

PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
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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.

19th July 2022

Dear Committee Member,

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



Tony Allen, Town Clerk

A G E N D A

PF788 CHAIRMAN'S ANNOUNCEMENTS

PF789 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF790 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF791 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF792 TO ADOPT THE PUBLIC MINUTES OF 14th JUNE 2022

PF793 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.

PF794 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF795 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF796 TO RECEIVE A REPORT ON THE CTLA SLA REVIEW MEETING AND AUTHORISE RELEASE OF GRANT MONIES

PF797 TO DISCUSS & AGREE THE FUNDING FOR KANER OLETTE EXPENSES TO UNDERTAKE THE A259 HIGH STREET FEASIBILITY STUDY

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.*

PF798 TO DISCUSS & AGREE THE RECOMMENDED TENDER FOR THE CENTENARY PARK FOOTWAY WORKS

PF799 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th JUNE 2022

PF800 AGED DEBT ANALYSIS

PF801 DATE OF NEXT MEETING – TUESDAY 20th SEPTEMBER 2022 AT 7.30PM

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14th June 2022 at 7.30pm in Community House

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

[It was resolved that, in the absence of the Committee Chairman, Cllr Seabrook would chair the meeting until the election of the Vice-Chairman].

PF766 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and referred to Sussex Day on the 16th June and the raising of the flag at the war memorial.

PF767 PUBLIC QUESTIONS

There were no public questions.

PF768 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr C Collier were approved.

PF769 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths, re. Item PF784; personal interest as a friend of one of the Council's sub-contractors.

PF770 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE

It was resolved that Cllr Cheta should be the Committee's Vice-Chairman.

[Cllr Cheta took the chair].

PF771 TO ADOPT THE PUBLIC MINUTES OF 26th APRIL 2022

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

PF772 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received and noted.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved 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 April & May 2022 payments amounting to £185,965.88, as scheduled in the meeting papers.

8. Review of external contracts, SLA's & their ongoing authorisations.

No items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 14th June 2022

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

The Clerk reported that the move of staff to the Fields & Robson rooms will take place on the 1st July 2022. The Clerk reported that the approved repair of the hearing loop in the main hall of Community House was underway.

Regarding the study of energy use and solutions for all Council buildings, Cllr Gallagher reported that the main focus currently has been on The Hub, although all Council buildings will be assessed by Dr Mark Earthey and Ovesco.

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

The Clerk reported that the Draft new Plan, as specified at the Committee's March 2022 meeting, will be sent to Committee Chairs; to be followed by meetings with officers, prior to submission to Council.

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

This matter was discussed in detail.

Cllr Gallagher and the Clerk outlined the background, scope and purpose of this study and its relationship with the Neighbourhood Development Plan.

Clerk to check that the consultants' expenses will be included in the approved grant amount.

It was resolved that an amount of up to the estimated £2,772 can be spent on planning consultancy support from L&N Consultancy; to be funded from the consultancy earmarked reserves.

The Clerk stated that it was within Financial Regulations for this work to be awarded directly to L&N Consultancy.

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

It was noted that specific reference to the Committee's responsibility for Community House, in liaison with the CCE Committee, should be included in its T-o-R's.

It was resolved to adopt the T-o-R's, subject to the above amendment.

PF777 TO ELECT MEMBERS TO THE GRANTS SUB-COMMITTEE

It was resolved that Cllr Collier, Cllr Griffiths, Cllr Cheta, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this Sub-Committee, to be Chaired by Cllr Cheta.

PF778 TO ELECT MEMBERS TO THE CIL TASK & FINISH GROUP

Noted that this TFG includes S.106 funding as well.

Agreed that the TFG's purpose is to monitor & review CIL/S.106 monies, and assess larger funding matters, for presentation to the Committee.

It was resolved that Cllr Collier, Cllr Gallagher, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this TFG.

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

The Clerk referred to his report, noting three elements to this project:-

1. Internal mechanical & electrical survey of Community House.
2. External building & fabric survey of Community House.
3. Insurance valuation of Community House.

The quotes received were discussed.

It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.

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

The Clerk related the background to this item and reported on the SLA review meeting held recently with Lewes CA.

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 14th June 2022

It was resolved to pay the full 2022/23 budgeted amount of grant money to Lewes CA and that room hire for the current financial year would be free of charge.

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

The purpose of this group and the benefits of joining it were discussed.

It was resolved by majority to join this group for the current year and review the matter again for 2023.

[Cllr Griffiths voted against].

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

The Clerk outlined the salient points from the circulated paper.

It was resolved that the new amount of £9,312 for this replacement bus shelter should be funded from PTC CIL monies, plus the installation of the larger notice board.

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

PF783 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th April 2022

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

PF784 TO REVIEW SUB-CONTRACTORS ARRANGEMENTS

The Clerk reported on changes to these arrangements.

It was resolved that these changes be adopted.

PF785 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

The Finance Officer reported on current matters.

PF786 TO CONSIDER A PROPOSAL FROM TELECOM INFRASTRUCTURE PARTNERS (TIP) TO PURCHASE THE EXISTING LEASE THAT PTC AND THE FOOTBALL CLUB HAVE WITH O2

Cllr Seabrook referred to his circulated paper.

It was resolved that this offer be declined.

PF787 DATE OF NEXT MEETING – TUESDAY 26TH JULY 2022 AT 7.30PM

There being no further business, the meeting closed at 20:43.

Agenda Item: **PF793.1**

Committee: Policy and Finance

Date: 26 July 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 3 (June 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 30 June 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 32.5% of the budgeted expenditure has been spent so far, and 60.4% of the budgeted income has been received as at the end of month 3 (June 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 June 2022
- Bank reconciliation statement for cashbook 1 – 30 June 2022
- Bank reconciliation statement for cashbook 2 – 30 June 2022
- Detailed income and expenditure month 3 (June 2022)
- Detailed balance sheet month 3 (June 2022)

Today: 14 Jul 2022



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£672,188.71
Last night's balance	£673,602.31
Overdraft limit	n/a

Showing 2 transactions between 30/06/2022 and 01/07/2022 from 30/06/2022 to 01/07/2022

Date	Description	Money in	Money out	Balance
01/07/2022	Credit TRANSFER 10701173	£1,908.75		£681,506.63
30/06/2022	Debit TRANSFER 10701173		-£1,194.95	£679,597.88

Need to view older transactions?

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

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

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

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PEACEHAVEN TOWN COUNCIL
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EAST SUSSEX
BN10 8BB

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 01 July 2022

Business Current Accounts

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

Business Savings Accounts

Active Saver	£681,506.63
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,200.02
.....	
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

25 Jun - 01 Jul 2022

Date	Description	Money out £	Money in £	Balance £
25 Jun	Start Balance			50,000.00
27 Jun	 Direct Debit to Fuel Card Services Ref: Ffb017243	40.81		49,959.19
	 Cheque Issued Ref: 205049	29.98		49,929.21
	 Transfer to Account 30701211	5,235.21		44,694.00
	 Direct Credit From K Gorringer Ref: K Gorringer 13086		10.00	44,704.00
	 Direct Credit From Williams C Ref: Harlequin Studios		10.00	44,714.00
	 Direct Credit From H Bonwick Ref: Invoice 13182		10.00	44,724.00
	 Direct Credit From Fundraising Auctio Ref: 13178		10.00	44,734.00
	 Direct Credit From BCard1041619240622		24.00	44,758.00
	 Direct Credit From Danielle McDonald Ref: Dani McDonald		122.00	44,880.00
	 Direct Credit From Hsbct Tef Ref: 202206203		5,100.00	49,980.00
	 Direct Credit From Laycock S Ref: Invoice 13170		10.00	49,990.00
	 Direct Credit From Laycock S Ref: Invoice 13174		10.00	50,000.00
28 Jun	 Cheque Issued Ref: 205031	105.72		49,894.28
	 Cheque Issued Ref: 205046	628.80		49,265.48
	 Cheque Issued Ref: 205048	189.60		49,075.88

Continued

Start balance £50,000.00

Money out £11,925.17
















▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £11,925.17

End balance £50,000.00

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

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			49,075.88
28 Jun	 Giro Transfer to Account 30701211	1,941.90		47,133.98
	 STO Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	47,960.00
	 Giro Direct Credit From The Pcc For Sussex Ref: Spa1 2000353138 K		2,040.00	50,000.00
29 Jun	 Cheque Issued Ref: 205042	70.20		49,929.80
	 Cheque Issued Ref: 205043	22.98		49,906.82
	 Giro Transfer to Account 30701211	217.37		49,689.45
	 Giro Direct Credit From Smith SC Ref: Soph Sweets 09July		50.00	49,739.45
	 Giro Direct Credit From Telscombe T.C ZZ8 Ref: 13121 & 13122		260.55	50,000.00
30 Jun	 Cheque Issued Ref: 205039	1,152.45		48,847.55
	 Cheque Issued Ref: 205041	131.40		48,716.15
	 Giro Direct Credit From BCard1041619290622		74.50	48,790.65
	 Giro Direct Credit From East Sussex Genera Ref: Escs 5002315058 K		14.40	48,805.05
	 Giro Transfer From Account 30701211		1,194.95	50,000.00
1 Jul	 Cheque Issued Ref: 205034	200.00		49,800.00
	 Cheque Issued Ref: 205050	50.00		49,750.00
	 Giro Transfer to Account 30701211	1,908.75		47,841.25
	 Giro Direct Credit From BCard1041619300622		35.00	47,876.25
	 Giro Direct Credit From Scott Stafford Ref: Wed Vet Football		123.75	48,000.00
	 Giro Direct Credit From Main Grants		2,000.00	50,000.00
1 Jul	Balance carried forward			50,000.00
	Total Payments/Receipts	11,925.17	11,925.17	

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 16 Jun 2022 1.250%
was

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.

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**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		679,597.88
Current Account	30/06/2022		50,000.00
			<hr/> 729,597.88

<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 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
12/05/2022 204975 PEACEHAVEN BABY BANK	750.00
24/05/2022 204997 LAUREN HOPKINS	50.00
07/06/2022 205011 MR A ALLEN	7.09
07/06/2022 205019 AVS FENCING SUPPLIES LTD	280.42
10/06/2022 205020 SUSSEX MAYORS ASSOCIATION	60.00
10/06/2022 205025 Radius Connect	480.72
10/06/2022 205026 MBI Sound & Light	240.00
14/06/2022 205033 MAYORS ASSOC	10.00
14/06/2022 205034 P.D SHAYLER	200.00
14/06/2022 205035 MICHAEL RIPLEY	5.67
14/06/2022 205036 WENDY VECK	11.58
17/06/2022 205040 L&N CONSULTANCY LIMITED	396.00
21/06/2022 205044 The Play Inspection Company Lt	306.00
21/06/2022 205045 SOUTH COAST GLAZING	22.82
21/06/2022 205047 Fiddes & Son Ltd T/A Bowcom	843.60
21/06/2022 205050 VICKY HILL	50.00
29/06/2022 205051 SUSSEX AREA OF NAFAS	100.00
29/06/2022 205052 CHRIS GAULT	50.00
29/06/2022 205053 LISA HAYWARD	1,415.37
29/06/2022 205054 LEWES DISTRICT CITIZENS ADVICE	11,500.00
29/06/2022 205055 MARTLETS HOSPICE	30.00
29/06/2022 205056 STEVE KEOGH	155.75
29/06/2022 205057 AMADEUS	46.24
29/06/2022 205058 Safe I.S. Ltd	226.86
29/06/2022 205059 C.E.F	13.80
29/06/2022 205060 Society Of Local Council Clerk	327.00
29/06/2022 205061 Rigby Taylor	38.40
29/06/2022 205062 Business Sream	7.04
	<hr/> 17,917.96
	711,679.92

Receipts not Banked/Cleared (Plus)

24/06/2022	50.00
27/06/2022	12.96
29/06/2022	50.00
30/06/2022	25.00

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
30/06/2022	135.68	
30/06/2022	35.00	
30/06/2022	30.70	
		<u>339.34</u>
		712,019.26
Balance per Cash Book is :-		712,019.26
Difference is :-		0.00

Date: 07/07/2022

Peacehaven Town Council

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Time: 09:32

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 2 - Reserve Account**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2022		180,200.02
			<u>180,200.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,200.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,200.02
		Balance per Cash Book is :-	180,200.02
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

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	12,772	0	(12,772)			0.0%	
1013 Income from Photocopying	38	0	(38)			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	14	200	186			6.8%	
1309 Other Income	3	1,000	997			0.3%	
General Administration :- Income	462,272	703,481	241,209			65.7%	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	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
General Administration :- Direct Expenditure	14,680	21,000	6,320	0	6,320	69.9%	(32)
4001 Salaries	96,122	406,640	310,518		310,518	23.6%	
4002 Employer N.I Contributions	9,266	42,640	33,374		33,374	21.7%	
4003 Employer Pension Contributions	16,022	75,228	59,206		59,206	21.3%	
4004 Overtime	653	1,000	347		347	65.3%	
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	287	500	213		213	57.5%	
4310 Professional Fees - Consultanc	2,384	2,000	(384)		(384)	119.2%	
4311 Professional Fees - Legal	1,210	2,000	790		790	60.5%	800
4312 Professional Fees - Other	1,997	2,000	3		3	99.8%	
4314 Audit Fees	150	3,000	2,850		2,850	5.0%	
4315 Insurance	11,331	10,500	(831)		(831)	107.9%	
4321 Bank Charges	38	100	62		62	38.1%	
4322 BACS Charges	9	200	191		191	4.5%	
4323 PDQ Charges	110	800	690		690	13.8%	
4325 Postage	741	1,000	259		259	74.1%	
4326 Telephones	1,251	6,000	4,749		4,749	20.9%	
4327 Computers	4,800	15,000	10,200		10,200	32.0%	
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	3,757	1,017	(2,740)		(2,740)	369.4%	2,799
4342 Subscriptions	3,076	5,500	2,424		2,424	55.9%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	120	0	(120)		(120)	0.0%	
General Administration :- Indirect Expenditure	156,206	600,625	444,419	0	444,419	26.0%	3,599
Net Income over Expenditure	291,386	81,856	(209,530)				
6000 plus Transfer from EMR	3,567						
6001 less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	204,247						
110 Civic Events							
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	343	1,500	1,157		1,157	22.9%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	583	1,000	417		417	58.3%	
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	926	5,800	4,874	0	4,874	16.0%	0
Net Income over Expenditure	(136)	(8,970)	(8,834)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	720	4,000	3,280			18.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	820	8,500	7,680			9.6%	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	500	1,000	500		500	50.0%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	500	4,750	4,250	0	4,250	10.5%	0
Net Income over Expenditure	320	3,550	3,230				

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	448	0	(448)			0.0%	
Neighbourhood Plan :- Income	<u>448</u>	<u>0</u>	<u>(448)</u>				<u>0</u>
4337 Neighbourhood Plan	2,663	5,000	2,337		2,337	53.3%	660
Neighbourhood Plan :- Indirect Expenditure	<u>2,663</u>	<u>5,000</u>	<u>2,337</u>	<u>0</u>	<u>2,337</u>	<u>53.3%</u>	<u>660</u>
Net Income over Expenditure	<u>(2,215)</u>	<u>(5,000)</u>	<u>(2,785)</u>				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	<u>(1,555)</u>						
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	12	600	589		589	1.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>12</u>	<u>1,850</u>	<u>1,839</u>	<u>0</u>	<u>1,839</u>	<u>0.6%</u>	<u>0</u>
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	<u>9,330</u>	<u>11,156</u>	<u>1,826</u>	<u>0</u>	<u>1,826</u>	<u>83.6%</u>	<u>0</u>
Net Expenditure	<u>(9,341)</u>	<u>(13,006)</u>	<u>(3,665)</u>				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,648	6,000	4,352		4,352	27.5%	
4203 Fuel	2,445	5,500	3,055		3,055	44.5%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	<u>4,416</u>	<u>13,000</u>	<u>8,584</u>	<u>0</u>	<u>8,584</u>	<u>34.0%</u>	<u>0</u>
Net Expenditure	<u>(4,416)</u>	<u>(13,000)</u>	<u>(8,584)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	4,609	13,845	9,236			33.3%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	1,588	3,000	1,412			52.9%	
1046 Stall Income (Events)	60	0	(60)			0.0%	
1061 S/P Court Hire	780	5,406	4,626			14.4%	
Sports Park :- Income	<u>11,487</u>	<u>26,751</u>	<u>15,264</u>			<u>42.9%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	29,000	0	(29,000)		(29,000)	0.0%	29,000
4111 Electricity	0	5,000	5,000		5,000	0.0%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	
4161 Cleaning Costs	2,436	8,000	5,564		5,564	30.4%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	3,049	10,000	6,951		6,951	30.5%	
Sports Park :- Indirect Expenditure	37,775	29,845	(7,930)	0	(7,930)	126.6%	29,000
Net Income over Expenditure	(26,288)	(3,094)	23,194				
6000 plus Transfer from EMR	29,000						
Movement to/(from) Gen Reserve	2,712						
<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	215	500	285		285	42.9%	
4112 Gas	84	300	216		216	28.1%	
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	524	3,500	2,976		2,976	15.0%	
Big Park :- Indirect Expenditure	14,587	36,516	21,929	0	21,929	39.9%	500
Net Expenditure	(14,587)	(36,516)	(21,929)				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	(14,087)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,065	8,823	6,758			23.4%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	4,357	14,823	10,466			29.4%	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	1,526	1,500	(26)		(26)	101.7%	
4326 Telephones	243	972	729		729	25.0%	
Gateway Cafe :- Indirect Expenditure	2,085	12,972	10,887	0	10,887	16.1%	0
Net Income over Expenditure	2,272	1,851	(421)				

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Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,056	5,100	(956)			118.7%	
1050 Allotment Rent	150	2,445	2,295			6.1%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,481	7,545	1,064			85.9%	0
4104 Vandalism Repairs	402	1,500	1,098		1,098	26.8%	
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	642	7,500	6,858	0	6,858	8.6%	0
4101 Repair/Alteration of Premises	3,171	5,000	1,829		1,829	63.4%	2,900
4141 Water Services	457	5,000	4,543		4,543	9.1%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,914	4,000	2,086		2,086	47.8%	
4301 Purchase of Furniture/Equipmen	10,223	5,000	(5,223)		(5,223)	204.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	15,921	21,000	5,079	0	5,079	75.8%	13,351
Net Income over Expenditure	(10,081)	(20,955)	(10,874)				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	3,270						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	3,604	16,646	13,042			21.7%	
The Hub :- Income	3,594	16,646	13,052			21.6%	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	2,665	2,000	(665)		(665)	133.3%	
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	2,738	8,000	5,262	0	5,262	34.2%	0
Net Income over Expenditure	857	8,146	7,289				

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	1,765	6,120	4,355			28.8%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	890	7,280	6,390			12.2%	
1076 C/H Main Hall	3,169	18,280	15,111			17.3%	
1077 C/H Anzac Room	2,948	9,065	6,117			32.5%	
1078 C/H Main Kitchen	233	892	659			26.1%	
1079 C/H Anzac Kitchen	241	500	259			48.1%	
1080 C/H Foyer	30	1,642	1,612			1.8%	
1081 C/H Equipment Hire	191	928	737			20.6%	
1090 Storage Income	358	0	(358)			0.0%	
1091 Cinema Income	1,426	4,500	3,074			31.7%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	13,139	61,037	47,898			21.5%	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	382	7,000	6,618		6,618	5.5%	
4102 Maintenance of Buildings	3,220	5,000	1,780		1,780	64.4%	
4111 Electricity	2,120	10,000	7,880		7,880	21.2%	
4112 Gas	2,955	6,000	3,045		3,045	49.2%	
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	594	8,000	7,406		7,406	7.4%	
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	18,892	78,400	59,508	0	59,508	24.1%	785
Net Income over Expenditure	(6,085)	(19,613)	(13,528)				
6000 plus Transfer from EMR	785						
Movement to/(from) Gen Reserve	(5,300)						
430 Summer Fair							
1045 Event Sponsorship	2,500	500	(2,000)			500.0%	
1046 Stall Income (Events)	1,090	1,500	410			72.7%	

Detailed Income & Expenditure by Budget Heading 12/07/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Other Customer & Client Receipt	950	800	(150)			118.8%	
Summer Fair :- Income	4,540	2,800	(1,740)			162.2%	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	880	1,200	320		320	73.4%	
Summer Fair :- Indirect Expenditure	908	3,250	2,342	0	2,342	28.0%	0
Net Income over Expenditure	3,632	(450)	(4,082)				
<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	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
<u>450 Mayoral Charity Events</u>							
1045 Event Sponsorship	1,790	0	(1,790)			0.0%	
Mayoral Charity Events :- Income	1,790	0	(1,790)				0
Net Income	1,790	0	(1,790)				
Grand Totals:- Income	509,717	843,383	333,666			60.4%	
Expenditure	282,610	868,944	586,334	0	586,334	32.5%	
Net Income over Expenditure	227,107	(25,561)	(252,668)				
plus Transfer from EMR	47,862						
less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	184,265						

13/07/2022

Peacehaven Town Council

13:35

Balance Sheet as at 30/06/2022

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	7,688
4,960	VAT Control A/c	11,628
50	Deposit Aqua	50
441,980	Current Bank A/c	658,565
180,186	Reserve Account	180,200
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

858,651

641,172 Total Assets

858,651

Current Liabilities

8,024	Creditors	0
1,220	Mayor's Appeal	289
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,597

12,514

2,886

628,658 Total Assets Less Current Liabilities

855,766

Represented By

131,155	General Reserves	315,631
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	367,361
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

13/07/2022

Peacehaven Town Council

13:35

Balance Sheet as at 30/06/2022

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>855,766</u>

The above statement represents fairly the financial position of the authority as at 30/06/2022 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	
4	05/07/2022	205071	Cashbook	RISE ADAPTATIONS LTD		29,000.00	
		Account	CIL		Account Totals	42,851.46	410,212.18
		Centre			Net Balance Month 5		367,360.72

List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/06/2022	The Fuelcard People	DD	38.09		GY06PPX FUEL
07/06/2022	M.D.J Light Brothers Ltd	205001	370.20		SKIP HIRE
07/06/2022	L&N CONSULTANCY LIMITED	205002	594.00		MAY CONSULTANCY
07/06/2022	C.E.F	205003	557.94		PAT TESTER
07/06/2022	R.J.Meaker Fencing Ltd	205004	164.35		POSTMIX
07/06/2022	GTA CIVILS & TRANSPORT	204005	600.00		DRAWINGS FOR PID
07/06/2022	WICKSTEED LEISURE LTD	205006	12,541.75		ROUNABOUT FOR FIRLE ROAD
07/06/2022	AMADEUS	205007	161.94		STATIONARY
07/06/2022	Wightman & Parrish Ltd	205008	354.29		CLEANING PRODUCTS
07/06/2022	Tates of Sussex	205009	500.00		PLANTS
07/06/2022	CASTLE WATER	205010	190.19		MAY WATER
07/06/2022	MR A ALLEN	205011	7.09		ANNUAL TOWN REFRESHMENTS
07/06/2022	BEN COVE	205012	50.00		B.COVE - DEPOSIT REFUND
07/06/2022	SULAI MAN MIAH	205013	200.00		S.MAN MIAH DEPOSIT REFUND
07/06/2022	1ST PEACEHAVEN RAINBOWS	205014	348.50		1ST PEACEHAVEN RAINBOWS
07/06/2022	FAMILY SUPPORT WORK	205015	406.62		FAMILY SUPPORT WORK
07/06/2022	LISA HAYWARD	205016	1,615.96		LISA HAYWARD - MAY CONSULT
07/06/2022	JAMES BOOT	205017	187.65		MARCH / APR CONSULTANCY
07/06/2022	COUNTRYWISE PEST CONTROL	205018	144.00		COUNTRYWISE PEST CONTROL
07/06/2022	AVS FENCING SUPPLIES LTD	205019	280.42		oval maintenance
08/06/2022	Northstar IT	DD1	90.00		ANNUAL DOMAIN
08/06/2022	Northstar IT	DD2	1,420.43		MONTHLY SUPPORT - JUNE
08/06/2022	02	DD3	117.12		MAY BILLING
08/06/2022	Barclays	DD	3.00		COMM CHARGES
10/06/2022	SUSSEX MAYORS ASSOCIATION	205020	60.00		SUSSEX MAYORS ASSOCIATION
10/06/2022	EDF	205021	717.35		MAY ELECTRICITY
10/06/2022	R.J.Meaker Fencing Ltd	205022	96.22		POSTMIX FOR BENCHES
10/06/2022	Safe I.S. Ltd	205024	261.06		FIRE RISK ASSESSMENT
10/06/2022	Radius Connect	205025	480.72		JUNE TELEPHONES
10/06/2022	Rigby Taylor	205023	328.75		EUROFLOR FLOWER MIX
10/06/2022	MBI Sound & Light	205026	240.00		20 2 WAY RADIOS
10/06/2022	AMP Services	205027	399.97		BLADER CARRIER & THROWPLATE
10/06/2022	Barclays	DD4	62.00		MAY PDQ CHGS
13/06/2022	The Fuelcard People	DD	155.96		HK66 WMJ FUEL
14/06/2022	Aquarius Solutions	205028	422.40		GRAFFITI REMOVALS
14/06/2022	Caroline Reid	205029	609.00		JUNE CLEANING
14/06/2022	Brewers and Sons Ltd	205030	106.08		PAINT & BRUSHES
14/06/2022	Hugh Page Sussex Ltd	205031	105.72		VEHICLE REPAIRS
14/06/2022	JODIE DUNN	205032	50.00		J.DUNN - DEPOSIT REFUND
14/06/2022	MAYORS ASSOC	205033	10.00		ANNUAL MEMBERSHIP
14/06/2022	P.D SHAYLER	205034	200.00		FUN FAIR DEPOSIT RETURNED
14/06/2022	MICHAEL RIPLEY	205035	5.67		HOOKS FOR HALL DOORS
14/06/2022	WENDY VECK	205036	11.58		JUBILEE EXPENSES
15/06/2022	TOTAL GAS & POWER	DD	494.78		APRIL GAS
17/06/2022	MARTIN CROMBIE	205037	50.00		MARTIN CROMBIE
17/06/2022	L.J SYMONDS	205038	107.87		LUCY SYMONDS EXPENSES
17/06/2022	Lewes District Council	205039	1,152.45		01/07-30/09 DOGWASTE COLLECTION

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2022	L&N CONSULTANCY LIMITED	205040	396.00		HIGH STREET FEASIBILITY
20/06/2022	The Fuelcard People	DD	107.16		GY06 PPX FUEL
21/06/2022	Rigby Taylor	205041	131.40		HOOKS FOR GOALS
21/06/2022	BRITISH GAS	205042	70.20		17MAY-16JUNE - ELECTRIC
21/06/2022	BRITISH GAS	205043	22.98		17 MAY - 16 JUN GAS
21/06/2022	The Play Inspection Company Lt	205044	306.00		POST INSTALLATION INSPECT
21/06/2022	SOUTH COAST GLAZING	205045	22.82		SUPPLY & FIT GLASS FRAME
21/06/2022	Acacia Groundcare Equipment Re	205046	628.80		DISC SEEDER HIRE
21/06/2022	Fiddes & Son Ltd T/A Bowcom	205047	843.60		MARKING FLUID
21/06/2022	Block Busters Contracts Ltd	205048	189.60		BLOCKAGE CLEARANCE
21/06/2022	KEVIN BRAY	205049	29.98		WELDING KIT
21/06/2022	VICKY HILL	205050	50.00		V.HILL DEPOSIT
22/06/2022	CC PURCHASES	MAY CC	802.84		CC PURCHASES
24/06/2022	JUNE SALARIES	JUN PAY	24,514.41		JUNE SALARIES
27/06/2022	The Fuelcard People	DD	40.81		GY06 PPX FUEL
29/06/2022	SUSSEX AREA OF NAFAS	205051	100.00		NAFAS REFUND
29/06/2022	CHRIS GAULT	205052	50.00		C.GAULT REFUND
29/06/2022	LISA HAYWARD	205053	1,415.37		JUNE CONSULTANCY
29/06/2022	LEWES DISTRICT CITIZENS	205054	11,500.00		CAB - SLA
29/06/2022	MARTLETS HOSPICE	205055	30.00		MARTLETS DONATION
29/06/2022	STEVE KEOGH	205056	155.75		S.KEOGH CLERK FEES
29/06/2022	AMADEUS	205057	46.24		STATIONARY
29/06/2022	Safe I.S. Ltd	205058	226.86		FIRE RISK ASSESSMENT
29/06/2022	C.E.F	205059	13.80		MEMORIAL LIGHTS
29/06/2022	Society Of Local Council Clerk	205060	327.00		A.ALLEN MEMBERSHIP
29/06/2022	Rigby Taylor	205061	38.40		CLIPS FOR GOAL NETS
29/06/2022	Business Sream	205062	7.04		WASTE - MAY-JUNE
29/06/2022	ALLEN CONCRETE	BACS	294.70		ALLEN CONCRETE
Total Payments			69,432.88		

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

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	PF635 THE FUTURE USE OF THE FIELDS & ROBSON ROOMS IN COMMUNITY HOUSE	<u>PTC staff moved into these rooms on the 1st July 2022.</u>	Town Clerk			01/07/22
2	<u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u>	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.	Town Clerk			
3	<u>INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE</u>	From the Committee's meeting of 14 th June 2022:- <u>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE</u> The Clerk referred to his report, noting three elements to this project:- <ol style="list-style-type: none"> 1. Internal mechanical & electrical survey of Community House. 2. External building & fabric survey of Community House. 3. Insurance valuation of Community House. The quotes received were discussed. It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.	Town Clerk			

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
4	<u>ENERGY USE AND SOLUTIONS FOR ALL COUNCIL BUILDINGS,</u>	<p>From the Committee's meeting of 14th June 2022:-</p> <p>Regarding the study of <u>energy use and solutions for all Council buildings</u>, Cllr Gallagher reported that the main focus currently has been on The Hub, although all Council buildings will be assessed by Dr Mark Earthey and Ovesco.</p>	LA&E Hub TFG + Cllr Seabrook & Cllr Gallagher			

Agenda Item: PF796
Committee: Policy & Finance
Date: 26th July 2022
Title: CTLA 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 an SLA with CTLA since 2021

Background

As part of the SLA terms, CTLA will maintain statistical information to undertake ongoing monitoring of the scheme and answer any questions.

The 2022/23 meeting was held on the 15th June 2022, attended by the Town Clerk, Cllr Hill, Finance Officer and Mark Evans (A/GM) and Roy Weller (Op's Manager) from CTLA.

Analysis

At the meeting held on the 15th June 2022, the following areas were discussed:-

- Pandemic effect of service use – down by around 85%.
- Services returning to normal; dial-a-ride at around 45% and other services at around 65% of pre-pandemic levels.
- The value of the PTC contribution.
- Current membership as a whole is around 5.5K members.
- Clients' profiles and experiences.
- Advertising/promotion.
- School services.
- Additional potential services for community groups and other not-for-profit organisations.
- Potential for additional weekend services when many vehicles are spare.
- Poor current commercial service.
- ESCC priority given to B&H buses.
- Funding; CIL & S.106 monies.
- CTLA to produce proposals for an around town service for Peacehaven.
- Rules of operation for CTLA services.

Recommendations

1. That the full amount of grant, budgeted by PTC (£6,500), is paid immediately.

Implications

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

<u>Financial</u>	2022/23 - £6,500 as budgeted, plus free room hire.
<u>Legal</u>	Per attached SLA
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

PTC – CTLA SLA

CTLA report

Community Transport for the Lewes Area and Peacehaven Town Council

Service Level Agreement for 4 Towns Dial-a-Ride Service

15th April 2021

Definitions

For the purpose of this memorandum the following definitions will apply:-

“PTC” –this will be the Peacehaven Town Council

“CTLA” - this will be Community Transport for the Lewes Area (Ltd)

“The service” - this will be the 4 Towns Dial-a-Ride service operated by CTLA.

“Drivers” – this will be any person recruited to convey “Service Users” to and from their trip destination

“Service Users” –this will be any person who is entitled to use the service

“The Payment” – this will be the financial payment from the PTC to CTLA as a part contribution for the provision of the service.

The Service

The Service will be available equally to all registered members of CTLA who are residents of Seaford, Newhaven, Peacehaven, Telscombe, Telscombe Cliffs and East Saltdean and will operate on Mondays to Fridays (excluding Bank and Public Holidays) between the hours of 0900 and 1430, subject to funding by combined contributions from Peacehaven Town Council, Seaford Town Council, Newhaven Town Council, Telscombe Town Council, East Sussex County Council and from CTLA’s own financial contributions together with fares taken on the bus by Service Users. The commitment based on PTC’s contribution will be pro-rata which amounts to a minimum provision of a service 10 hours per week available to Peacehaven residents. Membership of CTLA is open to all qualifying residents of the contributing towns and is free of charge (however CTLA reserves the right to introduce a nominal future membership fee should that be desirable to maintain the service).

Drivers

CTLA will recruit paid or voluntary drivers to operate the Service who have been subjected to an enhanced Disclosure Barring Service check, Driving Licence Eligibility checks and will arrange any reimbursement of wages or expenses.

CTLA will source and maintain in a roadworthy condition, including ensuring compliance with taxation and insurance requirements, all vehicles used to provide the service but retains the right to sub-contract work to appropriately licensed transport providers should it deem it necessary in order to maintain the service.

CTLA will recruit and train persons required to maintain a telephone booking system so that Service Users can book journeys required and match such transport requests with available drivers and vehicles subject to availability.

Service Stats Reporting

CTLA will maintain statistical information to undertake ongoing monitoring of the scheme. PTC may request feedback on these stats at any time.

Charges to Service Users

The definition, collection, banking and accounting for all Charges to service users will be the sole responsibility of CTLA.

The PTC Financial Contribution

To provide the service as outlined in the paragraph “The Service” requires considerably more than the contribution from any one of the contributing partners. CTLA will be paid by PTC at a cost of £6,000 per annum, payable annually in advance on 1st April. The service provided under this Service Level Agreement is non – VAT chargeable.

Contract Price Review

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

Publicity and Promotion

CTLA will be wholly responsible for any marketing and promotion of the Service and costs incurred therein, but PTC will be expected to hold marketing material and information about the service and promote it to local residents at suitable opportunities.

GDPR, Safeguarding, Client Confidentiality & Equal Opportunities

For the purposes of GDPR compliance CTLA will be the nominated Data Controller and also the Data Processor.

CTLA will have written policies covering the following:-

Data Protection

Safeguarding of Vulnerable Adults and Children (including DBS checks)

Client Confidentiality

Equal Opportunities

Health & Safety

All policies will be reviewed by CTLA on a regular basis.

Variations and Termination

CTLA and the PTC share the common goal to utilise driver and vehicle resources to achieve maximum benefit to service users whilst delivering “value for money”. The contents of this SLA may be varied by mutual consent in writing at any time.

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

Signed on behalf of Community Transport for the Lewes Area

Name

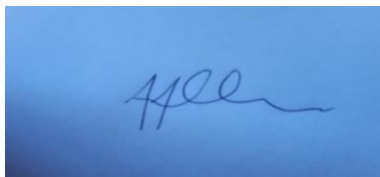
Print Name

Position

Date

Signed on behalf of Peacehaven Town Council

Name



Print Name A Allen

Position Town Clerk

Date 15th April 2021



The 4 Towns Community Bus Service

Continuing to Support Essential Travel for the Community

A report prepared for



November 2021

Introduction

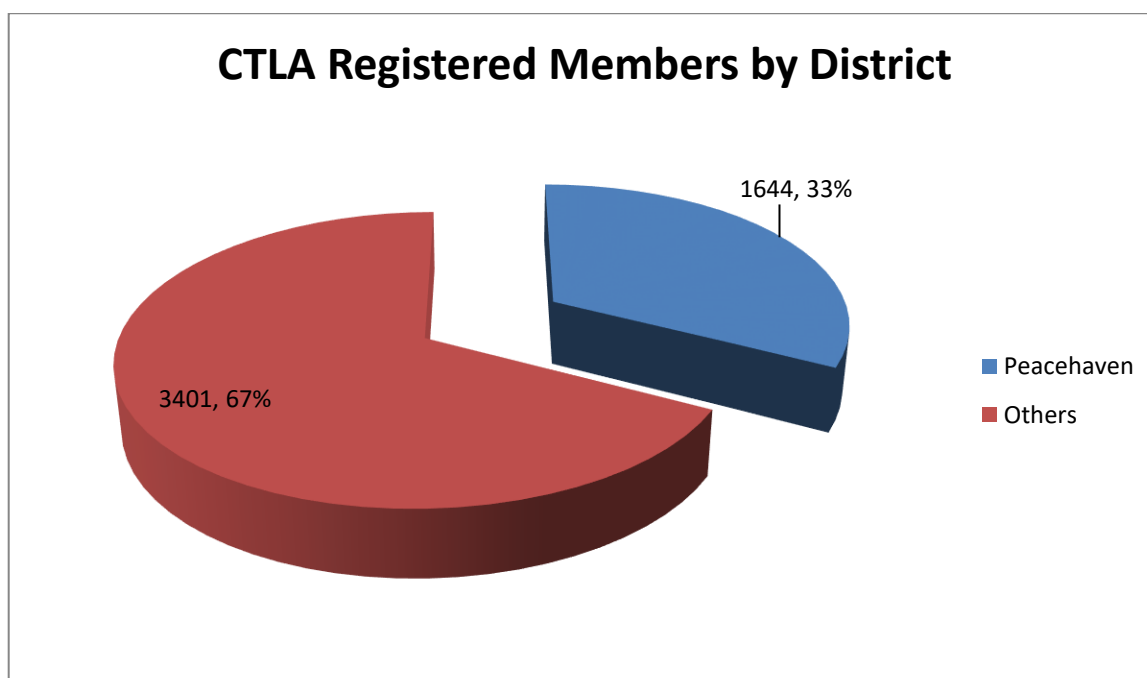
This document is prepared by Community Transport for the Lewes Area (CTLA) specifically for Peacehaven Town Council (PTC) by way of an update in support of the continuation of the Service Level Agreement covering the Town Council's ongoing support for the 4 Towns Dial-a-Ride (4TDaR) service during 2022 – 2023. The service provides life-changing transport to the more vulnerable and elderly members of the community. Although the PTC funding specifically provides a contribution towards the overall direct running costs of the 4TDaR service the document also provides evidence of the added value that CTLA's other services also bring to local residents.

During the financial year 2022 – 2023 CTLA is requesting that Peacehaven Town Council offers financial assistance to the value of £6,420, an increase of £420 on current levels, principally arising out of the Government's decision to increase National Minimum Wage levels which will impact directly on staffing costs.

Membership and patronage

Currently (Oct 2021) there are 5,045 registered members of CTLA across the whole of East Sussex. Of these 1,644 (33%) have residential addresses in the Town Council's area.

Membership



In Peacehaven we have 1117 Female and 527 male members

The 4 Towns Dial-a-Ride service

The grant provided by PTC provides a contribution towards the direct running costs associated with the 4TDaR service which provides fully accessible affordable door to door transport for residents who do not have access to a car and have difficulty using public transport through impaired personal mobility or other chronic underlying health conditions.

The service operates on Mondays to Fridays (except Public Holidays) throughout the coastal conurbations that stretch from East Saltdean in the west through to Seaford in the east. Members can book the service to travel from anywhere to anywhere within the operating area for any journey purpose and so the service facilitates to the more vulnerable members of the community – mainly but not exclusively older persons – an ability to live a more socially integrated and independent lifestyle than would otherwise be possible. Because of this, the service is at the forefront of combatting loneliness and social isolation amongst those most at risk of becoming so, and so helps to maintain a healthier lifestyle. This also reduces the burden on Public Health and Social Services providers.

This service does not cover its full costs to operate after farebox revenue is taken into consideration, so the grants provided by Peacehaven Town Council along with Telscombe, Newhaven and Seaford Town Councils are vital in bridging the funding shortfall. CTLA's own fundraising activities makes up the final difference, although this revenue stream has suffered badly over the last 18 months by the lack of public events and gatherings necessitated by the Covid pandemic. However the 4TDaR is a socially necessary service and helps each of the beneficiary Town Council's to maintain a vibrant and socially integrated living space where social equality is recognised.

Patronage

In the financial Year 2019-2020 we delivered 8,883 passenger-journeys on the 4TDaR, however during the financial year 2020-2021 this had fallen by some 80% to 1,789 passenger-journeys as a direct consequence of the Covid-19 pandemic. During the first 6 months of the current financial year (2021-2022) we have seen 1,820 passenger-trips undertaken so even if the second half of this fiscal year does not see further growth of members resuming travel we are forecasting an end of year figure of 3,640 passenger-journeys, or some 41% of pre pandemic ridership levels. It is clear that confidence in going out amongst the elderly and more vulnerable is going to take some time to be restored despite the successful vaccination programme, but the signs of recovery are at least visible for all to see.

CTLA is a "member-only" organisation (due to licensing restrictions set by the Government) but subject to the qualifying criteria membership is free and can be arranged easily over the phone. Once registered as members individuals not only have the ability to use the 4TDaR service but can also gain access to the many other services that the charity operates as detailed in the following paragraphs.

Other CTLA Services which Members can Benefit From.

Travel Club Trips

CTLA operates an extensive range of organised excursions to enable lonely and vulnerable members of the community to enjoy a trip out to places of interest. For many it is not just about the venue but about the shared travel experience which brings them into contact with others with whom they can socialise and make new friends. This is a major way in which we encourage our members to combat the threat of social isolation and loneliness, which in turn helps to maintain personal health and wellbeing. These trips are largely self-funding through participants booking fees.

Non-Emergency Patient Transport Service (NEPTS)

Whilst our 4TDaR provides door- to door transport for many who need to visit their local GP or nurse or even the clinics located within the coastal conurbations at a very affordable price it does not cater for those who need to get to hospital outpatients outside of the area, including the Royal Sussex County and General Hospitals in Brighton, Victoria Hospital in Lewes, District General Hospital in Eastbourne or Princess Royal Hospital in Haywards Heath. In 2020-2021 we have successfully re-launched the former NHS funded non-emergency patient transport home to GP service which was so popular from 2015 but fell victim to major budget cuts within the Health Sector in late 2018. The NEPTS transport service provides one-one and door to door transport for trips not catered for on the 4TDaR service. This has been particularly welcomed as so many other agencies including the Red Cross and the South East Coast Ambulance Service have scaled down or withdrawn their non-emergency patient transport activities in recent years, leading to a real lack of suitable transport.

Home Delivery of Shopping and Prescription Medicines

Our home delivery service for shopping and prescription medicines was initiated as a direct response to the lockdowns and the Covid – 19 pandemic which forced so many older people to shield. Despite the easing of covid measures it continues to prove popular with members who wish to have shopping delivered but are not cognisant with or trusting of the technology surrounding internet shopping services. We also have many older people members who do use e-mails and browse the internet but remain wary of making online payments, preferring instead to pay cash or cheque for their shopping upon delivery. Our service offers this and also means that members can talk to one of our customer service assistants on the phone about their particular shopping preferences, which again adds an element of social contact with a real person into their daily activity. We will retain this post Covid as part of our extended service offering.

Recently we were successful in a bid to Lewes District Council under their Community Infrastructure Levy and have just taken delivery of a brand new 5 seat wheelchair accessible Ford MPV complete with cold storage locker which will provide enhanced service delivery on both the NEPTS and Shopping delivery services as well. To encourage more community ownership and awareness we ran a competition with local schools to design a logo for the service. The winning design by a Newhaven schoolchild has been converted into a vinyl and appears on the bonnet of the vehicle.



New Ford Tourneo with striking livery and logo to promote NEPTS & Shopping Services

Community Group Hire

Many not-for-profit groups and community organisations rely heavily on the availability of the 4TDaR service in order to transport their members individually to and from their organised activities e.g. luncheon clubs, community cinema, day clubs etc. all of whom are spared the expense of having to lay on dedicated transport in order to get more vulnerable members of the community and the elderly involved. It is difficult to quantify the full financial benefits that accrue to individuals and the town but the positive feedback regularly received from service users is a powerful endorsement of the social value of this added benefit of supporting the 4TDaR service. However where groups of larger size wish to travel together at times when the service is not operating we also offer affordable group hire travel. Regular hirers can, subject to the completion of CTla vetting and training procedures, offer one of their own volunteers to drive free of charge, reducing the cost to them further.

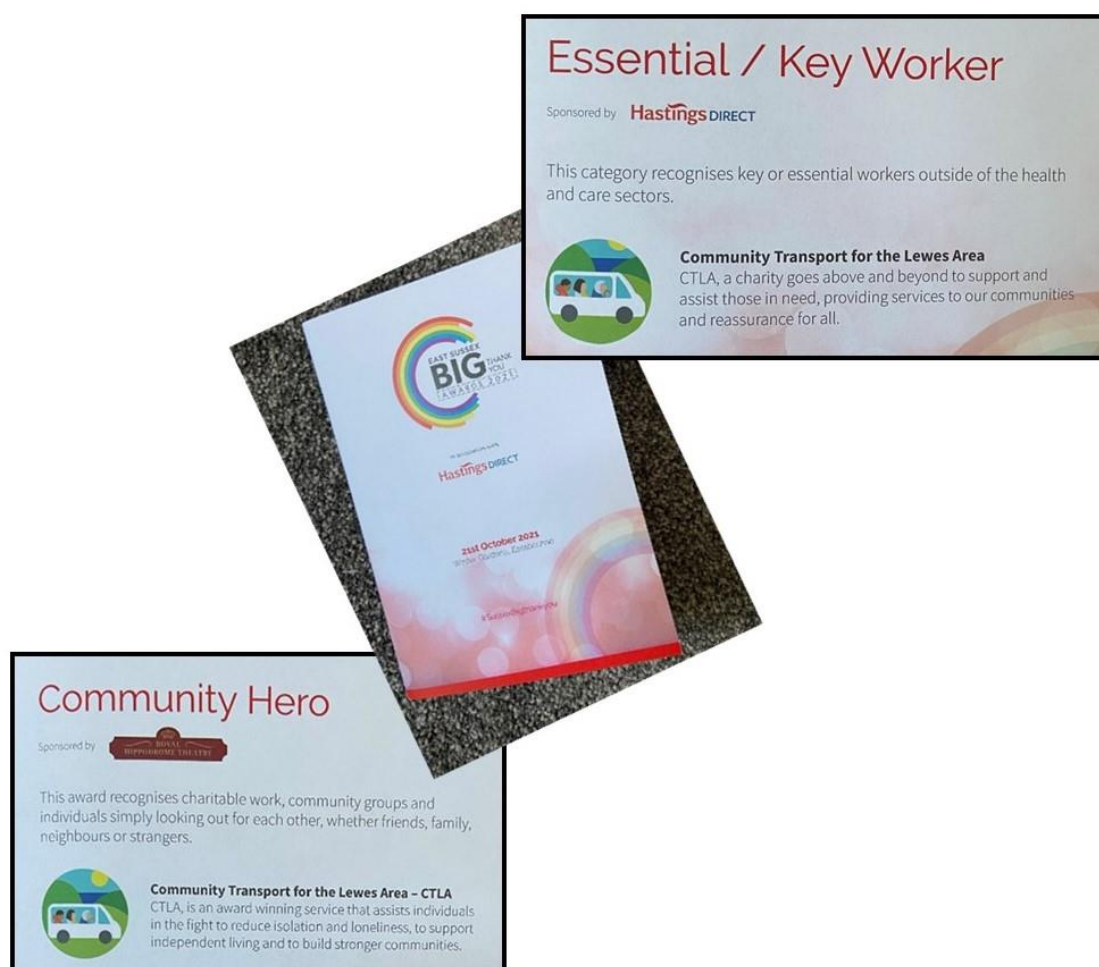
Marketing

CTla ensures that every effort is made to promote the service to local residents by including full details in its Service Guide – a printed brochure which is updated and reprinted regularly and distributed widely throughout the area and via dedicated service specific leaflets. An online presence is maintained via the website www.ctla.org.uk which not only caters for the growing number of older people who do have the skills to use the internet but also the younger members of our community. Social Media also plays a key and developing role in the promotion of this service and the organisation has excellent links with the local radio station Seahaven FM and other media channels.

Covid and Recovery

In common with almost every other service provider in the UK if not the World, the Covid-19 pandemic which started to take hold in mid-March 2020, has had a dramatic effect on CTLA. Almost immediately the scale of the health crisis was revealed, elderly and the more vulnerable in the community were advised to shield themselves, even before the rest of the community was put into lockdown. Inevitably the fact that the vast majority of our membership fall into the most at risk category resulted in a rapid and almost total collapse of the demand for travel across all of our services and also removed the opportunity for our usual fundraising activities. We also rely on our non-DaR services such as Travel Club and Community Group Hire to generate a small surplus which helps to cross-subsidise services such as the 4TDaR but these have also suffered heavily through the pandemic. Unlike the DaR network they were considered “non-essential” travel and had to be suspended during the lockdown periods. Despite that we have managed to survive and we are seeing a gradual revival of passenger numbers on our services.

The contribution of CTLA staff and volunteers in helping to maintain the welfare of many older and more vulnerable members of the community throughout the Covid crisis has been recognised widely culminating in the charity being nominated runners up in two categories (Essential Key Worker and Community Hero) at the 2021 East Sussex Big Thank You Awards 2021.



The Bid Amount

Because of emergency grant funding made available to many charities and not-for-profit groups during the year 2020-2021 and the availability of the Government Furlough scheme and the continued grant support from all of the local Town Councils that support the 4TDaR service, CTLA was able to maintain its assets intact throughout the pandemic to ensure that they would continue to be available to pick up the full range of services that CTLA members have been accustomed to, once the pandemic is finally over.

The fact that activity was running at 80% below pre-covid levels during the pandemic also gave the option to maintain a full DaR service network using fewer vehicles and drivers by consolidating the residual demand. CTLA also temporarily widened membership criteria to facilitate essential travel by Key Workers during the period. Because of these factors CTLA was able to maintain the price of the SLA for the 2021 – 2022 year at the previous year's rate.

However since March of this year we have seen a partial recovery of travel demand so that we again need to use all of the resources to adequately cater for the upward trend in demand, even though ridership has not yet fully recovered to pre-pandemic levels. Over the last few months we have seen a significant increase in fuel prices and more recently the Government has announced that there will be a 7% increase in the National Minimum Wage which will impact directly on the cost of providing the 4TDaR Service into the next financial year. We are therefore requesting that during the financial year 2022 – 2023 Peacehaven Town Council increases its annual grant from £6,000 to £6,420 to help offset some of the cost increases.



Registered Charity No: 1110215

Registered Company No: 04409570

VAT No: 730103006

From: Michael Kaner <m.kaner@kanerolette.co.uk>

Sent: 05 July 2022 14:37

To: townclerk@peacehaventowncouncil.gov.uk; Nancy Astley <info.sussexplanning@gmail.com>

Cc: financeofficer@peacehaventowncouncil.gov.uk;

Cllr.CathyGallagher@peacehaventowncouncil.gov.uk

Subject: RE: Appointment of Kaner Olette Architects to undertake the A259 High Street Feasibility Study as part of the financially approved project from Locality

Dear Tony

I am having to make a few assumptions...

Travel – 3 no visits for 2 cars from Tunbridge wells = 70 miles x 6 x 0.45 = £189 (we will try to car share if we can but have found so far that we have to go in different directions after visits); note client meeting assumed to be on Teams/Zoom to keep costs down

Say 4 no Consultation Boards (if we are to get printed/simple mounting on foamboard) – say £250 (presume other material if required supplied by PTC

Internal printing of documents/reports – say £75 (presume interim/final report for client can be digital? – if hard copies required suggest allow a further £75)

Estimate: say £514 plus VAT

Best regards

Mike

Michael Kaner
Director

kaner olette
a r c h i t e c t s

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RIBA Chartered Practice

