05/2022	BECKY ROBERTS	204988	50.00		BECKY ROBERTS
23/05/2022	CREDIT CARD - MAY	APR CC CHG	550.23		CREDIT CARD - MAY
24/05/2022	R.J.Meaker Fencing Ltd	204989	59.58		VANDALISM REPAIRS EPINAY
24/05/2022	Business Sream	204990	30.76		29 DEC-17 MAY WASTE WATER
24/05/2022	Acacia Groundcare Equipment Re	204991	732.30		SCARIFIER FOR PITCHES
24/05/2022	Lewes District Assoc. of Local	204992	20.00		LDALC ANNUAL SUBS
24/05/2022	Cinemobile	204993	281.75		THE DUKE
24/05/2022	DAVID SEABROOK	204994	116.98		MAYORAL EXPENSES
24/05/2022	SOUTH EAST WATER	204995	83.00		APP FOR WATER PIPE AT BIG PARK
24/05/2022	STEVE BRIGDEN	204996	800.00		COMPLAINT INVESTIGATION
24/05/2022	LAUREN HOPKINS	204997	50.00		L.HOPKINS PART DEPOSIT
24/05/2022	EDF	DD	54.45		APRIL STREET LIGHTS
24/05/2022	Pitney Bowes LTD	DD2	200.59		FRANING MACHINE TOP UP
25/05/2022	PHS Group	DD1	711.10		JUNE - AUG SERVICES
25/05/2022	MAY SALARIES	MAY PAY	25,428.25		MAY SALARIES
26/05/2022	HMRC	204998	8,975.04		HMRC - MAY SALARIES
26/05/2022	EAST SUSSEX PENSION FUND	204999	7,171.06		EAST SUSSEX PENSION FUND
26/05/2022	Chris Bartholomew Electrical C	205000	3,818.60		electrical works
30/05/2022	The Fuelcard People	DD	38.88		GY06 PPX FUEL
31/05/2022	Northstar IT	DD1	2.40		TBR BACK UP
Total Payments			185,965.88		

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	

[illegible]

Annual Servicing Record			7,767.00	
Supplier	Description of works	Due	Price	Comments
Catercraft	Servicing of catering & refrigeration equipment	01/08/22	350.00	
Heatcraft	Annual maintenance & service	01/02/23	1,145.00	
Thomas Doors	Servicing of internal doors at CH	01/08/22	570.00	Quote received 24/05/22
Audience Seating	Servicing of theatre chairs	01/01/23	517.00	
Safeis	Fire Risk Assessment - CH	01/05/22	217.00	
Safeis	Fire Risk Assessment - Café	01/05/22	195.00	
Safeis	Fire Risk Assessment - Hub	01/05/22	195.00	
Chris Bartholomew	Clean & services Café WC Fans	01/04/23	39.00	
Chris Bartholomew	Emergency Light test - HUB	01/04/23	183.00	
Chris Bartholomew	Emergency Light test - Café	01/04/23	183.00	
Chris Bartholomew	EICR Report - Hub	DAN?	504.00	Likely to generate costs following the evaluation
Chris Bartholomew	EICR Report - CH	DAN?	2,836.00	Last done July 21
Chris Bartholomew	EICR Report - café	DAN?	833.00	Last done July 21

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. 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. 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>PF748 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION</p> <p>The Clerk reported on the arrangements for the move of office staff to the Fields & Robson rooms.</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>PTC staff will move into these rooms on the 1st July 2022.</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.</p>	Town Clerk			

PF748 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
		At the Committee's meeting on 7 th December 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. Main Hall loop repairs are underway.				
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. <p>Report and quotes attached.</p>	Town Clerk			

PF748 - Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
4	<p>PF748 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION</p> <p>Cllr Gallagher reported on the <u>energy rating assessment for The Hub.</u></p> <p>There was a discussion on the short-term energy issues for The Hub and its longer term needs and development.</p> <p>It was resolved that Cllr Gallagher will talk to Dr Mark Earthy about possible <u>short-term energy improvements for The Hub</u> and for him to carry out an <u>energy assessment for Community House.</u></p> <p>Clerk to include these items on the Committee's Action Plan.</p>		LA&E Hub TFG + Cllr Seabrook & Cllr Gallagher			

Support for High Street Regeneration Feasibility Study

Peacehaven Town Council

Commission for Nancy Astley, Director L & N Consultancy Limited.

05/05/2022

1. Background

Peacehaven Town Council & Telscombe Town Council have recently commissioned L & N to assist with the production of a Neighbourhood Plan for the towns. As part of this work, Peacehaven Town Council as the qualifying body, were awarded a grant of £15k to undertake a feasibility study of the retail area along the A259, to aid future improvements. Planning consultants Kaner Olette have been chosen to undertake the feasibility work and report, but further town planning and project management support is needed to ensure that the feasibility study covers the main issues raised within the Neighbourhood Plan, and that the regular updates are provided for the Council.

2. Scope of work being commissioned

Peacehaven Town Council is looking for support for the project for a total of 50 hours. This will include 10 hours of time to liaise with consultants Kaner Olette. 10 hours to liaise with Peacehaven Town Council, 5 hours to liaise with other agencies such as Peacehaven Chamber of Commerce, Peacehaven Focus Group, Telscombe Town Council, East Sussex District Council, and Lewes District Council and 25 hours for report writing, presentations, local article writing and project management.

3. Budget and payment details

Cost of estimated 7 days work will be £330 + Vat per day = £2772.

Peacehaven Town Council will pay Nancy Astley a fee of £330 + VAT per day. Nancy Astley will invoice the Peacehaven Town Council on a monthly basis. The invoice should be submitted along with information setting out the work completed, and the number of hours worked in the previous month. will aim to pay invoices within 21 days of receipt.

Invoices are to be sent to the Finance officer and the Town Clerk of Peacehaven Town Council.

4. Signed and dated:

.....

.....

.....

On behalf of Peacehaven Town Council

Dated

L & N Planning Consultancy



**Nancy Astley
Director**

05/05/2022

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

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

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

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

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

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

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

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

Additionally, the council must (FR 1.14):

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

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

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

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

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

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

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



POLICY AND FINANCE COMMITTEE

Meets a minimum of 5 times a year.

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

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

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

	<p>Full Rebuild Cost Assessment of the building and environs In the first instance, we will need to undertake an inspection of the building and take full measurements. Following this we will carry out a number of desktop enquires and then work up a full Rebuild Cost Assessment of the building and environs in accordance with the RICS/BCIS guidance as well as advise on any special risks for the policy.</p>	<p>£1,950</p>
	<p>Condition survey and a 10-year planned preventative maintenance / capital expenditure forecast.</p> <p>Insurance Reinstatement Valuation The inspection will be specifically for the purpose of advising on value. An inspection suitable for a report on the building's condition will not be made. The report will therefore be on the assumption that there are no significant structural problems that might be revealed by a more detailed inspection. No formal environmental assessment or enquiries will be made and in valuation we shall assume that the land upon which the building is constructed is free from contamination.</p>	<p>c. £1,500</p> <p>£850</p>

Agenda Item: PFnnn
Committee: Policy & Finance
Date: 14th June 2022
Title: Lewes District Citizens Advice SLA Annual Review
Report Author(s): Town Clerk
Purpose of Report: To note review and approve the release of grant money.

Summary of recommended actions

To note the annual review and approve the release of grant money for 2022/23

Introduction

PTC has had a rolling three-year SLA with LDCA since 2021

Background

As part of the SLA terms, a member of LDCA must give a verbal report at a meeting convened by PTC and answer any questions.

The 2022/23 meeting was held on the 23rd May 2022, attended by the Town Clerk, Cllr Seabrook and Jackie Wilkes from LDCA.

Analysis

At the meeting held on the 23rd May 2022, the following areas were discussed:-

- Deborah Harris, LDCA, is going to cover the vacancy created by Jackie Wilkes leaving, until a new person is in post; Janice Leeming remains as Office Manager and Sarah Kolkman as Treasurer.
- **Agreed Reporting**
 - Quarterly reports as per the template above (Peacehaven Q3 report) for the one day a week generalist service. This will start from 1st April 2022.
 - One quarterly case study for this service
 - Half yearly dashboard showing activity across all channels as accessed by Peacehaven residents, including income gains.
- Room rental - Janice Leeming will visit Community House to discuss room availability and complete a risk assessment with a view to starting agreed face-to-face appointments very soon. The cost of delivering this service is only partially met by the PTC grant, so any additional cost associated with room rental could have an impact on service delivery and may warrant further discussion.
- The Peacehaven Library is no longer used as there is a funding deficit, and coupled with the uncertainty of its future, it is no longer proving useful.
- A lot of Peacehaven clients are going to Newhaven.
- Many more clients are being helped via email and phone, which gives a much more flexible way of dealing with their issues and contact.
- The current level of PTC funding does not cover the full LDCA costs.
- Performance statistics were reviewed.

Recommendations

1. That the full amount of grant, budgeted by PTC (£11,500), is paid immediately.

2. That no charges are raised for LDCA room hire in Community House.

Implications

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

<u>Financial</u>	2022/23 - £11,500 as budgeted, plus free room hire.
<u>Legal</u>	Per attached SLA
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	Related impact possibly.
<u>Climate</u>	N/A

Appendices/Background papers

PTC – LDCA SLA

Various reports

1. Client and partner getting less money as a result of Covid and other health worries that temporarily affected work. Client was becoming very anxious about covering outgoings and mounting debts and confused about benefits and how to go about claiming. After explaining benefit entitlement to Client and signposting the claims process, Adviser spent time with Client going through her household finances in detail using the Citizens Advice budget planner. This showed Client that, although Client's household income was going to be reduced while she was not able to work, she would still be able to cover her expenses, continue paying creditors and may be able to put a small amount aside as savings.

2. Client lives in a residential street where all but one of the properties are owner occupied. Residents in the private rented property were causing noise nuisance, which was particularly distressing to neighbours trying to work or confined to home during the Covid lockdown. Residents had formed a group to try and address the problem. They had contacted LDC and the Police, but conflict with noisy residents escalated and harsh words were exchanged. Residents were too wary to take any further action, were becoming increasingly resentful of perceived lack of action from local authority and police. They were also attributing the noisy neighbours' behaviour to the fact they were housing benefit claimants and felt they should be evicted on that basis. Adviser explained where local authority and police can assist and signposted LDC's Anti-Social Behaviour Policy. Adviser also clarified the various formal and informal options and pathways to resolution available to the neighbour group - such as mediation or appeal to private landlord - to give them the confidence and information they needed to find a way to break out of the escalating conflict.

Case Study

A client contacted the service due to fuel poverty. She is a single mother to two children, one of whom has autism. The client is subject to the benefit cap and relies on charitable support to make ends meet. She uses the food bank to feed her family but an aspect of her son's autism makes finding food in the foodbank which he can eat very problematic. The client has fuel debt so a proportion of each energy top-up goes to repaying her debt. The client suffers from poor mental health with anxiety exacerbated by the stress of fuel poverty. She is under the care of the local mental health team.

The advisor assisted the client with energy advice to help reduce costs and issued fuel vouchers. The client was advised to apply for her energy suppliers warm home discount and priority services register. The client was also signposted to the Lewes District Council household support fund, the supermarket vouchers will be particularly useful for this client whose son has food sensory issues as they will give her greater freedom in selecting food he will be able eat. Client has been supported with Personal Independence Payment (PIP) application and awaits assessment. If awarded the benefit cap will be lifted. The client has been advised that should she not be successful in her PIP application that she should contact the service again for support with Mandatory Reconsideration/Appeal. Client has been offered debt support but has not as yet engaged.

Case Study

A client contacted the service due to mounting debts, fuel poverty and financial crisis. This client is a single mother with children aged 17, 8 and 13 months old. She had become overwhelmed by her spiralling debt situation and was no longer opening mail that arrived. This led to the bailiffs knocking on the door in relation to an escalated Council Tax debt. She had also self-excluded from gas as the majority of money put onto her gas top-up card was consumed by debt repayments.

The advisor gave information on how to deal with bailiffs and called the enforcer to give the client a one week hold on this debt to establish her financial situation. A debt assessment was performed and calls were made to the council to establish the extent of her debts. The client was advised to apply for a Discretionary Housing Payment -an extra payment made by the local council to support residents who are struggling to pay rent, Exceptional Hardship Payment - an additional award made to residents in receipt of Council Tax Support who need more help with their Council Tax on top of their Council Tax Support and Warm Home Discount. In addition, a food bank referral was made and fuel vouchers issued.

Given the extent of her indebtedness, the adviser arranged for the client to see our inhouse money advice specialist to give her additional casework support with her debts and apply for breathing space. Breathing Space is a new scheme aimed at people who feel they can't manage their debt situation that Citizens Advice are participating in. Interest and fees are paused for a sixty-day period while they take action, with the support of a debt adviser, to get on top of their debts.

CI is a private tenant with her daughter-in-law (joint tenants) and 14 year old grandson

CI's household fell into debt following the death of her son, the household's main breadwinner, in 2019.

CI is unable to work, in receipt of ESA and in support group. CI's daughter-in-law works on zero hours contract, is in receipt of CB and UC

Household has CTR. CT arrears from 2019/2020 were being paid by payment plan but household income was too low to keep them up and they fell behind on these payments, debt passed to Marston's. CI also has utility debts.

Hold on CT debt applied for while assessing financial situation.

Income and expenditure show no disposable income available but figures need refining to give full financial picture, advised CI to review information provided / fill in gaps and return to LDCA

Benefit check shows CI better off on legacy benefits. PIP identified as potential benefit, CI advised to request application and invited to book appointment for form filling support Debt & Mental Health evidence form applied for and sent to Marston and CI to provide to EDF to re-negotiate energy debt repayment

Client advised to ring Marston without delay to arrange lower repayment which CI did and was agreed.

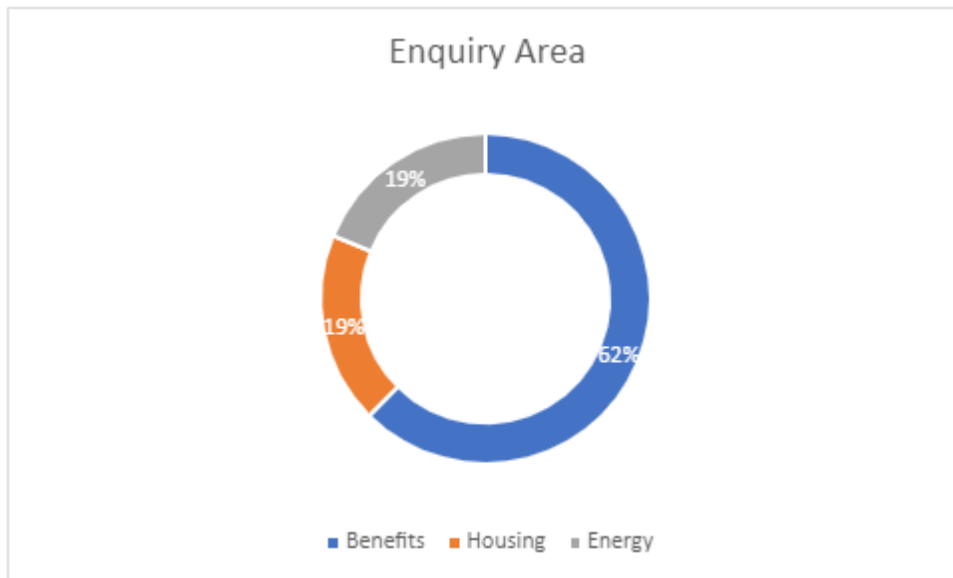
CI to book PIP form filling appointment once she has received form.

Peacehaven Outreach - Quarter 3 Report 1st October to 31st December 2021

Summary of Enquiries

- Number of appointments offered 18
- Number of appointments attended 13
- Number of individual clients who used the service 11

Primary enquiry areas



Client information

- Receiving, about to claim or disputing means tested benefits 13
- Aged 60 or over 5
- Children in household 7
- Mental health issues 4
- Disabled 8
- New benefits claim 7
- Single parent 5
- Unemployed 9
- Carers 1

Outcomes

- Given support to understand situation and access available help 5
- Empowered to act 8

Case Study

A client contacted the service due to fuel poverty. She is a single mother to two children, one of whom has autism. The client is subject to the benefit cap and relies on charitable support to make ends meet. She uses the food bank to feed her family but an aspect of her son's autism makes finding food in the foodbank which he can eat very problematic. The client has fuel debt so a

proportion of each energy top-up goes to repaying her debt. The client suffers from poor mental health with anxiety exacerbated by the stress of fuel poverty. She is under the care of the local mental health team.

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Dear Tony,

Thanks for ringing me back and for the brief chat earlier - here is the promised e mail.

We fully appreciate the difficulties that members face because of the COVID years and that this recently has been the first real opportunity to look to balance the budget. We seem to have been swept up with the other savings, despite the sub being hopefully reasonably manageable. We have had therefore a fair number of towns saying, mostly reluctantly, that they are unable to be involved with us this year.

Our target is to incrementally build the group to one of 200 Founder Members and to proceed further from there. We have been inviting those places in rural locations that are described as market towns in literature about the town, to work together. Our particular interest is settlements with a rural catchment. The population of these places spun across England will normally vary from a few thousand residents to places of up to 35,000 population. Towns above that figure DEFRA caution us, will tend to grow more independent from the characteristics of their surrounding area as they become still bigger.

Rural areas and rural towns in England can be misread as being self-sufficient and not suffering majorly from deprivation or other difficulty driven need. At this stage they do not seem to be appearing much in the Governments levelling up scenarios. Government needs to be persuaded that such basic categorisation is inequitable for those with service needs in rural areas and rural towns, who deserve consideration as much as people living in urban areas and in cities. England has of course its roots in the market towns system which evolved from the granting of royal market charters in medieval times. Those market towns that remained the more compact rural based settlements, together with the areas that surround them, are now in danger of being largely ignored and consequently underfunded in a country seen through from an increasingly urbanised viewpoint. That is patently wrong. It is therefore essential there is a national voice that represents people who see themselves as rural, whether they live in the smaller town or in the surrounding countryside. That can only happen if there is support for us from both local authorities and local councils. Rural areas can be too quiet and allow themselves limited expression. That can be counterproductive. Urban areas by their very nature are continually proactive and list support from cities who are household names. Rural areas can only match that by showing a very much longer list of Counties, Districts and Towns in support of what is felt to be fair. To successfully argue the rural case the numbers in membership this year, to demonstrate that support, are absolutely crucial.

You can see from the attached pdf that rural areas, rural towns, and rural people are not favoured currently when compared with their urban equivalents and the divide will widen unless represented. There are some fifteen million people living in our rural areas. If these rural areas were together geographically, and not disparately scattered across the country, IF they had been a single region of their own, they would have been treated by government very differently. Towns and rural settlements from across England grouping together under a rural market town banner to work together attempting to correct the present anomalous situation is clearly the logical way to go.

We need to establish an extensive network of the market towns throughout Sussex and across England.

As said, please can we talk this through with you and whoever you would wish to have involved to try to find a solution that works for Peacehaven at this time. Now is not the time to leave this Group which is still evolving. It will merely weaken everyone still further.

I hope we can fully chat through.

Kindest regards,

David

David Inman

Director

[Rural Services Network](#)

[Twitter @RSOnline](#)

Email: david.inman@sparse.gov.uk

Mob: 07792 106 133 (Best number to currently reach me on)

Tel: 01822 851 370

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the Rural Market Town Group. The organisation works with Rural England, a stand-alone CIC research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales.

BARE FACTS

GOVERNMENT GRANT HAS BECOME TOTALLY UNFAIRLY **LOWER 28.7 %** PER HEAD OF POPULATION FOR PEOPLE LIVING IN RURAL AREAS AND RURAL TOWNS WHEN COMPARED PER HEAD TO PEOPLE LIVING IN URBAN AREAS -- OVER THE LAST FOUR YEARS THAT DIFFERENCE HAS ON AVERAGE BEEN INCREASING.

EVEN GRANT IN RELATION TO ADULT SOCIAL CARE PROVISION (a massive current problem area) IS **12.8 % LOWER** WHEN COMPARED TO URBAN AREAS AND AGAIN THE DIFFERENCE HAS BEEN SIGNIFICANTLY INCREASING OVER THESE LAST FOUR YEARS.

CONSEQUENTLY, HARD PRESSED LOCAL AUTHORITIES IN RURAL AREAS HAVE HAD TO INCREASE COUNCIL TAX SO THAT SOME MORE LIMITED SERVICES CAN CONTINUE AND THESE COUNCIL TAXES ARE NOW **20.5% HIGHER** THAN COUNCIL TAX IN URBAN AREAS PER HEAD OF POPULATION.

EVEN SO RURAL COUNCILS HAVE AVAILABLE TO SPEND **A THIRD** OF THE MONEY (PER HEAD OF POPULATION) AVAILABLE FOR DISCRETIONARY SERVICES WHEN COMPARED TO THE PER HEAD CALCULATION FOR URBAN AREAS. THAT IS A TRULY MASSIVE DIFFERENCE.

(THE HIGHER COUNCIL TAX IN RURAL AREAS HAS TO BE PAID FOR OUT OF THE **10** % LOWER WORKPLACE BASED EARNINGS IN RURAL AREAS (when compared to urban areas))

The Rural Services Network have been arguing the rural area and rural town case for coming up to 30 years. Unfortunately, we now, are the only remaining organisation presenting that rural case on a full - time basis. We have started the Rural/Market Group (RMTG) because the wider our membership can be demonstrated to be, the stronger that rural case inevitably becomes. We also believe rural towns themselves need wider support than they have currently received, and a focused Grouping of Rural/Market Towns is in itself necessary. We will prove to your Council and your citizens full benefit from the relatively low RMTG subscription, as a crucial part of England's rurally based network (RSN).

We are certain these statistics would have been still worse had we not been supported and been in operation for the past decades, but they continue to remain very concerning. The outcomes from these statistics will be impacting upon your settlement economically because they dictate less services and less spend availability. We do need now to demonstrate the fullest possible community backing for our work and our submissions.

NOTE: PTC annual subscription fee is £130.00

3 Bay = Total Cost 9232.50

OR 9312

depending on size of Information Case.



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		
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				

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

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

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

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

Registered in England: 11996824 VAT Number: 323 2730 36

See over - Total 11514



QUOTATION

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

Quotation Date
03 May 2022

Expiry
30 Aug 2021

Account Number

Quotation Number
7525

Reference
Sedum Roof shelter

VAT Number
256 4018 13

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

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

Hi Vicky

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

Installation of 4m x 1.8m concrete base to suit 3 bay shelter

3 bay enclosed Mono shelter front entry front exit
Aluminium framed
RAL 6005 moss green (TBC)
6mm polycarbonate glazing all round
Sedum roof
Bench seat with handles
Double Royal Poster Case

Removal of existing shelter
Installation of new

Quotation does not include any permit costs or additional TM requirements

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

Description	Quantity	Unit Price	VAT	Amount GBP
Removal of Existing bus shelter	1.00	360.00	20%	360.00
Installation of new bus shelter	1.00	1,025.00	20%	1,025.00
Manufacture 3 bay enclosed Sedum roof Mono bus shelter	1.00	5,891.60	20%	5,891.60
Installation of concrete base 1.8m x 4m to suit 3 bay	1.00	2,318.40	20%	2,318.40

Description	Quantity	Unit Price	VAT	Amount GBP
shelter				
			Subtotal	9,595.00
			Total VAT 20%	1,919.00
			TOTAL £	11,514.00

Agenda Item: PF782

Committee: Policy & Finance

Date: 14/6/22

Title: Replacement bus shelter Sutton Ave – **request approval**

Report Author: Victoria Onis

Purpose of Report: To discuss and agree - updated quotes

Background and Update

On the 26/4/22 the Policy & Finance Committee approved the quote for a replacement bus shelter at a cost of £5,729. Unfortunately, the quote received was misleading and the price approved was not correct.

The actual figure will be £9,232 or £9,312 depending on the size of the information board.

The correct quote has been received from GW Shelter solutions and I have obtained a further quote from Externiture to compare which is £11,514

The updated quotes have been back to Planning & Highways; the location and use of this shelter was discussed and it was agreed to continue with the shelter and to include all extras. It was decided to refer the quotes to Policy & Finance for final decision.