

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 L Duhigg, Cllr A Milliner.

5th October 2022

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY 11th OCTOBER 2022 at 7:30pm** in the Anzac Room, Community House



Tony Allen, Town Clerk

A G E N D A

PF802 CHAIRMAN'S ANNOUNCEMENTS

PF803 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF804 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF805 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF806 TO ADOPT THE PUBLIC MINUTES OF 26th JULY 2022

PF807 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.

PF808 TO DISCUSS THE FIRST DRAFT OF THE 2023/24 BUDGET

PF809 TO DISCUSS THE PROPOSED HIRE CHARGES FOR 2023/24

PF810 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF811 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF812 TO APPROVE AND ADOPT CORPORATE BRAND/IDENTITY GUIDELINES FOR PTC

PF813 TO SET UP A TFG TO REVIEW THE COUNCIL'S ALLOTMENT POLICY

PF814 TO SET UP A TFG TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE

PF815 TO RECEIVE AN UPDATE FROM THE HUB TASK AND FINISH GROUP ON RENEWABLE ENERGY

PF816 TO DISCUSS & APPROVE I-BOARD REPLACEMENT OPTIONS

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

PF817 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th JULY 2022

PF818 AGED DEBT ANALYSIS

PF819 DATE OF NEXT MEETING – TUESDAY 22nd NOVEMBER 2022 AT 7.30PM

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th July 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 L Duhigg, Cllr A Milliner.
Town Clerk T Allen; Finance Officer Z Malone.

PF788 CHAIRMAN'S ANNOUNCEMENTS

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

PF789 PUBLIC QUESTIONS

There were no public questions.

PF790 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr A Goble & Cllr L Symonds.

PF791 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF792 TO ADOPT THE PUBLIC MINUTES OF 14th JUNE 2022

Cllr Seabrook noted that 'Peacehaven Town Council' was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

PF793 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 the following matters:-

- Overall, income had been better than forecast, with around 50% of the previous year's income having been achieved already this year.
- Larger than forecast expenditure for Community House had been incurred, resulting in this budget already being overspent, with more expenditure expected.
- Income from The Dell had already exceeded that forecast.
- Essential maintenance for The Hub has caused this budget to now be overspent.
- Overall, income and expenditure performance was in a good position at this time in the financial year.

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 June 2022 payments amounting to £69,432.88, as scheduled in the meeting papers.

PEACEHAVEN TOWN COUNCIL

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 26th July 2022

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.

PF794 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 had taken place on the 1st July 2022, as planned.

The Clerk reported that the approved repair of the hearing loop in the main hall of Community House was underway.

It was noted that, at its last meeting, the Committee had deferred the internal & external surveys of Community House, pending discussions with Morrisons.

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 can be assessed by Dr Mark Earthey and Ovesco, as well as the Football Club and the Bowls Club.

It was agreed that this matter should be taken forward by the Council's Hub TFG and that the assessment of Community House is deferred, pending discussions with Morrisons.

PF795 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, had been produced and discussed at a meeting Committee Chairs; an updated draft will be seen at the Committee's next meeting.

PF796 TO RECEIVE A REPORT ON THE CTLA 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 CTLA.

It was resolved to pay the full 2022/23 budgeted amount of £6.5K grant money to CTLA and that room hire in Community House for the current financial year (if required) would be free of charge.

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

The Clerk reported that these expenses had not been included in the accepted bid for this study, which had accounted for the full amount of the grant awarded.

It was resolved to allocate up to £550 for these expenses, in line with the estimate provided by Kaner Olette; to be funded from the Professional Fees earmarked reserve.

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.

PF798 TO DISCUSS & AGREE THE RECOMMENDED TENDER FOR THE CENTENARY PARK FOOT-WAY WORKS

The Clerk's paper was received and noted.

The Clerk reported on the tender selection process followed and the tender amounts received.

It was resolved to accept the recommended tender.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 26th July 2022

PF799 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th JUNE 2022

Cllr Seabrook noted that 'Peacehaven Town Council' was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

PF800 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

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

There being no further business, the meeting closed at 19:50.

Agenda Item:	PF807.1
Committee:	Policy and Finance
Date:	11 October 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 6 (September 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 September 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 59.3% of the budgeted expenditure has been spent so far, and 103.8% of the budgeted income has been received as at the end of month 6 (September 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 September 2022
- Bank reconciliation statement for cashbook 1 – 30 September 2022
- Bank reconciliation statement for cashbook 2 – 30 September 2022
- Detailed income and expenditure month 6 (September 2022)
- Detailed balance sheet month 6 (September 2022)

THE OFFICIALS
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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 30 September 2022

Business Current Accounts

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

Business Savings Accounts

Active Saver	£760,463.37
.....	
Sort Code 20-49-76 • Account No 30701211	
<hr/>	
Business Premium Account	£180,255.56
.....	
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

24 - 30 Sep 2022

Date	Description	Money out £	Money in £	Balance £
24 Sep	Start Balance			51,201.71
26 Sep	 Cheque Issued Ref: 205172	500.00		50,701.71
	 Cheque Issued Ref: 205177	23.85		50,677.86
	 Transfer to Account 30701211	861.36		49,816.50
	 Direct Credit From J Gregson Ref: Martial		183.50	50,000.00
27 Sep	 Cheque Issued Ref: 205165	792.00		49,208.00
	 Cheque Issued Ref: 205182	21.28		49,186.72
	 Cheque Issued Ref: 205183	70.20		49,116.52
	 Direct Credit From BCard1041619260922		35.00	49,151.52
	 Direct Credit From Smith A Ref: 13130		114.00	49,265.52
	 Deposit at Barclays 53739 Ref: 12.1027Sep1kpob000		72.46	49,337.98
	 Transfer From Account 30701211		662.02	50,000.00
28 Sep	 Cheque Issued Ref: 205149	152.00		49,848.00
	 Cheque Issued Ref: 205168	69.10		49,778.90
	 Cheque Issued Ref: 205178	1,368.00		48,410.90
	 Cheque Issued Ref: 205181	169.30		48,241.60

Continued

Start balance	£51,201.71
Money out	£6,767.24
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£5,565.53
End balance	£50,000.00

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				48,241.60
28 Sep	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		826.02	49,067.62
	 Direct Credit From BCard1041619270922		20.50	49,088.12
	 Direct Credit From Telscombe Raiders Ref: 13029		48.00	49,136.12
	 Direct Credit From Smith A Ref: 13219		85.50	49,221.62
	 Direct Credit From Groves GL Ref: Groves Hub Hire		104.00	49,325.62
	 Deposit at Barclays 53739 Ref: 10.3628Seplkpob000		75.60	49,401.22
	 Deposit at Barclays Post Office Credit Ref: 201217		34.50	49,435.72
	 Transfer From Account 30701211		554.38	49,990.10
	 Direct Credit From E-Payments PL Ref: Inv 13301		44.40	50,034.50
29 Sep	 Direct Debit to Totalenergies G&P Ref: 1221874	93.72		49,940.78
	 Cheque Issued Ref: 205170	1,233.29		48,707.49
	 Cheque Issued Ref: 205179	4.79		48,702.70
	 Direct Credit From N'Haven& P'Haven U Ref: U3A Invoice 13418		36.00	48,738.70
	 Direct Credit From BCard1041619280922		73.60	48,812.30
	 Direct Credit From J Gregson Ref: Martial		182.00	48,994.30
	 Direct Credit From Thrive Tribe Limit Ref: Thrive Tribe Ltd		93.60	49,087.90
	 Transfer From Account 30701211		946.60	50,034.50
30 Sep	 Cheque Issued Ref: 205161	42.50		49,992.00
	 Cheque Issued Ref: 205180	1,152.45		48,839.55
	 Transfer to Account 30701211	213.40		48,626.15
	 Direct Credit From Develop Outdoors C Ref: 7 Weeks Hire		1,050.00	49,676.15
	 Deposit at Barclays 53739 Ref: 12.2830Seplkpob000		21.45	49,697.60
	 Direct Credit From Operacional-P Ref: Ccuk Inv 13237		302.40	50,000.00
30 Sep	Balance carried forward			50,000.00
Total Payments/Receipts		6,767.24	5,565.53	

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 22 Sep 2022 was	2.250%
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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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Using your debit card in the UK and abroad

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

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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

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



Transactions

Business Premium ME

20-49-76 83521656

Available balance	£180,255.56
Last night's balance	£180,255.56
Overdraft limit	n/a

Showing 1 transaction between **05/09/2022** and **05/09/2022** from 01/09/2022 to 06/10/2022

Date	Description	Money in	Money out	Balance
05/09/2022	Credit Payment INTEREST PAID GROSS FOR PERIOD 6JUN/ 4SEP	£55.54		£180,255.56

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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Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 30/09/2022
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	30/09/2022		760,463.37
Current Account	30/09/2022		50,000.00
			<hr/> 810,463.37

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
12/04/2022 122928 EMMA BUDD	50.00
10/05/2022 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
24/05/2022 204997 LAUREN HOPKINS	50.00
10/06/2022 205026 MBI Sound & Light	240.00
14/06/2022 205036 WENDY VECK	11.58
29/06/2022 205060 Society Of Local Council Clerk	327.00
19/07/2022 205098 DANIELLE MCDONALD	50.00
19/07/2022 205099 IVOR LAWRENCE	100.00
11/08/2022 205126 THOMAS DOOR & WINDOW CONTROLS	408.00
16/08/2022 205132 RURAL SERVICES PARTNERSHIP LTD	156.00
06/09/2022 205166 PRICEWATCH LIMITED T/A LOCAL F	2,246.40
13/09/2022 205174 SARAH TICEHURST	50.00
20/09/2022 205184 Radius Connect	318.08
20/09/2022 205185 MICHELLE HAU	50.00
20/09/2022 205186 RICHARD EVANS	100.00
27/09/2022 205187 C.E.F	75.60
27/09/2022 205188 Wightman & Parrish Ltd	63.94
27/09/2022 205189 Trade UK	26.72
27/09/2022 205190 TEXTHELP	990.00
27/09/2022 205191 East Sussex Security	126.00
27/09/2022 205192 HMRC	8,972.73
27/09/2022 205193 EAST SUSSEX PENSION FUND	6,978.45
27/09/2022 205194 JOSIE WILSON	50.00
27/09/2022 205195 CHELSEA POORE	50.00
27/09/2022 205196 DENISE MOORE	100.00
	<hr/> 21,734.10
	788,729.27

Receipts not Banked/Cleared (Plus)

30/09/2022	50.00
	<hr/> 50.00
	788,779.27
Balance per Cash Book is :-	788,779.27
Difference is :-	0.00

Date: 06/10/2022

Peacehaven Town Council

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Time: 10:22

**Bank Reconciliation Statement as at 30/09/2022
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	30/09/2022		180,255.56
			<u>180,255.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,255.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,255.56
		Balance per Cash Book is :-	180,255.56
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

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	687,081	687,081	0			100.0%	
1010 CIL Income	90,705	0	(90,705)			0.0%	90,705
1011 Groundwork UK	8,516	0	(8,516)			0.0%	
1013 Income from Photocopying	104	0	(104)			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	801,622	703,481	(98,141)			114.0%	90,705
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
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	21,180	21,000	(180)	0	(180)	100.9%	(32)
4001 Salaries	201,786	406,640	204,854		204,854	49.6%	
4002 Employer N.I Contributions	19,282	42,640	23,358		23,358	45.2%	
4003 Employer Pension Contributions	32,515	75,228	42,713		42,713	43.2%	
4004 Overtime	1,386	1,000	(386)		(386)	138.6%	
4011 Training	280	5,000	4,720		4,720	5.6%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	488	500	12		12	97.5%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	1,840	5,000	3,160		3,160	36.8%	
4307 Stationery	356	500	144		144	71.1%	
4310 Professional Fees - Consultanc	150	2,000	1,850		1,850	7.5%	
4311 Professional Fees - Legal	1,624	2,000	376		376	81.2%	926
4312 Professional Fees - Other	852	2,000	1,149		1,149	42.6%	
4314 Audit Fees	1,750	3,000	1,250		1,250	58.3%	
4315 Insurance	11,331	10,500	(831)		(831)	107.9%	
4321 Bank Charges	74	100	26		26	74.4%	
4322 BACS Charges	15	200	185		185	7.5%	
4323 PDQ Charges	311	800	489		489	38.9%	
4325 Postage	751	1,000	250		250	75.0%	
4326 Telephones	2,332	6,000	3,668		3,668	38.9%	
4327 Computers	7,669	15,000	7,331		7,331	51.1%	480
4333 Members Allowance	3,000	3,500	500		500	85.7%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	4,500	1,017	(3,483)		(3,483)	442.5%	4,500
4342 Subscriptions	3,652	5,500	1,848		1,848	66.4%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

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	296,062	600,625	304,563	0	304,563	49.3%	5,906
Net Income over Expenditure	484,380	81,856	(402,524)				
6000 plus Transfer from EMR	5,874						
6001 less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	399,548						
<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	468	1,500	1,032		1,032	31.2%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	320	1,000	680		680	32.0%	
4336 Civic Service	47	500	453		453	9.3%	
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	835	5,800	4,965	0	4,965	14.4%	0
Net Income over Expenditure	(45)	(8,970)	(8,925)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	1,640	4,000	2,360			41.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	1,740	8,500	6,760			20.5%	0
4352 Annual Report	0	200	200		200	0.0%	
Marketing :- Direct Expenditure	0	200	200	0	200	0.0%	0
4328 Website	825	3,250	2,425		2,425	25.4%	
4329 Advertising	555	1,000	445		445	55.5%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	1,380	4,750	3,370	0	3,370	29.1%	0
Net Income over Expenditure	360	3,550	3,190				

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
1101 Neighbourhood Plan	1,521	0	(1,521)			0.0%	
Neighbourhood Plan :- Income	1,521	0	(1,521)				0
4337 Neighbourhood Plan	5,220	5,000	(220)		(220)	104.4%	660
Neighbourhood Plan :- Indirect Expenditure	5,220	5,000	(220)	0	(220)	104.4%	660
Net Income over Expenditure	(3,699)	(5,000)	(1,301)				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(3,039)						
200 Planning & Highways							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	213	600	387		387	35.5%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	213	1,850	1,637	0	1,637	11.5%	0
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	206	1,092	886		886	18.9%	
4171 Grounds Maintenance Costs	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	18,983	11,156	(7,827)	0	(7,827)	170.2%	9,312
Net Expenditure	(19,196)	(13,006)	6,190				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(9,884)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	2,708	6,000	3,292		3,292	45.1%	
4203 Fuel	5,050	5,500	450		450	91.8%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	8,082	13,000	4,918	0	4,918	62.2%	0
Net Expenditure	(8,082)	(13,000)	(4,918)				
310 Sports Park							
1025 Rent & Service Charge	9,618	13,845	4,227			69.5%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	2,437	3,000	563			81.2%	

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1061 S/P Court Hire	1,095	5,406	4,311			20.3%	
Sports Park :- Income	17,400	26,751	9,351			65.0%	0
4101 Repair/Alteration of Premises	65,314	0	(65,314)		(65,314)	0.0%	65,250
4111 Electricity	538	5,000	4,462		4,462	10.8%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4161 Cleaning Costs	3,654	8,000	4,346		4,346	45.7%	
4164 Trade Refuse	3,177	4,500	1,323		1,323	70.6%	
4171 Grounds Maintenance Costs	4,682	10,000	5,318		5,318	46.8%	
Sports Park :- Indirect Expenditure	79,710	29,845	(49,865)	0	(49,865)	267.1%	65,250
Net Income over Expenditure	(62,310)	(3,094)	59,216				
6000 plus Transfer from EMR	65,250						
Movement to/(from) Gen Reserve	2,940						
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	983	5,000	4,017		4,017	19.7%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	441	500	59		59	88.3%	
4112 Gas	159	300	141		141	53.0%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	309	1,000	692		692	30.9%	
4173 Fertilisers & Grass Seed	5,168	6,000	832		832	86.1%	
4303 Machinery Mtce/Lease	609	3,500	2,891		2,891	17.4%	
Big Park :- Indirect Expenditure	20,247	36,516	16,269	0	16,269	55.4%	500
Net Expenditure	(20,247)	(36,516)	(16,269)				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	(19,747)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	4,130	8,823	4,693			46.8%	
1092 Electricity Feed-in Tariff	271	0	(271)			0.0%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	6,693	14,823	8,130			45.2%	0
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	2,292	6,000	3,708		3,708	38.2%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Servicing / Maintenance	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	486	972	486		486	50.0%	
Gateway Cafe :- Indirect Expenditure	4,666	12,972	8,306	0	8,306	36.0%	0
Net Income over Expenditure	2,027	1,851	(176)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	175	2,445	2,270			7.2%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,606	7,545	939			87.6%	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	3,206	5,000	1,794		1,794	64.1%	2,900
4141 Water Services	1,688	5,000	3,312		3,312	33.8%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,276	4,000	1,724		1,724	56.9%	
4301 Purchase of Furniture/Equipmen	10,323	5,000	(5,323)		(5,323)	206.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	17,727	21,000	3,273	0	3,273	84.4%	13,351
Net Income over Expenditure	(11,763)	(20,955)	(9,192)				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	1,589						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	9,342	16,646	7,304			56.1%	
The Hub :- Income	9,332	16,646	7,314			56.1%	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	725	2,000	1,275		1,275	36.3%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	102	2,000	1,898		1,898	5.1%	
The Hub :- Indirect Expenditure	3,493	8,000	4,507	0	4,507	43.7%	0
Net Income over Expenditure	5,840	8,146	2,306				

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

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	3,390	6,120	2,730			55.4%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	2,552	7,280	4,728			35.1%	
1076 C/H Main Hall	6,394	18,280	11,886			35.0%	
1077 C/H Anzac Room	5,559	9,065	3,506			61.3%	
1078 C/H Main Kitchen	452	892	440			50.7%	
1079 C/H Anzac Kitchen	495	500	5			98.9%	
1080 C/H Foyer	384	1,642	1,258			23.4%	
1081 C/H Equipment Hire	386	928	542			41.6%	
1090 Storage Income	445	0	(445)			0.0%	
1091 Cinema Income	2,144	4,500	2,356			47.6%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	24,090	61,037	36,947			39.5%	0
4167 Cinema Costs	1,405	1,000	(405)		(405)	140.5%	
4175 Music Licence	0	1,250	1,250		1,250	0.0%	
Community House :- Direct Expenditure	1,405	2,250	845	0	845	62.4%	0
4101 Repair/Alteration of Premises	461	7,000	6,539		6,539	6.6%	
4102 Maintenance of Buildings	4,589	5,000	411		411	91.8%	
4111 Electricity	4,703	10,000	5,297		5,297	47.0%	
4112 Gas	3,496	6,000	2,504		2,504	58.3%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	15,719	15,800	82		82	99.5%	
4141 Water Services	658	8,000	7,342		7,342	8.2%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	367	1,000	633		633	36.7%	
4162 Cleaning Materials	325	1,000	675		675	32.5%	
4163 Personal Hygiene	1,109	2,500	1,391		1,391	44.4%	
4305 Uniform	0	600	600		600	0.0%	
Community House :- Indirect Expenditure	32,274	78,400	46,126	0	46,126	41.2%	520
Net Income over Expenditure	(9,588)	(19,613)	(10,025)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(9,068)						
430 Summer Fair							
1045 Event Sponsorship	1,169	500	(669)			233.8%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	

Detailed Income & Expenditure by Budget Heading 05/10/2022

Month No: 6

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	1,235	800	(435)			154.4%	
Summer Fair :- Income	3,554	2,800	(754)			126.9%	0
4329 Advertising	139	900	761		761	15.5%	
4500 Event Staff Overtime	2,369	1,150	(1,219)		(1,219)	206.0%	
4900 Miscellaneous Expenses	1,045	1,200	155		155	87.1%	
Summer Fair :- Indirect Expenditure	3,554	3,250	(304)	0	(304)	109.4%	0
Net Income over Expenditure	0	(450)	(450)				
<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	1,222	0	(1,222)			0.0%	
1055 Mayoral Events	500	0	(500)			0.0%	
Mayoral Charity Events :- Income	1,722	0	(1,722)				0
Net Income	1,722	0	(1,722)				
Grand Totals:- Income	875,071	843,383	(31,688)			103.8%	
Expenditure	515,672	868,944	353,272	0	353,272	59.3%	
Net Income over Expenditure	359,399	(25,561)	(384,960)				
plus Transfer from EMR	95,467						
less Transfer to EMR	90,705						
Movement to/(from) Gen Reserve	364,161						

Agenda Item:

Committee: Policy & Finance

Date: 11th October 2022

Title: CIL Report Update

Report Authors: Zoe Malone

Purpose of Report: To note the current CIL position

Summary of recommended actions

To note the current CIL position and committed expenditure.

Introduction

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

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

The current amount in our CIL account is **£312,181.99**

See below for expenditure so far this financial year;

CIL Expenditure 2022/23			
Supplier	Description	Amount	Comments
Joseph Ash	Gates for gym	2,900.00	
GTA Civils	Drawings for PID (Part of Bridleway BID)	500.00	
Wicksteed	Roundabout for Firle Road Playground	10,451.46	
Rise	Changing Places toilet at Big Park	29,000.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
GW Solutions	Bus Shelter for Sutton Avenue	9,312.00	
Rise	Changing Places toilet at Big Park	35,250.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
ChromaVision	CCTV installation at Big Park	9,616.73	
		97,030.19	

Analysis

This shows funds spent from our CIL pot so far this financial year. Please note that changing places toilet will be fully paid for by PTC and £45,000 recovered from Rise once installed and registered.

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2022/23			
Supplier	Description	Amount	Comments
Hobart	Bridlepath - CIL BID	27,000	Total project cost approx. £57,000. Lewes to pay £30,000 as per successful CIL bid.
	Building Survey	5,000.00	On hold pending discussions with Morrisons on centre development
ESHRC	Hearing Loop	950.00	
LDC	Gateway Café Lease	800.00	Awaiting Lewes to respond
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	6,000.00	LDC to make improvements therefore costs may be lower than expected.
N/A	Big Park Resurface - CIL BID	25,097.00	Hobart quote approx. £27,000 to do the works. More quotes required.
Rise	Changing Places Toilet	27,000.00	PTC proportion of project - remaining amount to be paid for by Rise
Hobart	Fix gully to changing places toilet to assist access	2,700	
N/A	Water fountain at the Big Park	7,000	L&A to decide on water fountain location
		102,547.00	

Analysis

This shows committed expenditure as agreed at P&F and should councillors be aware of changing costs then to please notify the Finance Officer ASAP.

		883,278.34		
Planning Ref	Site	Amounts	Held by / For	Comments from ESCC / PTC
LW/09/0680	200-204 South Coast Road & 17 Dorothy Ave Peacehaven	14,105.06	ESCC for accessibility improvements within the area of the site	<i>ESCC - I have checked our s106 database and both amounts (LW09/0680 & LW2009/1093) have been allocated towards 'construction of measures which are identified in the new A259 study between Brighton and Newhaven'; these contributions are nominally down for spend in 2024/25. We are currently finalising the preferred package of transport interventions for the A259 as we near the completion of the Major Road Network (MRN) corridor study. We plan to present the preferred package to stakeholders, including Peacehaven TC, in September.</i>
LW/2009/1093	16-16a South Coast Road	17,207.14	ESCC for accessibility improvements within the area of the site	<i>As part of the SOBC for the MRN we need to demonstrate a 15% local contribution and the s106 (and CIL funding) is an important element of that. Therefore, both of these contributions will be put forward as part of that 15% and we will relate these respective funds to particular identified schemes</i>
LW/11/1318 now LW/15/0023	184 South Coast Road	48,148.26	LDC for the Del - DDA equipment, pathways , furniture	<i>Projects Officer identifying potential spends</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

Implications

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

<u>Financial</u>	Funds have been passed from Lewes and CIL Bids must be spent for it's intent and purpose. Any additional costs to PTC should be agreed and noted at committee.
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

06/10/2022

Peacehaven Town Council

09:11

Balance Sheet as at 30/09/2022

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	5,890
4,960	VAT Control A/c	19,698
50	Deposit Aqua	50
441,980	Current Bank A/c	785,805
180,186	Reserve Account	180,200
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

992,163

641,172 Total Assets

992,163

Current Liabilities

8,024	Creditors	0
1,220	Mayor's Appeal	1,459
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,647

12,514

4,106

628,658 Total Assets Less Current Liabilities

988,057

Represented By

131,155	General Reserves	495,527
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	4,337
650	Noticeboards	650
1,000	Office Move	0
530	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
319,507	CIL	321,799
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	339

06/10/2022

Peacehaven Town Council

09:11

Balance Sheet as at 30/09/2022

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	2,988
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	52,399
	<u>628,658</u>	<u>988,057</u>

The above statement represents fairly the financial position of the authority as at 30/09/2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Agenda Item:

Committee: Policy & Finance

Date:

Title: CIL Report Update

Report Authors: Zoe Malone

Purpose of Report: To note the current CIL position

Summary of recommended actions

To note the current CIL position and committed expenditure.

Introduction

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

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

The current amount in our CIL account is **£367,360.72**

See below for expenditure so far this financial year;

CIL Expenditure 2022/23			
Supplier	Description	Amount	Comments
Joseph Ash	Gates for gym	2,900.00	
GTA Civils	Drawings for PID (Part of Bridleway BID)	500.00	
Wicksteed	Roundabout for Firle Road Playground	10,451.46	
Rise	Changing Places toilet at Big Park	29,000.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise. Therefore £2,000 of this money will come back to us.
		42,851.46	

Analysis

This shows funds spent from our CIL pot so far this financial year. Please note that changing places toilet will be fully paid for by PTC and £45,000 recovered from Rise once installed.

See below for committed expenditure as agreed at committee;

CIL Committed Expenditure 2022/23			
Supplier	Description	Amount	Comments
Hobart	Bridlepath - CIL BID	10,000.00	Due to length of time this has taken to get this work scheduled this will likely cost us more. LDC to pay £30,000
	Building Survey	5,000.00	On hold pending discussions with Morrisons on centre development
ESHRC	Hearing Loop	950.00	
LDC	Gateway Café Lease	800.00	Awaiting Lewes to respond
Chromavision	CCTV Upgrade	10,000.00	
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
GW Shelter	Sutton Avenue Bus Shelter	9,312.00	Works scheduled in August
N/A	Howard Park - CIL Bid	6,000.00	LDC to make improvements therefore costs may be lower than expected.
N/A	Big Park Resurface - CIL BID	25,097.00	Have contacted Hobart to see if they can fit these works into Bridlepath works
Rise	Changing Places Toilet	27,000.00	PTC proportion of project - remaining amount to be paid for by Rise
		95,159.00	

Analysis

This shows committed expenditure as agreed at P&F and should councillors be aware of changing costs then to please notify the Finance Officer ASAP.

Implications

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

<u>Financial</u>	Funds have been passed from Lewes and CIL Bids must be spent for it's intent and purpose. Any additional costs to PTC should be agreed and noted at committee.
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2022	Lewes District Council	DD3	1,173.00		NNDR SPORTS PARK
01/09/2022	Lewes District Council	DD4	7,859.00		CH NNDR CHARGES
02/09/2022	CASTLE WATER	205148	863.81		JAN - JUN WATER
02/09/2022	CVS TYRES LTD	205149	152.00		CLUTCH CABLE SUPPLY & FIT
02/09/2022	KANER OLETTE	205150	2,553.60		FEASIBILITY SERVICES
02/09/2022	Wightman & Parrish Ltd	205151	210.01		CLEANING/BAGS
02/09/2022	PERCUSSION PLAY LTD	205152	120.00		SPARE RAINBOW SAMBA
02/09/2022	RISE ADAPTATIONS LTD	205153	43,500.00		CHANGING PLACES TOILET
02/09/2022	SHANEL MANTON	205154	50.00		S.MANTON - DEPOSIT
02/09/2022	MR MIAH	205155	200.00		M.MIAH DEPOSIT
06/09/2022	HMRC	205156	8,609.30		AUGUST SALARIES
06/09/2022	EAST SUSSEX PENSION FUND	205158	7,065.41		AUGUST SALARIES
06/09/2022	LUCY SYMONDS	205159	101.30		MAYORAL EXPENSES
06/09/2022	KIM GENT	205160	50.00		K.GENT DEPOSIT
06/09/2022	Peacehaven & District Chamber	205161	42.50		ANNUAL SUBSCRIPTION
06/09/2022	CASTLE WATER	205162	64.75		JULY 2022 WATER
06/09/2022	EDF	205163	572.37		AUGUST ELECTRICITY
06/09/2022	R.J.Meaker Fencing Ltd	205164	20.46		REPAIRS TO DELL
06/09/2022	L&N CONSULTANCY LIMITED	205165	792.00		AUGUST CONSULTANCY
06/09/2022	PRICEWATCH LIMITED T/A LOCA	205166	2,246.40		ULTRA LOW SULPHUR
06/09/2022	Northstar IT	DD	1,433.60		MONTHLY SUPPORT - SEPTEMBER
06/09/2022	02	DD1	144.72		MOBILE CHARGES = AUG
06/09/2022	Barclays	DD2	3.00		BACS CHARGES
08/09/2022	GREEN LANE FARM	BACS1	140.00		HAY BALES
08/09/2022	MR PV PAVEY	BACS2	450.00		BAND FOR BARN DANCE
12/09/2022	Barclays	DD	62.00		AUGUST PDQ
12/09/2022	The Fuelcard People	DD	48.43		GY06 PPX
13/09/2022	Brewers and Sons Ltd	205168	69.14		WOODSTAIN
13/09/2022	Trade UK	205169	21.58		DRILL / PADLOCK
13/09/2022	Vitax Limited	205170	1,233.29		PRODUCTS TO FERTILISE
13/09/2022	CASTLE WATER	205171	5.45		JAN 2022 WATER
13/09/2022	GASTON MALLIA	205172	500.00		NHP DESIGN
13/09/2022	LYNDSEY READ	205173	50.00		L.READ - DEPOSIT
13/09/2022	SARAH TICEHURST	205174	50.00		S.TICEHURST DEPOSIT
13/09/2022	DANNY STEVENS	205175	50.00		D.STEVENS DEPOSIT
13/09/2022	SECRETARY OUTSOURCE	205176	156.25		NHP PROOF READ
13/09/2022	DAVID SEABROOK	205177	23.85		MILEAGE COSTS
16/09/2022	CAROLINE REID	BACS	609.00		TOILET CLEANING - SEPT
20/09/2022	Rigby Taylor	205178	1,368.00		FERTILISER / MAINTENANCE
20/09/2022	Ricoh Capital Ltd	205179	4.79		COLOUR CLICK CHARGE - JUL -SEP
20/09/2022	Lewes District Council	205180	1,152.45		OCT-DEC WASTE COLLECTION
20/09/2022	CVS TYRES LTD	205181	169.30		LEISURE BATTERY
20/09/2022	BRITISH GAS	205182	21.28		17AUG - 16 SEP GAS
20/09/2022	BRITISH GAS	205183	70.20		17AUG-16 SEPT ELECTRICITY
20/09/2022	Radius Connect	205184	318.08		SEPTEMBER TELEPHONES
20/09/2022	MICHELLE HAU	205185	50.00		M.HAU DEPOSIT
20/09/2022	RICHARD EVANS	205186	100.00		BOXING DEPOSIT

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2022	The Fuelcard People	DD	145.70		HK66 WMJ
22/09/2022	Credit Card A/c	CC TFER1	1,955.38		TO CORRECT TFER
23/09/2022	SEPTEMBER SALARIES	SEPT PAY	26,293.00		SEPTEMBER SALARIES
27/09/2022	C.E.F	205187	75.60		BULBS FOR CH
27/09/2022	Wightman & Parrish Ltd	205188	63.94		BIN LINERS
27/09/2022	Trade UK	205189	26.72		CHAIN
27/09/2022	TEXTHELP	205190	990.00		REACHDECK
27/09/2022	East Sussex Security	205191	126.00		INVESTIGATE INTRUDER
27/09/2022	HMRC	205192	8,972.73		SEPTEMBER SALARIES
27/09/2022	EAST SUSSEX PENSION FUND	205193	6,978.45		SEPTEMBER SALARIES
27/09/2022	JOSIE WILSON	205194	50.00		J.WILSON DEPOSIT
27/09/2022	CHELSEA POORE	205195	50.00		C.POORE - DEPOSIT
27/09/2022	DENISE MOORE	205196	100.00		D. MOORE DEPOSIT
30/09/2022	Credit Card A/c	CC TFER	977.69		CC TRANSFER
Total Payments			<u>131,355.53</u>		

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

[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	01/06/23	570.00	
Audience Seating	Servicing of theatre chairs	01/01/23	517.00	
Safeis	Fire Risk Assessment - CH	01/05/23	217.00	
Safeis	Fire Risk Assessment - Café	01/05/23	195.00	
Safeis	Fire Risk Assessment - Hub	01/05/23	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	Can bring in house with Dan to test
Chris Bartholomew	Emergency Light test - Café	01/04/23	183.00	Can bring in house with Dan to test
Chris Bartholomew	EICR Report - Hub	11/04/27	504.00	Last done April 22
Chris Bartholomew	EICR Report - CH	20/07/24	2,836.00	Last done July 21
Chris Bartholomew	EICR Report - café	19/07/24	833.00	Last done July 21

POLICY & FINANCE

100 General Administration

	2022/23 Budget	Draft 2023/24 Budget	% Change	
4301 Purchase of Furniture/Equipment	500	3,000	500.0%	To include new iboard (quote of £2,500 + Delivery charges)
4302 Purchase of Materials	500	500	0.0%	
4306 Printing	5,000	5,000	0.0%	Includes the Photocopier rental
4307 Stationery	500	500	0.0%	
4311 Professional Fees - Legal	2,000	2,000	0.0%	
4314 Audit Fees	3,000	3,000	0.0%	
4315 Insurance	10,500	12,000	14.3%	
4321 Bank Charges	100	100	0.0%	
4322 BACS Charges	200	200	0.0%	
4323 PDQ Charges	800	800	0.0%	
4325 Postage	1,000	1,000	0.0%	With a view to moving to BACS payment
4326 Telephone	6,000	3,168	-47.2%	Wait for new bill
4327 Computers	15,000	20,000	33.3%	Includes new server quoted at £5,000k
4333 Members Allowance	3,500	3,500	0.0%	
4341 Grants	1,017	10,000	883.3%	
4342 Subscription	5,500	5,500	0.0%	
4345 CTLA Service Level Agreement	6,500	6,500	0.0%	
4346 CAB Service Level Agreement	11,500	11,500	0.0%	
TBC HCC Service Level Agreement	3,000	3,000	0.0%	
4347 Climate Change Actions	0		#DIV/0!	
322 Vehicle Reserve	0	10,000	#DIV/0!	
4444 Election Costs	9,000	10,000	11.1%	May 19 costs were £17,050 (will have £10k in EMR)
General Administration: Expenditure	85,117	111,268	30.7%	
1001 Precept				
1005 Grants - Lewes DC			#DIV/0!	
1013 Income from Photocopying	0	200	#DIV/0!	
1016 Housing Benefit Claims LDC	15,200	15,350	1.0%	
1100 Interest Received	200	200	0.0%	
1309 Other Income	1,000	1,000	0.0%	
General Administration: Income	16,400	16,750	2.1%	
Net Expenditure over Income	68,717	94,518	37.5%	

<u>360</u>	<u>Community House</u>				
4101	Repair/Alteration of Premises	7,000	7,000	0.0%	
4102	Maintenance of Building	5,000	5,000	0.0%	To include fire alarm maintenance & equipment
4111	Electricity	10,000	15,000	50.0%	
4112	Gas	6,000	9,000	50.0%	
4122	Service Charge	20,000	30,000	50.0%	
4131	Rates	15,800	15,800	0.0%	
4141	Water Services	8,000	5,000	-37.5%	
4151	Fixtures & Fittings	1,500	1,500	0.0%	
4161	Cleaning Costs	1,000	1,000	0.0%	
4162	Cleaning Materials	1,000	1,000	0.0%	
4163	Personal Hygiene	2,500	2,500	0.0%	
4167	Cinema Costs	1,000	2,400	140.0%	Based on 8 films per year - check with Karen!
4175	Music Licence	1,250	1,250	0.0%	
4305	Uniform	600	700	16.7%	
	Community House: Expenditure	80,650	97,150	20.5%	
1069	C/H Police Room	2,295	2,341	2.0%	
1070	C/H Phoenix Room	6,120	6,242	2.0%	
1072	C/H Copper Room	9,035	9,216	2.0%	
1075	C/H Charles Neville	7,280	7,426	2.0%	
1076	C/H Main Hall	18,280	18,646	2.0%	
1077	C/H Anzac Room	9,065	9,246	2.0%	
1078	C/H Main Kitchen	892	910	2.0%	
1079	C/H Anzac Kitchen	500	510	2.0%	
1080	C/H Foyer	1,642	1,675	2.0%	
1081	C/H Equipment Hire	928	947	2.0%	
1091	Cinema Income	4,500	3,000	-33.3%	
1092	Electricity Feed-In Tariff	500	500	0.0%	
	Community House: Income	61,037	60,658	-0.6%	
	Net Expenditure over Income	19,613	36,492	86.1%	
	POLICY & FINANCE: Total Expenditure	165,767	208,418	25.7%	
	POLICY & FINANCE: Total Income	77,437	77,408	0.0%	
	Net Expenditure over Income	88,330	131,010	48.3%	

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337 Neighbourhood Plan
Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

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

Planning & Highways: Expenditure

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2022/23 Budget	Draft 2023/24 Budget	% Change
5,000	5,000	0.0%
5,000	5,000	0.0%
5,000	5,000	0.0%
700	2,000	185.7%
1,092	1,092	0.0%
500	500	0.0%
8,864	9,041	2.0%
650	650	0.0%
600	600	0.0%
600	600	0.0%
13,006	14,483	11.4%
13,006	14,483	11.4%
18,006	19,483	8.2%
0	0	
18,006	19,483	8.2%

Includes two new planters

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

CIVIC & EVENTS

110 Civic Events

	2022/23 Budget	Draft 2023/24 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Mayor's Reception	1,200	1,200	0.0%
4335 Civic Expenses	1,000	1,000	0.0%
4336 Civic Service	500	500	0.0%
4338 Remembrance Services	1,100	550	-50.0%
4339 London Bridge	500	500	0.0%
4348 Civic Gifts, visits & events	1,470	1,000	-32.0%
4349 Civic Training	500	500	0.0%
4350 Mayors Badge	700	700	0.0%
4351 Youth Mayor	500	500	0.0%

Civic Expenses: Expenditure

8,970 7,950 -11.4%

Net Expenditure over Income

8,970 7,950 -11.4%

120 Marketing

4328 Website (include Browsealoud)	3,250	2,500	-23.1%
Adhoc Events	0	300	#DIV/0!
4306 Printing	0	300	#DIV/0!
4329 Advertising	1,000	700	-30.0%
4352 Annual Report	200	100	-50.0%
4330 Newsletter	500	0	-100.0%

Marketing: Expenditure

4,950 3,900 -21.2%

1048 E-News advertising	500	100	-80.0%
1301 Filming	4,000	2,000	-50.0%
1049 Banner Board Income	4,000	2,500	-37.5%
1300 Donations Received	0		#DIV/0!

Marketing: Income

8,500 4,600

Net Expenditure over Income

-3,550 -700 -80.3%

<u>430</u>	<u>Summer Fair</u>			
	Event costs	0	2,000	
4329	Advertising	900	500	
4500	Event Staff Overtime	1,150	1,500	
4900	Miscellaneous Expenses	1,200	1,200	
	Summer Fair: Expenditure	3,250	3,200	
1045	Event Sponsorship	500	500	
1046	Stall Income (Events)	1,500	1,500	
1094	Other Customer & Client Receipts	800	1,000	
	Summer Fair: Income	2,800	3,000	
	Net Expenditure over Income	450	200	
<u>440</u>	<u>Christmas Market</u>			
4329	Advertising	300	300	
4500	Event Staff Overtime	1,000	1,000	
tbc	Carol Concert	160	160	
4900	Miscellaneous Expenses	700	700	
	Christmas Market: Expenditure	2,160	2,160	
1045	Event Sponsorship	500	800	
1046	Stall Income (Events)	1,000	1,000	
1094	Other Customer & Client Receipts	300	360	
	Christmas Market: Income	1,800	2,160	
	Net Expenditure over Income	360	0	
	CIVIC & EVENTS: Total Expenditure	18,970	17,210	-9.3%
	CIVIC & EVENTS: Total Income	13,100	9,760	
	Net Expenditure over Income	5,870	7,450	26.9%

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

	2022/23 Budget	Draft 2023/24 Budget	% Change
4202 Repairs/Maintenance of Vehicle	6,000	6,600	10.0%
4203 Fuel	5,500	6,050	10.0%
4204 Road Fund License	600	600	0.0%
4305 Uniform	900	900	0.0%
Grounds Team: Expenditure	13,000	14,150	8.8%
Net Expenditure over Income	13,000	14,150	8.8%

310 Sports Park

4111 Electricity	5,000	7,250	45.0%	Excludes café usage which will be budgeted separately
4141 Water Services	0		#DIV/0!	
4131 Rates	2,345	2,345	0.0%	
4164 Trade Refuse	4,500	4,500	0.0%	
4171 Grounds Maintenance Costs	10,000	10,000	0.0%	
Sports Park: Expenditure	21,845	24,095	10.3%	
1025 Rent & Service Charge	13,845	13,122	-5.2%	
1041 S/P Telephone Masts	4,500	5,765	28.1%	
1043 S/P Football Pitches	3,000	3,000	0.0%	
1061 S/P Court and MUGA Hire	5,406	2,500	-53.8%	
Sports Park: Income	26,751	24,387	-8.8%	
Net Expenditure over Income	-4,906	-292	-94.0%	

315 Big Park

4101 Repair/Alteration of Premises	5,000	5,000	0.0%	To include fire equipment servicing
4102 Maintenance of Unit 14	500	500	0.0%	
4111 Electricity (unit 14)	300	450	50.0%	
4112 Gas (unit 14)	300	450	50.0%	
4355 Wifi (Unit 14)	0	585	#DIV/0!	
4121 Rents	15,000	15,000	0.0%	
4131 Rates	4,716	5,240	11.1%	

4141	Water Services	0		#DIV/0!	
4161	Cleaning Costs	8,000	10,500	31.3%	Changing places toilet included
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	6,000	6,500	8.3%	
4302	Purchase of Materials	0		#DIV/0!	
4303	Machinery Mtce/Lease	3,500	4,000	14.3%	
	Play Equipment Reserve	0		#DIV/0!	
	Big Park: Expenditure	44,316	49,225	11.1%	
1005	Grants - Lewes DC	0		#DIV/0!	
1094	Other Customer & Client Receipts	0		#DIV/0!	
tbc	Transfer from Big Park EMR	25,000	25,000	0.0%	
	Big Park: Income	25,000	25,000	0.0%	
	Net Expenditure over Income	19,316	24,225	25.4%	
<u>316</u>	<u>Gateway Café</u>				
4101	Repair/Alteration of Premises	3,000	2,500	-16.7%	
4111	Electricity	6,000	10,000	66.7%	
4326	Telephones	972	972	0.0%	
4355	Wifi	0	540	#DIV/0!	
4115	CCTV Maintenance	1,500	1,500	0.0%	Need to find out new CCTV conditions and costs to link to police
4116	Servicing / Maintenance	1,500	1,500	0.0%	To include electrical tests that are required
	Gateway Café: Expenditure	12,972	17,012	31.1%	
1111	Electricity	6,000	10,000	66.7%	
1025	Rent & Service Charge	8,823	8,999	2.0%	
	Gateway Café: Income	14,823	18,999	28.2%	
	Net Expenditure over Income	-1,851	-1,987	7.4%	
<u>330</u>	<u>Parks & Open Spaces</u>				
4101	Repairs / Alterations	5,000	5,000	0.0%	
4104	Vandalism Repairs	1,500	1,500	0.0%	
4141	Water Services	5,000	3,500	-30.0%	Includes all outdoor areas
4164	Trade Refuse	2,000	2,000	0.0%	

4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	5,000	2,500	-50.0%	
4105	Tree Works	2,000	2,000	0.0%	
4106	Signage	1,500	1,000	-33.3%	
4107	Climate Change Actions	0		#DIV/0!	
4108	Tree Planting	2,500	2,500	0.0%	Is this necessary?
	Amenity Area: Expenditure	28,500	24,000	-15.8%	
1044	Hire of the Dell	5,100	5,500	7.8%	
1050	Allotment Rent	2,445	2,500	2.2%	
	Amenity Area: Income	7,545	8,000	6.0%	
	Net Expenditure over Income	20,955	16,000	-23.6%	
355	The Hub				
4103	Annual Servicing Costs	2,000	2,500	25.0%	
4111	Electricity	2,000	3,000	50.0%	
4112	Gas	2,000	3,000	50.0%	
4355	Wifi	0	420	#DIV/0!	
4131	Rates	0	0	#DIV/0!	
4171	Maintenance of Hub	2,000	2,000	0.0%	
4175	Music Licence	500	500	0.0%	
	The Hub: Expenditure	8,500	11,420	34.4%	
1084	The Hub	16,646	16,979	2.0%	
1303	Water	0	150	#DIV/0!	
1112	Gas	0	270	#DIV/0!	
1111	Electric	0	270	#DIV/0!	
1355	Wifi	0	210	#DIV/0!	
	The Hub: Income	16,646	17,879	7.4%	
	Net Expenditure over Income	-8,146	-6,459	-20.7%	
	LEISURE, AMENITIES & ENV: Total Expenditure	129,133	139,902	8.3%	
	LEISURE, AMENITIES & ENV: Total Income	90,766	94,266	3.9%	

Net Expenditure over Income

38,367

45,636

18.9%

PERSONNEL

100 General Administration

	2022/23 Budget	Draft 2023/24 Budget	% Change
4001 Salaries	406,640	447,304	10.0%
4002 ER's NIC	42,640	42,640	0.0%
4003 ER's Supn	75,228	82,000	9.0%
4004 Overtime	1,000	1,000	0.0%
4011 Staff Training	5,000	5,000	0.0%
4212 Staff Mileage Costs	500	500	0.0%
4312 Professional Fees - HR	2,000	2,000	0.0%
4310 Professional Fees - Consultancy	2,000	2,000	0.0%
4334 Members Training	1,500	1,500	0.0%
General Administration: Expenditure	536,508	583,944	8.8%
Net Expenditure over Income	536,508	583,944	8.8%
PERSONNEL: Total Expenditure	536,508	583,944	8.8%
PERSONNEL: Total Income	0	0	
Net Expenditure over Income	536,508	583,944	8.8%

Earmark 2022/23 £1500 to allow £3000 for new electees

COUNCIL

	2021/2022 Budget	Draft 2022/23 Budget	% Change
Policy & Finance	165,767	208,418	25.7%
Planning & Highways	18,006	19,483	8.2%
Civic & Events	18,970	17,210	-9.3%
Leisure, Amenities & Environment	129,133	139,902	8.3%
Personnel	536,508	583,944	8.8%
Total Expenditure	868,384	968,957	11.6%
Policy & Finance	77,437	77,408	0.0%
Planning & Highways	0	0	#DIV/0!
Civic & Events	13,100	9,760	-25.5%
Leisure, Amenities & Environment	90,766	94,266	3.9%
Personnel	0	0	
Total Income	181,303	181,434	0.1%
Net Expenditure over Income	687,081	787,523	14.6%
Precept	£687,081	£787,523	14.6%
Tax Base	4,717.6	4,899.5	3.9%
Band D	£145.64	£160.74	10.4%

2022 / 2023 COMMUNITY HOUSE HIRE CHARGES

HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY						SATURDAY						SUNDAY		
	9.00 - 17.00			17.00 - 23.45			9.00 - 18.00			18.00 - 23.45			9.00 - 22.00		
	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE			
MAIN HALL															
Voluntary / Charity Groups	10.00	2.00	12.00	18.00	3.60	21.60	14.00	2.80	16.80	22.00	4.40	26.40	On Request		
Private	13.00	2.60	15.60	20.00	4.00	24.00	15.50	3.10	18.60	24.00	4.80	28.80	On Request		
Commercial	On Request			On Request			On Request						On Request		
THEATRE STYLE															
Voluntary / Charity Groups	16.50	3.30	19.80	25.50	5.10	30.60	20.00	4.00	24.00	29.00	5.80	34.80	On Request		
Private	18.50	3.70	22.20	27.00	5.40	32.40	22.00	4.40	26.40	31.00	6.20	37.20	On Request		
Commercial	On Request			On Request			On Request						On Request		
MEETING ROOMS															
Voluntary / Charity Groups	6.00	1.20	7.20	6.50	1.30	7.80	5.00	1.00	6.00	8.00	1.60	9.60	On Request		
Private	7.00	1.40	8.40	7.50	1.50	9.00	6.00	1.20	7.20	11.00	2.20	13.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
ANZAC ROOM															
Voluntary / Charity Groups	10.00	2.00	12.00	11.50	2.30	13.80	10.00	2.00	12.00	17.00	3.40	20.40	On Request		
Private	12.00	2.40	14.40	13.00	2.60	15.60	13.00	2.60	15.60	18.50	3.70	22.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
MAIN KITCHEN															
Voluntary / Charity Groups	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	On Request		
Private	6.00	1.20	7.20	6.00	1.20	7.20	6.00	1.20	7.20	6.00	1.20	7.20	On Request		
Commercial	On Request			On Request			On Request			On Request			On Request		
2ND KITCHEN															
Voluntary / Charity Groups	3.50	0.70	4.20	3.50	0.70	4.20	4.50	0.90	5.40	4.50	0.90	5.40	On Request		
Private	4.50	0.90	5.40	5.00	1.00	6.00	5.00	1.00	6.00	5.00	1.00	6.00	On Request		
Commercial													On Request		
COFFEE MORNINGS	15.00	3.00	18.00	OTHER											
MARKET - TUES - FRIDAY (Includes Kitchen)	54.17	10.83	65.00	Photocopies											
MARKET - TUES - FRIDAY (Excludes Kitchen)	41.67	8.33	50.00												
MARKET - SATURDAY (includes Kitchen)	62.50	12.50	75.00	Colour											
MARKET - SATURDAY (Excludes Kitchen)	50.00	10.00	60.00												
KITCHEN /FOYER	15.00	3.00	18.00	Cinema											
				7											



2021 / 2022 SPORTS PARK HIRE CHARGES

HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY		WEEKENDS / BANK HOLIDAYS	
	9.00 - 17.00	17.00 - 23.45	9-00 - 22.00	
THE HUB MEETING ROOM	VALUE	VALUE	VALUE	
Voluntary / Charity Groups	6.50	8.00	12.00	
Private	8.00	9.50	18.00	
Commercial	On Request	On Request	On Request	
Party	N/A N/A	N/A N/A	3 Hours	£50.00
Party including MUGA	N/A N/A	N/A N/A	2.5 HRS (1 hr MUGA)	£70.00
JUNIOR FOOTBALL	VALUE			
with changing rooms	34.00			
Without changing rooms	17.00			
Saturday Training 9-12	30.00			
PTFC U16's Pitch hire - 5v5, 7v7 9v9	10.00			
PTFC U16's Pitch hire - 11v11	14.00			
FOOTBALL	VALUE			
One off Games	43.00			
Mens - with changing rooms	43.00			
ALLOTMENTS	VALUE			
PER PLOT	35.00			
PER HALF PLOT	25.00			
CAR BOOT SALE - DELL	VALUE			
£50 DEPOSIT REQUIRED	160.00			
MULTI USE SPORTS COURT	VALUE			
PTFC - U16's Full size with lights per pitch	20.00			
PTFC - Full size with lights per pitch	30.00			
PTFC - U16's Full size without lights per Pitch	15.00			
PTFC - Full size without lights per Pitch	20.00			

Full size with lights per pitch	35.00
Full size without lights per pitch	25.00

NETBALL	VALUE
Unlit	14.00
With lights	20.00

2023 / 2024 COMMUNITY HOUSE HIRE CHARGES

HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY						SATURDAY						SUNDAY
	9.00 - 17.00			17.00 - 23.45			9.00 - 18.00			18.00 - 23.45			
MAIN HALL	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	10.50	2.00	12.00	18.50	3.70	22.20	14.50	2.90	17.40	22.50	4.50	27.00	On Request
Private	14.00	2.80	16.80	21.00	4.20	25.20	16.50	3.30	19.80	25.00	5.00	30.00	On Request
Commercial	On Request			On Request			On Request						On Request
THEATRE STYLE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	17.00	3.40	20.40	26.00	5.20	31.20	20.50	4.10	24.60	29.50	5.90	35.40	On Request
Private	19.50	3.90	23.40	28.00	5.60	33.60	23.00	4.60	27.60	32.00	6.40	38.40	On Request
Commercial	On Request			On Request			On Request						On Request
MEETING ROOMS	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	6.50	1.30	7.80	7.00	1.40	8.40	5.50	1.10	6.60	8.50	1.70	10.20	On Request
Private	8.00	1.60	9.60	8.50	1.70	10.20	7.00	1.40	8.40	12.00	2.40	14.40	On Request
Commercial	On Request			On Request			On Request						On Request
ANZAC ROOM	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	10.50	2.10	12.60	12.00	2.40	14.40	10.50	2.10	12.60	17.50	3.50	21.00	On Request
Private	13.00	2.60	15.60	14.00	2.80	16.80	14.00	2.80	16.80	19.50	3.90	23.40	On Request
Commercial	On Request			On Request			On Request						On Request
MAIN KITCHEN	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	5.50	1.10	6.60	5.50	1.10	6.60	6.00	1.20	7.20	6.00	1.20	7.20	On Request
Private	7.00	1.40	8.40	7.00	1.40	8.40	7.50	1.50	9.00	7.50	1.50	9.00	On Request
Commercial	On Request			On Request			On Request						On Request
2ND KITCHEN	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	
Voluntary / Charity Groups	4.00	0.80	4.80	4.00	0.80	4.80	5.00	1.00	6.00	5.00	1.00	6.00	On Request
Private	5.00	1.00	6.00	5.50	1.10	6.60	5.50	1.10	6.60	5.50	1.10	6.60	On Request
Commercial													On Request
COFFEE MORNINGS	16.67	3.33	20.00	OTHER									
MARKET - TUES - FRIDAY (Includes Kitchen)	58.33	11.67	70.00	Photocopies		0.15							
MARKET - TUES - FRIDAY (Excludes Kitchen)	45.83	9.17	55.00										
MARKET - SATURDAY (includes Kitchen)	83.00	16.60	99.60	Colour		0.25							
MARKET - SATURDAY (Excludes Kitchen)	54.17	10.83	65.00										
KITCHEN /FOYER	16.00	3.20	19.20	Cinema		7.00							



2023 / 2024 SPORTS PARK HIRE CHARGES

HOURLY RATES

FACILITY / TYPE OF BOOKING	MONDAY-FRIDAY		WEEKENDS / BANK HOLIDAYS	
	9.00 - 17.00	17.00 - 23.45	9-00 - 22.00	
THE HUB MEETING ROOM	VALUE	VALUE	VALUE	
Voluntary / Charity Groups	7.00	8.50	13.00	
Private	9.00	10.50	19.00	
Commercial	On Request	On Request	On Request	
Party	N/A N/A	N/A N/A	3 Hours	£55.00
Party including MUGA	N/A N/A	N/A N/A	2.5 HRS (1 hr MUGA)	£75.00
JUNIOR FOOTBALL	VALUE			
with changing rooms	34.00			
Without changing rooms	17.00			
Saturday Training 9-12	35.00			
PTFC U16's Pitch hire - 5v5, 7v7 9v9	15.00			
PTFC U16's Pitch hire - 11v11	20.00			
FOOTBALL	VALUE			
One off Games	60.00			
Mens - with changing rooms	70.00			
ALLOTMENTS	VALUE			
PER PLOT	37.00			
PER HALF PLOT	27.00			
CAR BOOT SALE - DELL	VALUE			
£50 DEPOSIT REQUIRED	160.00			
MULTI USE SPORTS COURT	VALUE			
PTFC - U16's Full size with lights per pitch	20.00			
PTFC - Full size with lights per pitch	30.00			
PTFC - U16's Full size without lights per Pitch	15.00			
PTFC - Full size without lights per Pitch	20.00			

Full size with lights per pitch	35.00
Full size without lights per pitch	25.00

NETBALL	VALUE
Unlit	15.00
With lights	20.00

Agenda Item:

Committee: Policy & Finance

Date: October 11 2022

Title: Hire costs

Report Authors: Zoe Malone

Purpose of Report: To discuss and agree proposed hire costs for 2023/24

Summary of recommended actions

To agree proposed new pricing effective from April 2023

Introduction

Hire costs of our facilities were only reviewed from 2019/20 and from that time it was agreed a 2% increase across all facilities was fair. This increase also took place for 2020/21 and we have reviewed every year since. Due to rising costs to heat & light in our facilities for this coming year a 5-10% would seem more realistic.

Breakdown

I have increased the room hire for charity groups by 50p per hour and by £1.00 per hour for private groups. I have increased the main kitchen used by charity groups on a weekend by £1.00, assuming the gas hob is being used.

I have increased coffee mornings by £2.00 (this works out 50p per hour)

Markets have been increased by £5.00 per session excluding the kitchen and including the kitchen is just adding the coffee morning costs.

We are also seeing increased costs for maintenance products for the outdoor areas and therefore I have increased the costs for our pitch use

Mens games have been increased by £17 per match from £43.00 to £60.00. This works out for 11 a side a £2.73 sub payment from each player. We have been offering a very cheap rate for pitches up until now.

Youth games to be increased by £5 per match, from £10.00 to £15.00 up to 9v9 and £20.00 per match for 11v11.

Analysis

Whilst I recognise this increase will disappoint our hirers during a very challenging time for everyone, we must remember that when we were forced to close during COVID we saved money. We should consider we could lose hirers from this price review, however we could save money by not heating, lighting and staffing the area/s if they are unused. If we choose not to increase the hire costs next year then this will affect the precept and I will need to make budget amendments.

Implications

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

<u>Financial</u>	Increased income to cover some of the increased costs.
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<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

Hire spreadsheet for 2022/23

Proposed hire spreadsheet for 2023/24

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<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			
2	<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
3	<u>ENERGY USE AND SOLUTIONS FOR ALL COUNCIL BUILDINGS,</u>	<p>From the Committee's meeting of 26th July 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			

OUR VISION:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.



Community



Environment



Place

Community & Business Plan 2022/2023



Business

OUR MISSION:

To ensure Peacehaven remains a thriving *COMMUNITY* and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail outlets and culture offers that blend with our special and distinctive environment. To listen to our *COMMUNITY* and encourage residents to engage, educate and evaluate us

Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is approximately 23,000 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town location between Newhaven (with a ferry link to Europe) to the East and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

Covid-19 is still having an impact on health, wealth and prosperity as well as the current cost of living crisis, which is affecting many residents. New builds are now nearing completion in the central part of the town and this is adding to the existing numbers of residents.

Infrastructure of the town is strained, mainly due to the A259 Coast Road, provision of medical care, closure of banking facilities and NHS dental care is limited

With the growth of the town, Peacehaven needs to embrace opportunities, conquer challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven

What PTC does

Councillors and staff strive to ensure that all Town Council operations are delivered in the most effective and efficient manner and comply with regulation and best practice. There are 17 Councillors covering East, West, North and Central wards.

The community plan will focus on primarily the community, new projects, major pieces of work requiring resource allocation such as the Meridian Centre redevelopment plan.

The Council will ensure to include the following:

1. Efficient operation and governance of the Council's business & legal compliance
2. Full involvement and communication with the community
3. Management of the Council's assets
4. The Mayor of Peacehaven will promote and uphold the character of the town as an Ambassador, working with community groups and projects
5. In order to improve the Town's infrastructure to efficiently monitor performance and progress, the Council will work with the following plans:
 1. The neighbourhood development plan
 2. The community plan
 3. Committee and working party groups

Service areas we cover



Allotments



E-News & Social



Community representation and leadership



Capital projects



Civic & Ceremonial



Environment



Notice boards & banners



Events



Grants



Hire/Lease of facilities



Community market/car boots



Business Partnerships



Tourist Information



Park & asset maintenance



Planning



Play areas



Community garden & orchard

What are the Council's priorities

With the increasing pressures on finances, it is more important than ever that we focus on the things that matter most to Peacehaven. We have the following corporate priorities to ensure we gain the most use of our resources

The Council's corporate priorities are:

GROWING THE ECONOMY SUSTAINABLY

Working with others to support sustainable growth and a strong community, ensuring Peacehaven is a great place to invest in, live, work and visit

VALUING THE ENVIRONMENT

Responding to climate change, improving our infrastructure, safeguarding our heritage and bio-diversity

EMPOWERING AND SUPPORTING THE COMMUNITY

Support a resilient, inclusive and healthy community, tackling inequalities, particularly those around health, which in a number of cases have been exacerbated by the COVID-19 pandemic and cost of living crisis

SUPPORTING RESIDENTS IN NEED

Supporting in times of need, protecting from harm and improving quality of life

HELPING CHILDREN AND YOUNG PEOPLE

Supporting and inspiring children and young people to raise their aspirations and reach their potential

IMPROVE THE QUALITY OF LIFE FOR RESIDENTS AND VISITORS TO PEACEHAVEN

Endeavour to address the needs of residents within the resources and powers available to PTC

What the plan will do for the Town, Community & Environment

For the Town	For the Community	For the Environment
Respond to the Climate Emergency and a need for transformative actions		
Deliver the ambitions of the Neighbourhood plan	Supports the needs of the residents of Peacehaven	Ensures the Town's green spaces are managed sustainably and deliver eco-systems and bio-diversity
Develop Peacehaven's market offer, attract visitors and support town centre proposals	Supports the provision of education, employment and leisure opportunities for all	Safeguards Peacehaven's distinctive and special environment, especially with regards to bio-diversity
Market and promote the town as a 'Haven of Peace' with lots areas to visit and enjoy	Encourages the improvement of cultural and recreational facilities available	Safeguards Peacehaven's history for generations to come
Work with stakeholders to build and grow a sustainable local economy	Encourages continuity and engagement plus fully involves the community in the running of the Town	Safeguards Peacehaven's green spaces

Business Plan

What the business plan can deliver for Peacehaven

Finance

1. Ensure all are provided with relevant and up to date financial reports
2. Continue to rebuild general reserve ratio
3. Increase income streams & reduce costs
4. Secure funding opportunities
5. Set funds aside for new machinery and asset updates & asset list review
6. Propose a budget for events
7. Ensure LDC prioritises Peacehaven for 'levelling-up' funding



Environment & Climate Change

1. Complete the green infrastructure plan
2. Implement an EV charger policy and increase number of chargers in the town
3. Support an environmental audit covering air quality, recycling, local effects i.e. A259 Coast Road
4. Develop a H&S policy for reporting risk assessments at open spaces, building and public spaces
5. Improve sports and leisure facilities
6. Work towards Peacehaven being carbon neutral for 2030



Peacehaven Town Council believe, that in this period of austerity and cost of living increases, residents need better services or need to lower their expectations on the quantity and quality of the services that can be provided. A group of community volunteers can address some of the issues by engaging the community in projects that matter most to them. The Council will continue to work closely with LDC and ESCC so their responsibilities are met but the following may continue to be undertaken by volunteer groups:

- ❖ Maintaining community spaces
- ❖ Litter picking in the town and parks
- ❖ Community activity such as youth and sports
- ❖ Transportation for isolated and vulnerable people
- ❖ Promote neighbourhood/ Residents watch
- ❖ Projects that are not deemed a priority
- ❖ Coffee Mornings
- ❖ Community Garden

PTC undertakes to develop a group
community volunteers for the benefit of
the town



Place

1. Progress the NDP Plan
2. Ensure Peacehaven fully benefits from the town centre development plans
3. Investigate car parking around schools and installation/maintenance of electric charging points, sustainable transport
4. Complete a review of Public Areas such as benches, car parks, litter bins, signage
5. Identify accessibility project opportunities
6. Investigate synergies between Peacehaven & Telscombe Councils



Community

1. Build a one town, one community culture
2. Engage with the non IT community
3. Engage the public in event ideas and prepare an annual marketing plan
4. Acquire more allotment spaces
5. Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven parks
6. Arrange for LDC & ESCC outreach services in Peacehaven

What the business plan can deliver for Peacehaven



<p>Leisure and Tourism</p> <p>Peacehaven is a beautiful place to live, offering a wide choice of opportunities to explore the area</p> <ol style="list-style-type: none"> 1. Seek to implement better signposting and provide better information 2. Seek solutions to provide access to facilities i.e. better bus routes, cycle routes, electric bus 3. Work with organisations with promote local businesses such as B&B, attractions, accessibility to major Cities 4. Publicise and encourage the use of our miles and miles of footpath 5. Use technology such as QR codes to enable access regarding Peacehaven 6. Work with ESCC to keep footpaths passable and enjoyable 7. Create a directory of local businesses and attractions that would be useful for visitors 	<p>Police and Crime</p> <p>The community is experiencing a less visible police presence due to neighbourhood policing changes. To ensure the Town is resilient to crime:</p> <ul style="list-style-type: none"> • Assist the neighbourhood watch network across the Town • Monitor parking and crime issues and report via Operation Crackdown • Promote road safety campaigns, especially around our schools • Proactively engage with Sussex Police and build a relationship with our local PCSO • Invite Sussex Police to PTC events to engage with the community • Frequently promote scamming issues to residents so they are protected and aware, especially the more vulnerable • Inform residents on contacts and various ways to report crime 	<p>Housing & Planning</p> <p>Residents are aware that if the Town is to continue to grow and develop, there must be some small scale of development of truly affordable smaller houses for older and younger families:</p> <ul style="list-style-type: none"> • Monitor and recommend local development within the Town within the context of any change of policies from LDC and ESCC • Provide greater protection for local green spaces and community assets • Encourage the community to have a significant say in future development of the Town • Ensure all neighbourhood plan provisions are reviewed • Work with stake holders to deliver homes and accommodation for the needs of the Town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way • Be ready for 'shovel ready' project 	<p>Business</p> <p>To support our local businesses, PTC will endeavour to:</p> <ol style="list-style-type: none"> 1. Work with agencies to provide full and better broadband to the Town 2. Build a directory and promote local business in the Town 3. Encourage networking opportunities as much as possible 4. Support opportunities for regular showcasing of local products ie. local farms, harvest festival, the Orchard, jam and honey making 5. Support development of weekly market and encouragement of car boot sales 6. Strengthen relationship with Chamber of Commerce and other business networking events to support growth in partnership 7. Work closely with schools, colleges and universities and the local Towns and Cities
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What the business plan can deliver for Peacehaven



Climate Emergency Action for PTC

PTC has committed to becoming net zero carbon by 2030 & our business plan must reflect that

- Transport & Equipment – There is a need to replace our vehicles and equipment with zero carbon alternatives by 2030
- Buildings – PTC buildings must be compliant with net zero targets by 2030
- Energy – Seek to move to renewable electricity and turn off gas
- Waste – Seek to eliminate waste by reuse, repurposing, repair & recycling
- Procurement – Seek to ensure all purchases are sustainable for the planet & consider end of life plan
- Water Use – Seek ways to harvest water from roof surfaces, implement water harvesting systems and methods to reduce mains water usage
- Lead by example – Encourage residents to follow by raising awareness and educating



Highways and Transport

PTC will continue to work with transport companies and ESCC to ensure a better service:

- Seek to decrease speed limits outside schools and within the Town, where applicable
- Work with schools on safe to travel projects, walk and cycle to school and leave the car at home
- Work with CTLA, Havens Community Cars and others, to provide a regular and frequent collection point for the elderly, especially to reach KH and events
- Recruit the Big Lemon Bus at all PTC events, where applicable
- Work with ESCC to ensure footpaths and potholes are kept clear and walkable
- Involve & work closely with the public safety group



Young and Elderly

Both groups can be affected by social isolation due to the distance between the wards and also the local amenities

- Community engagement with young people ensuring outdoor spaces meet their requirements
- Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people
- Assist in setting up a computer workshop and club for the Isolated
- Communicate frequently on events and ensure transportation is available or accessible
- Partner in promoting activities at the Football Club, Bowls and Kempton House and others
- Provide grants to fund improvements to community groups
- Work and support ESCC with additional youth services in the Town



Devolution

PTC will investigate the possibility of taking on certain LDC and ESCC functions such as:

- Green Spaces
- Car Parks
- Toilets

FINANCE: To establish Financial Stability			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Ensure all are provided with relevant and up to date financial reports	Policy & Finance	Continue to include as an agenda item for committees to discuss quarterly monitoring	Reports included on agenda
Continue to rebuild general reserve ratio	Policy & Finance	Action plan to be prepared to include ideas on how to increase financial efficiency	Ideas to be generated and submitted to P& F committee
Increase income streams and reduce costs	Policy & Finance	Action plan to be prepared to include ideas of how to increase income streams	Ideas to be generated and submitted to P& F committee
Secure funding opportunities	Policy & Finance	Action plans to be prepared to include ideas of how to improve fundraising and prepare a fund raising package to use at networking	Ideas to be generated and submitted to P& F committee
Ensure funds are set aside to update assets such as machinery and park maintenance as well as sound system for events, office equipment	Policy & Finance	Prepare an audit of current assets with current status and updates	Provide estimates of cost
Propose a budget for events	Policy & Finance	Prepare a marketing plan for 2022/23 with events for discussion for precept planning	Plan to be drafted in August for discussion at CCE
Ensure LDC prioritises Peacehaven for 'levelling-up' funding	Policy & Finance	Establish links with LDC and ESCC to identify sources of funding	Networking links to be established

ENVIRONMENT & Climate Change: To seek to improve air quality and take measures to created a 'Green Town'			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Complete the green infrastructure plan & work towards Peacehaven being carbon neutral for 2030	Leisure & Amenities	Audit of free spaces, incorporating LDC playing pitch strategy and green spaces	Action plans required
Implement an EV charger policy and increase number of chargers in the town	Planning & Highways	Liasion with neighbourhood first and awareness of LDC policies	Type of bins required tba and communication to staff and public
Support an environmental audit covering air quality, recycling, local effects i.e A259 Coast Road	Leisure & Amenities	Working party to continue with audits and action plan to be established	Work has already been undertaken. Recommendations to be followed through by Council staff
Develop a H&S policy for reporting risk assessments at open spaces, buildings and public spaces	Leisure & Amenities	Identify and improve policies already in place	Work is currently being undertaken and will be presented at P&F for approval
Improve Sports and Leisure facilities	Leisure & Amenities	Audit of requirements to be conducted. Agreement of 3G pitch in place. This should align with decisions made regarding The Hub	3G pitch in progress for installation in this financial year. Further actions to be carried forward by Council staff

PLACE : To create a sustainable and visually attractive town			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Progress the NDP Plan	Full Council	Draft plan to be approved	Ongoing
Ensure Peacehaven fully benefits from town centre development plan	Full Council	Ensure Community House is retained and the new proposed development is in line with Resident and the Town's expectations/ needs	Draft plans submitted to PTC by Morrison's - waiting for formal proposal
Investigate car parking in the town, work with stakeholders on electric charging points and sustainable transport	Full Council	Audit to be undertaken and action to be followed through by Council. EV charging presentation to be considered	Reports to be prepared and part of the green infrastructure plan
Complete a review of public areas, signage, benches & litter bins	Leisure & Amenities	Action plan to recommend maintenance, implementation and upgrades	Benches placed from welcome back funding, along with planters. Signage party to commence
Identify cultural and accessibility project opportunities	Leisure & Amenities	To increase our artistic offer with open garden and open house opportunities, work with artists and sculptures to include P'Haven in their offering	Action plan to be set up
Investigate a merger synergies between Peacehaven and Telscombe Cliffs	Full Council	Identify opportunities for synergy such as Summer Fairs, Christmas and other events	Discussion and action plan to be set up

COMMUNITY : To build an inclusive, healthy and vibrantly community			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Build a one town, one community culture to assist with isolation and make residents feel inclusive	Full Council	Market Peacehaven as an inclusive town, build brand awareness, create brand guidelines and a tone of voice suitable for the residents. Provide exceptional customer service	New marketing team in place and marketing plan to be introduced
Engage and identify ways to reach the non-IT residents	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
Develop a schedule of events, based on resident survey and demographics	Civic & Community Events	Action plan to be created	New marketing team in place and marketing plan to be introduced
Acquire more allotment spaces (compulsory purchase)	Leisure & Amenities	Feasibility study to be undertaken and proposal of possible locations	Action plan to be created
Deliver a wide range of inclusive and accessible play equipment and seating across Peacehaven parks	Leisure & Amenities	Access reports to be commissioned and consideration for eco-friendly play areas	Action plan to be created
Arrange for LDC and ESCC outreach services in Peacehaven	Full Council	Network with District and County to find ways to connect communities with local suppliers	Action plan to be created

LEISURE AND TOURISM : To promote Peacehaven as a local tourist place to stay and increase wealth to the town

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Seek to implement better signposting and provide better amenity information for tourists to the town	Leisure & Amenities	To decide a signage plan based on brand guidelines	Ongoing - signage TFG to meet
Seek solutions to provide access to facilities ie cycle routes, path ways and electric bus	Planning & Highways/Leisure & Amenities	Action plan to be created	Some projects underway and waiting for CIL approval in July
Work with organisations to promote local businesses such as B&B, AirBnB, proximity to South Downs, Brighton, Eastbourne	Civic & Community Events	Action plan to be created	Connection with local business underway. Website to be updated with business directory and 'why visit Peacehaven'
Implement QR codes to publise our miles and miles of footpath and amenities	Leisure & Amenities	Action plan to be created	Action plan to be created
Work with ESCC to keep footpaths passable and enjoyable	Leisure & Amenities	Action plan to be created	Action plan to be created

CRIME AND POLICING : To decrease anti-social and violent crime in the town			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Assist with a neighbourhood watch network across the town	Planning & Highways	Action plan to be created	Action plan to be created
Assist with reporting parking and crime issues to Operation Blitz	Full Council	Ongoing	Ongoing
Proactively engage with Sussex Police and build a relationship, especially with local PCSO	Full Council	Action plan to be created	Action plan to be created
Frequently promote scamming issues and implement marketing initiatives to protect residents of the town	Civic & Community Events	Ongoing	Ongoing via social media, website and advertising
Promote road safety campaigns	Planning & Highways	Action plan to be created	Action plan to be created

HOUSING AND PLANNING : To monitor house build and planning applications			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Monitor & recommend local development in the town within the context of any change of policies from LDC and ESCC	Planning & Highways	Action plan to be created	Action plan to be created
Provide greater protection for local green spaces and community assets	Leisure & Amenities	Action plan to be created	Action plan to be created
Encourage the community to have a significant say in future development of the town	Full Council	Action plan to be created	Action plan to be created
Work with stakeholders to deliver homes and accommodation for the needs of the town and ensure the housing growth requirements are accommodated in the most sustainable and affordable way	Planning & Highways	Action plan to be created	Action plan to be created
Be ready for 'shovel ready' projects	Planning & Highways	Action plan to be created	Action plan to be created

BUSINESS : To support local businesses			
PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Work with agencies to provide better broadband for the town	Planning & Highways	Ensure location of masts meets the town's needs	Currently negotiating 5g mast in Heathy Brow
Encourage networking opportunities and strengthen relation with Chamber and other business networks	Civic & Community Events	Contacts to be strengthend and identify income and benefits. More interaction and visibility required from PTC	Relationship with Chamber developing, alongside other organisation.
Support opportunities for regular showcasing of local products, farms,, honey making. Support weekly market and encourage car boot sales	Civic & Community Events	Action plan to be created	Action plan to be created
Develop a strategy for advertising and promoting Peacehaven as a place to live, work and enjoy	Civic & Community Events	Action plan to be created	Action plan to be created
Work closely with schools, colleges and universities plus other local towns and cities	Civic & Community Events	Action plan to be created	Action plan to be created

CLIMATE EMERGENCY ACTION PLAN FOR PTC - To be Zero Net Carbon by 2030

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Transport & Equipment - There is a need to replace our vehicles and equipment with zero carbon alternatives by 2030	Full Council and Officers	Action plan to be created	Action plan to be created
Buildings - PTC building must be compliant with net zero targets by 2030	Full Council and Officers	Action plan to be created	Action plan to be created
Energy - Seek to move to renewable electricity and turn off gas completely	Full Council and Officers	Action plan to be created	Action plan to be created
Waste - Seek to eliminate waste by reuse, repurposing, repair and recycling	Full Council and Officers	Action plan to be created	Action plan to be created
Procurement - Seek to ensure all purchases are sustainable for the planet & consider end of life plan	Full Council and Officers	Action plan to be created	Action plan to be created
Water Use - Seek ways to harvest water from roof surfaces, implement water harvesting systems and methods to reduce main water usage	Full Council and Officers	Action plan to be created	Action plan to be created
Lead by example - Encourage residents to follow by raising awareness and educating	Full Council and Officers	Action plan to be created	Action plan to be created

HIGHWAYS AND TRANSPORT : To maintain the standard of our highways and provide a better service

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Seek to decrease speed limits outside schools and with the town, where applicable	Planning & Highways	Action plan to be created	Action plan to be created
Work with schools on safe to travel projects, walk and cycle and leave the car at home	Civic & Community Events	Action plan to be created	Action plan to be created
Work with CTLA, Havens Community Cars and others to provide a regular and frequent collection point for all, especially to reach KH and CH for events	Civic & Community Events	Action plan to be created	Action plan to be created
Work with ESCC to ensure footpaths and potholes are maintained and usable	Planning & Highways	Action plan to be created	Action plan to be created
Involve and work closely with the Public Safety Group	Leisure & Amenities	Action plan to be created	Action plan to be created

YOUNG & ELDERLY : Decrease isolation by connecting the Wards and local amenities

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Implement a community engagement scheme with young people ensuring outdoor spaces meet their requirements	Leisure & Amenities	Action plan to be created	Action plan to be created
Facilitate the election of a Youth Mayor in September to work on the provision of facilities for young people	Civic & Community Events	Action plan to be created	Action plan to be created
Assist in setting up computer workshops and social media clubs for isolated / non computer users	Civic & Community Events	Action plan to be created	Action plan to be created
Partner in promoting activities at the Football Club, Bowls, Kempton House, Park Run and others	Civic & Community Events	Action plan to be created	Action plan to be created
Provide grants to charity, community, voluntary groups towards their projects	Grants Sub Committee	Action plan to be created	Action plan to be created

DEVOLVEMENT : Local Town Council to take on certain LDC and ESCC functions

PROJECT	RESPONSIBILITY	ACTIVITY REQUIRED	CURRENT POSITION
Green Spaces	Leisure & Amenities	Action plan to be created	Action plan to be created
Car Parks	Planning & Highways	Action plan to be created	Action plan to be created
Toilets	Planning & Highways	Action plan to be created	Action plan to be created

Agenda Item:

Committee: Policy & Finance

Date: 11th October 2022

Title: PTC Corporate identity

Report Authors: Sue Moscatelli

Purpose of Report: To approve and adopt PTC Corporate / Brand Guidelines

Summary of recommended actions

To approve and adopt Corporate / Brand Guidelines within PTC for internal and external use

Introduction

Brand guidelines are a set of rules that define the overall look and feel of a brand. They help build a brand identity that our audience can recognise across all platforms. A comprehensive brand style guide outlines everything from our typography and colour palette to our tone of voice and mission statement (as part of our business plan). These guidelines are an essential part of a marketing strategy and create a strong brand identity where **Consistency is Key**. Consistency is required in font, images, colour palette, signage, marketing materials, tone of voice, telephone answering and all communication both internally and externally.

Background

At PTC we have a logo, which is our biggest asset, but we do not have consistent brand guidelines that guides both staff, councillors or external agencies on how different elements of our marketing business should be used. This has led to inconsistent messaging to our audience and brand recognition has been confusing, not in line with our tone of voice, mission statement or visibility within Peacehaven and the residents. We should be using 'one voice' to our audience and by implementing brand guidelines (followed by a communications strategy and marketing plan) this will allow clear identity of PTC and our marketing strategy. Further guidelines will be created for the Mayor of Peacehaven, which will provide their own identity but harmonise with PTC guidelines.

Analysis

Our tone of voice needs to be friendly, professional, helpful, respectful and factual – text talk and cheeky jokes are not appropriate in our verbal / written communication if we are to maintain an image of professionalism. Our logo / brand is our biggest asset – if it is used differently on social platforms or communication, the audience will be confused and apprehensive about our professionalism in business. Our brand is our first impression of competence and professionalism – our marketing strategy is the face / ambassador of PTC

Implications

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

<u>Financial</u>	
<u>Legal</u>	Policy needs to be approved by P&F
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Guidelines Manual



PEACEHAVEN TOWN COUNCIL BRAND GUIDELINES MANUAL



INTRODUCTION

In our Peacehaven Town Council (PTC) Brand Guidelines Pack, you will find all the information and details you will need to help you deliver our messages in accordance with our tone of voice, values, commitments and brand identity.

Everyone at PTC makes decisions, choices and communicates to our 'publics' every day, which represent us as the Town Council. A strong and consistent brand identity reinforces and cements us as a community-focused organisation to our key audiences. Our brand identity 'is the Council' and is instantly recognisable 'as us' and gives a real sense of who we are, what we do and why we do it.

Please use these guidelines as they are here to help you and must be adhered to underpin all our hard work, obligations and responsibilities.

Thank you.

Sue Moscatelli
Events, Amenities, Projects Officer
Peacehaven Town Council

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OUR VISION AND VALUES

Peacehaven Town Council – Working for the People of Peacehaven.

Vision

We aspire to making Peacehaven a better place to live, work, and rest.

Values

We will always:

- Put the Community of Peacehaven at the heart of all we do.
- Work hard to make Peacehaven a great place to live, work, play and visit – promoting the town a destination location.
- Focus on our commitment to be Net Zero Carbon by 2030.
- Work in partnership with local businesses to build Peacehaven's economy, destination placing and grow opportunities.
- Treat people with respect.
- Promote wellbeing.

Our Mission is to deliver our Vision and Values through providing high quality services and projects to benefit Peacehaven residents, businesses, organisations, charities, visitors and the community.

The 'Pillars' for our community / residents are:

- Your Council
- Community
- Place
- Environment
- Business
- What's Happening

OUR WORDS – OUR TONE OF VOICE

Peacehaven Town Council's 'Tone of Voice' is our brand identity - our 'shorthand' for the style of language we use and adopt to express our personality.

We are:



ABOUT US

To make sure our communications are clear, consistent and on message, we have approved wording which describes PTC, who we are and what we cover:

About Peacehaven Town Council

Peacehaven Town Council (PTC) has 17 Members (Councillors) covering East, North, West and Central Wards, who are supported by our team of Officers.

In addition, the Council has a fully trained Civic Officer who is also an advisor on all Civic matters, events and ceremonies. The Civic Officer manages the Mayor's diary and works alongside the Civic Head. Part of the Civic officers' role is to also work with the Mayor's chosen charity, to organise events and to raise funds for the organisation.

Under the Local Government Act, the Council has a wide remit, including Leisure and Amenities, Planning and Highways and Community Buildings. It holds regular Council Meetings covering all areas of responsibility, details of which can be found at:

<https://www.peacehaventowncouncil.gov.uk/council-meetings/>

In addition, the Council hosts the Annual Town Assembly and Annual Council Meetings.

At Peacehaven Town Council, we must ensure we always use positive and knowledgeable language to underpin and support our activities, which are all focused (as mentioned above) on our values.

Below are examples of positive and negative language to bear in mind, this list is, of course, not exhaustive:

Words / Phrases We Do Use and Those We Don't



- Community
- Inclusion
- Zero Net Carbon
- Older generation
- Connections
- Advice
- Assistance
- Here to help / Happy to help



- Vandalism / Hooligans
- Exclusion
- Unnatural
- Old people
- Isolation – You're on your own
- Don't know
- Not our job
- How would I know?

When referring to Peacehaven Town Council in written format, always put the Council's full name out in full the first time it is written, followed by initials in brackets:

Peacehaven Town Council (PTC)

Apart from at the beginning of a sentence or paragraph where the name should be out in full, the Council can be referred thereafter to PTC in body copy.

Try to avoid using or overusing 'Council speak' and Public Sector language / acronyms / abbreviations.

When referring to Councillors, as per the Council, first reference to a Councillor should be, for example, Councillor David Seabrook, thereafter Cllr Seabrook. Always Councillor at the beginning of a paragraph or sentence.

PHOTOGRAPHS

When using photographs we must show Peacehaven in a positive light. A safe, happy and great place to live, work, visit and play.

We are about:

- People
- Community
- Place / Destination
- Local - Businesses, Charities and Organisations
- Community Engagement and Involvement
- The Environment / Net Zero Carbon

Our photography should reflect these things.

We should avoid empty buildings with no people, untidy beaches and parks, littered grounds and walkways, graffiti etc. Our photographs should be balance and representative of the message / content being issued.

All Peacehaven Town Council marketing materials – including photographs, E-News, advertisements, advertorials, social media imagery, Posts, Tweets and media releases will be signed off by Sue Moscatelli and, in her absence, Tony Allen.

Mayoral social media and media releases will follow these guidelines but be signed off by The Mayor and George Dyson. In George's absence, Sue Moscatelli. Likewise for any Deputy Mayor material.

Where possible, we should try to use photographs of 'real' people, not stock shots. Those using our facilities, Council Meetings, external events e.g. Community Summer Fair.

Do not download images from the internet as these might breach copyright. Also, do not use any downloaded photos requiring a licence. You should not be faced with this situation as all Council material will go through Sue Moscatelli.

However, if you need or are requested to take photographs of, for example a person, please ensure:

- All buttons on shirts and blouses are fastened on the individual you are shooting.
- Hair is tidy.
- No branding e.g. Nike visible.
- Sun not in eyes so not squinting.
- No sunglasses to be worn.
- Striped or spotted shirts do not reproduce well in copy or on screen.
- Smiling, happy faces.
- Do not cut tops of heads off.
- No marks appear on the individual's clothing.

If you are requested to take photographs, please speak to Sue Moscatelli before the shoot for guidance.

USE OF IMAGES WITH TEXT

Do not overlay headings or copy over a person's head of face. Always place the heading in a clear space.



IMAGE ATTIRE

Always check that the subject of your shot is covered appropriately. If you have an image that you'd like to use, but it is not 'right' always edit. In addition, if lighting and colour tone are not strong enough, edit.

Before and After:



OUR LOGO

The Peacehaven Town Council logo is:



The logo must have a clear space of approximately one third of the height of the logo around the entire logo. This achieves the correct visual impact.

Maximum Logo Sizes

A 'Rule of Thumb' is that our logo should never be more than one third of the width of the page. As above, the space around our logo should be one third the height of the logo.

Page Size	Max Logo Size	Exclusion Zone
A3	85mm	12mm
A4	55mm	8 mm
A5	37mm	5mm

LOGO REPRODUCTION

Wherever possible, the Peacehaven Town Council logo should appear in the Peacehaven Town Council green (colours see page 13).

When the logo appears on a black, navy blue, dark green etc background, the logo should appear in white out.

The other option, if the background is black, is for a green out logo. Examples:

PTC Green out on black background:



PTC White out on green background:



When positioning the logo on a photograph / photographic background, please make sure the logo is visible – best top left hand if possible. Always ensure there is a significant contrast between the logo and background. No imagery showing through the logo.

What Not To Do

Do not send out our logo to external parties without approval from Sue Moscatelli. All requests will need:

- Specific file format
- Size
- Purpose

Never:

- Alter the colour of the logo – never reproduce the logo in any colour other than the PTG Green, white or black
- Alter the proportion of the logo e.g. extend, lengthen
- Add icons or similar to the design of the logo
- Enclose the logo in a box
- Add effects to the logo e.g. shading

Even small variations / alterations in the use of our logo will undermine the impact of our brand.

THIRD PARTY / PARTNERSHIP USE OF THE PEACEHAVEN TOWN COUNCIL LOGO

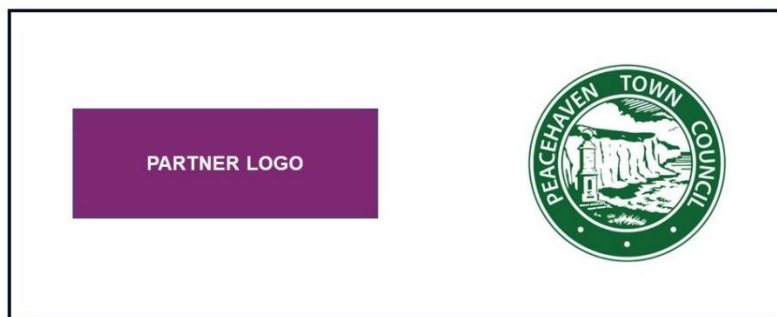
LOGO POSITIONING

SIDE BY SIDE

A local business, Mayor's charity or organisation that supports us in our Council / Community activities may, at some point, wish to use our logo on marketing collateral, social media posts or other promotional items.

On all co-branded materials – either produced by us, Peacehaven Town Council – or the aforementioned – our logo must be positioned in equal size to the third party logo.

Our logo should always appear on the right of the third party logo with the correct exclusion zone (e.g. clear space - as mentioned above) around it.



STACKED LOGOS

On occasion, logos may need to be 'stacked.' For example, when it is not possible to have the logos side by side.

Peacehaven Town Council's logo must be on the top, with the third party logo beneath it, again maintaining the correct exclusion zone.



OUR LOGO IN THIRD PARTY MATERIALS

When a third party (by agreement) is producing marketing materials or collateral (both on and offline) which will include our logo, it must comply with our brand guidelines. Our logo must be reproduced at the correct size with the correct exclusion zone.

If you have any queries on this, please speak to Sue Moscatelli for guidance and brand approval.

OUR COLOUR PALETTE – THE PEACEHAVEN VISTA

Colour choices are, of course, a personal preference. However, as Peacehaven Town Council – the Council of the Peacehaven community – our brand colours need to represent not only us as a public sector body, but also the town and its residents.

The town of Peacehaven is not only the point on the South Coast where the Greenwich Meridian enters and exits the country, but it also remains the only town in the UK to be named after peace. These elements need to be recognised.

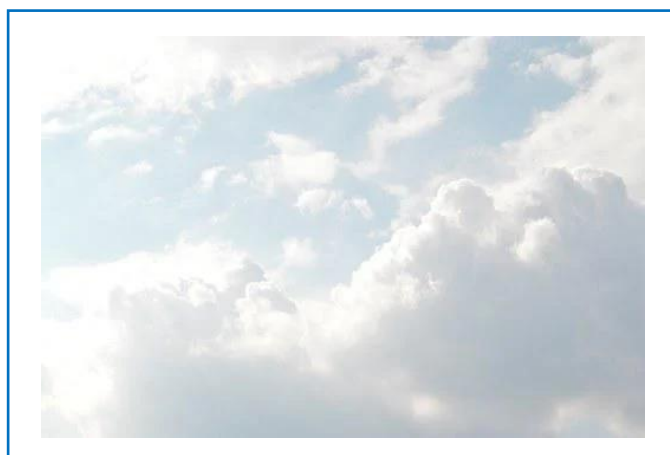
Alongside our pillars of focus, Peacehaven's natural beauty, surrounding countryside, rolling hills, coastal landscape, sea views and beach location, our colour palette – The Peacehaven Vista – reflects and respects these things.

The Peacehaven Vista

1. Looking to the blue skies overhead



2. With fluffy white clouds



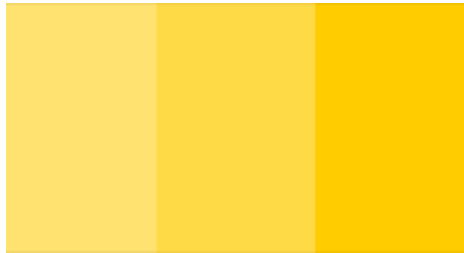
3. The sun rising over the horizon



4. Shining down on to the rolling green hills of the South Downs National Parks



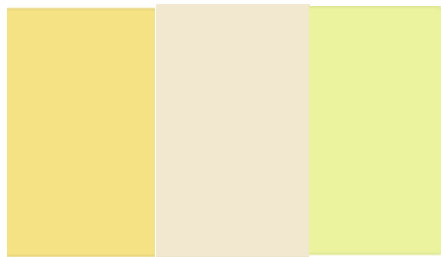
5. The farmers' fields and paddocks glinting golds, greens and vegetation in the sun



(Greens as above)

6. The Meridian Monument on the stunning cliff setting



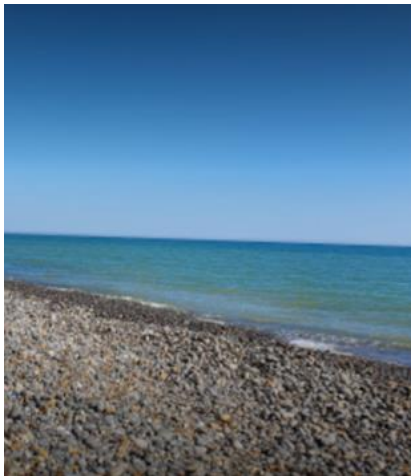


7. The Bastion Steps and Undercliff Walk

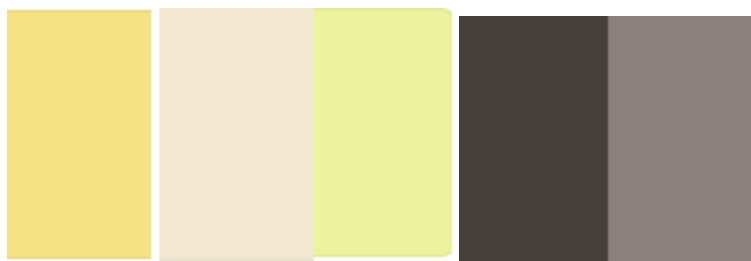




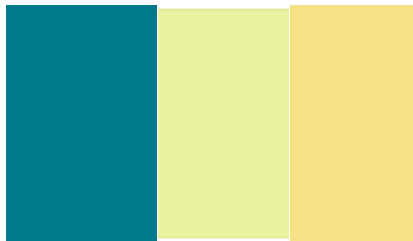
8. The beach with its pebbles, shells, rockpools and sea life



(Blues as above and below)



9. Discovering sand when the tide is out



10. The aqua blue of the sea with its cresting waves

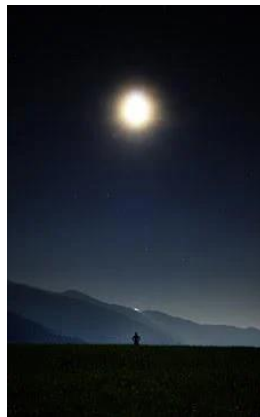




11. The setting sun with its Nautical Twilight



12. The night sky complete with stars and the Moon



(Purples as above)

FONTS

The primary font to be used by Peacehaven Town Council on all internal and external documents is Arial – a clean, clear font that is easy to read.

The standard font sizes to be used are Arial 11pt or 12pt. This includes text in emails.

The colour for all email text should be black. If a softer colour is needed on a white background in print, you can reduce the black to 85%.

However, for other font colours, please see out colour palette on page XX. Headings or small amounts of text can appear in colours from our palette, for example in PowerPoint presentations, posters, publications and social media posts.

Please change your email, Excel, Word and PowerPoint setting to Arial and our brand colours.

TEMPLATES

Once the new brand guidelines have been approved, new templates for Peacehaven Town Council's stationery, PowerPoint presentations, publications and leaflets (on and offline) and advertisements will be finalised.

EMAILS

When writing on behalf of Peacehaven Town Council, it is imperative to communicate our brand identity and uphold our professional image.

To do this, we need a consistent default email setting with the correct, personalised information on all emails.

Font: Arial
Size: 12pt or 11pt
Main Style: Regular
Colour: Black
Name: Bold

All emails should follow the approved layout below:

Sue Moscatelli
Events, Amenities & Projects Officer

Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven, East Sussex. BN10 8BB
Tel: 01273 585493
Mobile: 07566 766794
www.peacehaventowncouncil.gov.uk

Making Peacehaven a better place to live, work, and rest

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The Councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the Council's website.

Email Image:

Please use the Peacehaven Town Logo as your image icon for all Council email communications. No photos of yourself, cartoons or other images to be used.

PEACEHAVEN TOWN COUNCIL
ALLOTMENT POLICY / CORNWALL AVENUE

Peacehaven Town Council has agreed that all Allotments at Cornwall Avenue may be divided in half when they come available and that they will be offered to the next available person on the list who does not already have an allotment.

The charge for the allotments from 1st January 2022 is £33 per full plot and £22 per half plot

Contents Page

Summary of intent, Background, Purpose, Scope, Equality and Diversity, Monitoring and Review

Section 1 Age and Residency for Allotment Tenancies - Allocation

Section 2 Co-workers / Plot Partners

Section 3 Rent - Pro-Rata Rents

Section 4 Use of Land

Section 5 Cultivation

Section 6 Use of Chemical Sprays and Fertilisers

Section 7 Nuisance

Section 8 Restriction on Assignment

Section 9 Vehicles

Section 10 Trees, Shrubs and Materials

Section 11 Hedges, Fences, and Boundary Features

Section 12 Erection of Sheds , Greenhouses and other structures

Section 13 Barbed Wire

Section 14 Restrictions on Cropping

Section 15 Depositing Refuse / Disposal of Rubbish

Section 16 Bonfires / Burning Rubbish

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Section 18 Livestock

Section 19 Bee Keeping

Section 20 Not to Display Advertisements

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Section 23	Service of Notices
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Section 26	Children
Section 27	Failure to Comply
Section 28	Legal Obligations
Section 29	Special Conditions
Section 30	Enforcement
Section 31	Power of eviction
Section 32	Amendment of these rules

Rules Applicable to the Erection of Sheds, Greenhouses, and other Structures on an Allotment

Summary of Intent

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers, this will improve your well-being.

Background

Peacehaven has allotment sites at Cornwall Avenue under their management. Nationally there is a shortage of available allotments, with waiting lists for sites in Sussex. Many sites are managed by Town and Parish Councils or allotment societies. This policy has been developed to harmonise different policies and procedures to produce an Allotment Policy that ensures available sites are fully utilised and the need to develop new sites is carefully controlled

Purpose

To establish the principles which will guide the establishment and management of allotments across the authority area. It will define the responsibilities of each party. The longer-term aim is to have more allotment sites managed at a local level for example, via Town and Parish Councils or allotment associations. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The policy will:

- set standards for the provision of allotments
- encourage the uptake of allotments
- seek to improve the standard of service provision
- evaluate the benefits derived from allotments and
- improve the financial position of the service

Scope

The policy applies to Peacehaven Town Council Allotment sites.

**Definition of an Allotment Garden Section of the Allotment Act 1922 defines the term “allotment garden” as “an allotment not exceeding 40 poles [1011.72m²] in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by the plotholder and their family.”*

Equality, Diversity, and inclusion

The harmonisation of allotment lettings regulations and the enforcement of the policy across Peacehaven will benefit all residents, workers and visitors by providing a safer environment, fairer access to allotments and increased health benefits

Monitoring and Review

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

The rules in this Policy Document are intended to improve the management of the Council's existing stock of allotments, to control lettings and operations , It will be reviewed every 12 months or earlier if operationally necessary.

OVER RIDING STATEMENT OF RESPONSIBILITY

Peacehaven Town Council owns and manages the Allotment Gardens and as such reserves the right to make exceptions to these Rules i.e decisions may be contrary to or in addition to those detailed in this Policy Document.

RULES

1. Age and Residency for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven Town and Telscombe Town and who are a minimum of age 18 years. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below).

One allotment per household .

When an allotment falls vacant due to death of the tenant, the tenant's family can take over the allotment garden. (Family is defined as **partner**, son or daughter) or another family member nominated by the tenant before his/her death

Once a tenant permanently moves out of Peacehaven or Telscombe Town boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden until they vacate .

Allocation

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Peacehaven Town Council for Cornwall Avenue Allotment site.

Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline more than one offer of a plot they will be removed from the list.

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will periodically write to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

2. Co-workers / Plot Partners

A co- worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co- workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co- workers is not permitted and the tenant must still have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if he or she chooses to nominate a co- worker

3. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed periodically each year and may be adjusted immediately without prior notice.

Allotment garden Rents will be based on a fairer banded system based on the average size of allotment gardens on a site (total area of allotment site ÷ number of allotment garden plots = average plot size per site).

Allotment Site Band / Average Site Plot Size

Full Plot = 5 square RODS Approx. 25 Metres square approx. 82 Feet Square approx

Half Plot = 2.5 square RODS Approx. 12.5 Metres square 40 Feet Square approx

4. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Policy Document. Any business use is strictly prohibited.

5. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed. The tenant will be responsible for dealing with any moles which enter their plot.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden.

6. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

7. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or roadway used or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

See also RULE 12

A gap of at least 2 feet (60cm) should be left clear between and the boundary fence of any private garden and the start of the allotment garden. This includes compost heaps, sheds, greenhouses, water butts, benches, and tools (this list is not exhaustive. This rule is to ensure access for inspections and Health and Safety requirement

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

8. Restriction on Assignment

The tenant may not assign, charge, sub-let or part share the possession, occupation or use of the allotment garden or any part or parts thereof or allow any person to occupy the allotment garden or any part or parts thereof as a licensee.

Breach of this or any other Term or Condition could lead to loss of Plot Holder Licence

9. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

10. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

11. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained and keep in good repair any existing boundary fences and gates on the allotment garden. The tenant must not, **without prior written consent** of the Council, erect any fence whatsoever sub-dividing any allotment garden. Allotment garden plots are permanent fixed features, so tenants must not alter or move the boundary fences on their

plot(s). Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance.

A gap of at least 2 feet (60cm) should be left clear between and the boundary fence of any private garden and the start of the allotment garden. This includes compost heaps, sheds, greenhouses, water butts, benches, and tools (this list is not exhaustive. This rule is to ensure access for inspections and Health and Safety requirement

Any boundary disputes should be referred to the Council to determine .

See Also Rule 7 Nuisance

12. Erection of Sheds, Greenhouses and

to the Erection of Sheds, Greenhouses, and other Structures on an Allotment Garden

nt

MAIN POINT NO CONSTRUCTION<EXTENSIONS<CHANGES WITHOUT PRIOR WRITTEN PERMISSION > APPLICATION WITH PLAN AND AGREEMENT THAT ALL RELEVANT TERMS AND CONDITIONS ADHERED TO

A plot holder is allowed to erect a single shed and either a greenhouse on their plot, but only if they meet the following guidelines and with prior written permission
PRIOR PERMISSION IS NEEDED FOR ALL EXTENSIONS AND ADDITIONS >

No additions or extensions are permitted without prior approval.

- i) Sheds should be used solely for storing materials for use on the allotment garden. Because of the risk of break-ins no valuable items should be stored on site in wooden sheds.
- ii) Tenants are entirely responsible for the security of sheds and their contents as well as for providing any insurance cover.

B) Dimensions

- i) The maximum size of shed (or greenhouse) permitted is **7ft High at apex and 8ft wide and long.** to sit within the boundary of the allocated plot.
- ii) No permanent foundations are to be laid. The shed or greenhouse may be supported on temporary foundations not exceeding 9" (0.229 metres) in height and laid dry.

Allotment holders should apply to Peacehaven Town Council for permission to erect a shed
Supplying details including a map showing neighbouring allotments and Residential properties.

C) CONSTRUCTION MATERIALS

- i) Metal - Approved manufactured design

ii) **Timber** - Approved manufactured design. Self-constructed of clean sawn woods. Cladding of planed soft wood, cedar wood, shiplap, or weather boarding.

iii) Glazing - Glazing in greenhouse must be with glass or horticultural P.V.C. materials. Thin polythene sheeting is not permitted.

iv) Roof - To be laid on purlins. Rigid corrugated plastic is permitted on sheds. Proper guttering may be fitted, leading to a water butt or tank which must be sunk into the ground, or other secure fixing method for stability, green roofs are encouraged.

v) Finish – Are to be painted mid-green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

D) Siting of Sheds and Greenhouses

i) Where possible at the rear of the plot as per prior written agreement with Peacehaven Town Council

ii) The roof, sides and surrounding areas must be kept clear and tidy at all times.

iii) Felt covering on shed sides is not permitted

iv) No chimneys are permitted

Large wagon bodies or big metal containers are not permitted onto allotment gardens. Where clear evidence can be provided by existing tenants that containers have been on an allotment garden for some years previously the Council will consider granting an exemption, but this will be entirely at the Council's discretion based on the location, plot history and any evidence provided.

NOT SURE WHAT THIS REFERS TO > I THINK WE NEED TO BE MORE SPECIFIC

7) Temporary Structure (1 June - 31 October)

a) Maximum Permitted Size – 8ft x 6 ft

b) Maximum Permitted Height - 7 foot / 2.13 metres

8) Construction of Temporary Structures

a) Framework of clean sawn timber, metal or approved manufactured design

b) Covering of clean heavy gauge polythene sheeting

1) Approved Specification for Sheds, Greenhouses, Temporary Structures and Compost Containers.

2) Sheds, Greenhouses and Polytunnels

THIS IS NO ! here or NO !2 in main Docume

Polytunnels may not be erected without the prior written permission of the Council.

13. Barbed Wire

The tenant of an allotment garden must not use barbed wire or razor wire for a fence adjoining any path set out by the Council on the Allotment Gardens.

14. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

15. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing of all rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

16. Bonfires / Burning Rubbish

Bonfires and BBQs are banned.

17. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

18. Livestock

The tenant must not, keep any animals including livestock of any kind on the land.

19. Bee Keeping

Although the permission for the keeping of honeybees is not granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Prior applications must be made in writing to Peacehaven Town Council, who will carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

20. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

21. Inspection

The tenant will permit any officer of the Council, or other Council appointed agent, to enter on to the allotment garden at any time to inspect its state, condition and any other reason authorised by Peacehaven Town Council.

22. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

23. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

24. Change in circumstances

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect

25. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. **Open sources of water will attract rats, other wild animals and insects** No new wells or submerged water holding devices may be dug at all.

26. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

27. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with **These Terms and Conditions** will be contacted and requested to address any issues raised with them. **Failure to comply with any such notice may result in further warnings** and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant

28. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

ANTI_SOCIAL BEHAVIOUR WILL NOT BE TOLERATED BY PEACEHAVEN TOWN COUNCIL

BREACHES OF HEALTH AND SAFETY BY LAW CANNOT BE IGNORED

SHOULD PEACEHAVEN TOWN COUNCIL BECOME AWARE OF PROBLEMS A WARNING LETTER WILL BE ISSUED TO PLOT HOLDER/S

29. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

30. Enforcement

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with **their tenancy agreement The Terms and Conditions in this Policy Document or their Licence Agreement** will be contacted and requested to address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit.

31. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

32. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, TOWN CLERK Community House, Meridian Centre,
Greenwich Way, Peacehaven, BN10 8BB

Telephone 01273 585493

PEACEHAVEN TOWN COUNCIL

ALLOTMENT GARDEN AGREEMENT CONTRACT/ LICENCE ??> 2022

An agreement made this day of ----- between

Peacehaven Town Council (hereinafter called the Council) of the one part and

----- (herein called the Tenant of the other part

whereby the Council agrees to let, and the Tenant agrees to hire as a yearly Tenant

from the ----- day of -----

the Allotment Garden numbered -----

provided by the Council at a yearly rent of ----- + ----- for water (subject to revision) payable yearly and at a proportionate rent for any part of a year over which the tenancy may extend

The Tenancy is subject to the Allotments Act, 1908 to 1950 and to the regulations endorsed in this Agreement and also to the following conditions: -

THEN THE RENT AMOUNT AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS THIS IS AN ABBREVIATED INCOMPLETE VERSION.

(a) A Tenant shall hold a maximum of one Allotment per household unless there are more Allotment Gardens available than Tenants. Under those circumstances an additional Allotment Garden may be leased on a one-year basis only. The Council may terminate the lease on the additional Allotment Garden at the end of one year with three months' notice

(b) The Tenant is prohibited from conducting any trade or business on the Allotment Garden. Produce shall be for consumption by the Tenant or his family and friends only

(c) The rent shall be paid in advance before the 1st day of February in each year

(d) The Tenant shall keep the Allotment Garden clean and in good state of cultivation and fertility and in a good condition. Rubbish should not be allowed to collect in such a manner as to cause nuisance

(e) The Tenant shall be responsible for the path adjoining his Allotment Garden to the middle of the path and shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden, or obstruct any path set out by the Council for the use of the occupiers of the Allotment Garden

(f) The Tenant shall not underlet, assign, or part with the possession of the Allotment Garden or any part thereof, without the written consent of the Council (g) The Tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand, or clay

(h) The Tenant shall keep every hedge that forms part of the Allotment Garden properly cut and trimmed, keep all the ditches properly cleansed and maintain and keep in repair any other fences and any gates on the Allotment Garden

(i) The Tenant shall not, without written consent of the Council erect any building on the Allotment Garden

Council Offices, Community House, Meridian Centre, Greenwich Way, Peacehaven, BN10 8BB

Telephone 01273 585493 email: info@peacehavencouncil.co.uk

(j) The Tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupier of the Allotment Garden

(k) The Tenant shall not keep animals or livestock on the Allotment Garden, or bring a dog on to the Allotments except on a lead and tethered while the Tenant is working

(l) The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council hold the land and any rules and regulations made by the Council for the better use and management of the allotment site

(m) The Tenant agrees that any Officer or Agent of the Council may enter and inspect the allotment at any time when authorised to do so by the Council

(n) The Tenant agrees to inform the Council immediately of any change of address and phone number.

(o) The tenant agrees that any case of dispute between himself and any other occupier of an allotment garden shall be referred to the Council whose decision shall be final

(p) The Tenant shall not without previous consent in writing from the Council plant any trees, or fruit bushes that may grow in excess of 1.5 metres in height

(q) tenants shall not remove and plants, crops or belongings from any other allotment without the tenant's permission

(r) The Tenancy of the Allotment Garden shall terminate: -

(1) On the yearly rent day next after the death of the Tenant

(2) Whenever the tenancy or right of occupation under the terms of its lease of the Council terminates

(3) It may also be terminated by the Council by re-entry after one months' notice: -

(i) If the rent is in arrears for not less than 28 days, whether legally demanded or not

(ii) If the Tenant is not duly observing the rules affecting the Allotment Garden or any other term or condition of his tenancy or if the Tenant becomes bankrupt or compounds with his creditors

(4) The tenancy may also be terminated by the Council or Tenant by twelve months' notice in writing. The term of this tenancy may be overridden by the statutory provision at any time.

Signed _____ Town Clerk / Proper Officer
Town Council

Date _____

Signed _____ Tenant

PEACEHAVEN TOWN COUNCIL - COMPLAINTS PROCEDURE

1. Introduction and duties

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

2. Guidelines

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

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

3. The code of practice

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

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

4. Before the meeting

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

5. At the meeting

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

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

6. After the meeting

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

Agenda Item:

Committee: Policy and Finance

Date: 11th October 2022

Title: Update The Hub Task and Finish Group and Renewable Energy update

Report Authors: Cllr Cathy Gallagher

Purpose of Report To inform and update Committee

Introduction

Peacehaven Town Council has declared a Climate Emergency and part of the steps it wishes to make is to move away from fossil fuels.

A series of reports to Leisure, Amenities and Environment Committee, Policy and Finance and Council Task and Finish Group has been set up for The Hub and links have been developed with Ouse Valley Energy Services Company (OVESCO) . Chris Rowland is the Chief Executive and he is working with Dr Mark Earthey who has been appointed by the Council.

On 26th September 2022 Chris Rowland visited Telscombe Town Council to provide an update and consultation

The follow up letter which applies to Peacehaven Town Council as well states.

“Looking for funding that could allow you to switch to heat pumps in the future ,I will let you know if OVESCO hears of any.”

Subject to securing funding as part of Ouse Valley Climate Action, OVESCO would be interested in providing a part time energy champion to give advice in Telscombe and Peacehaven We are always interested in developing new projects such as solar PV and ene5rgy storage. This could be local school, community buildings who own the building they occupy. Could be ground mount solar system in a field or car park”

The HUB Task and Finish Group are looking at all energy options for the future.

The Council minutes 21st June 2022. Agreed that the Task and Fish Group would take forward consultations and future plans.

The task and Finish Group which includes Cllrs Gallagher, White and Sharkey and Project Officer has had several meetings (notes attached)

The Group is supported by Parks Officer.

A report of progress to date will be made to next Council 29th November 2022

HUB TASK AND FINISH GROUP (TFG)

12.7.22. Initial meeting over coffee attendees Project Officer, Cllrs White and Gallagher.

1hr meeting in public setting. Yemini Café empty.

Background.

3 attendees were present at Hub when Energy Assessment meetings took place with Skyline Energy Assessor (P&F)

At L.A. & E Committee 31/5/22 A TFG set up to devise a survey to use for Stakeholders with aim to completely rebuild/renovate Hub. Members Parks Officer, Cllrs Gallagher, Symonds, Sharkey, White.

This group met and a survey compiled. To be taken to Council 23/6/22

At Council report from Parks Officer decision by Councillors to rule out re-redoing building as is and to set up a further TFG to move to new building.

Members of TFG Cllrs White, Gallagher, Sharkey. Officer undecided now agreed Project Officer and Parks Officer.

Task

Scope of works, consultation users and public. Feasibility study for costings and possibilities, how to be funded.

Reporting to Council recommendations and data by Dec,22.

MEETING 12th December.

Cllrs White, Gallagher and Project Officer (SM)

Meeting held to make a start on methodology before Cllr White begins a month's holiday.

T & F instructions from Town Clerk were gone through 1 by 1 to ensure no difficulties.

Task defined as above with latest finish date

SM not expected to lead or do all the work but will front dealings with ESCC, LDC

All agreed email and zoom acceptable to make swift progress.

CG showed examples of surveys done as part of research for NDP and through Business Development Committee.

CG showed paper plans and diagram from architects commissioned by Town Manager some 5 plus years ago. Town Clerk may have digital copies.

Section 106. CIL from LDC and PTC, Government Loan could all be potential sources of funding.

NEXT STEPS

Surveys to be taken to users for completion.

SM to Nursery, CG to PT Football Club

SM to find out who other regular users are?

SM to set up a Zoom update before starting her holiday in early August.

CG 16th July 2022

Meeting 7th September CG & SM.by authorities.

The Zoom meeting before various holidays did not take place

Catch up with members available .

Progress of surveys discussed need to do a format.

Works as set up with Main users but had to be face to face.

Numbers reduced at nursery to 17

PTC rarely use showers. Other may. Sue Norwood keen to join T&F GROUP.

SM will arrange a full meeting to update every one.

Meeting 22nd September at Gateway Café (outside)

Attendees CG SM RW IS (supported by Parks Officer)

Long conversation about "Task"

CG pointed out that not only had this topic been through LA&E but also P&F and Full Council.

Finances

We need to find costs of keeping the building going.

A figure of £4K was put forward by FO

More identification of indirect costs needed.

Also predictions of future costs if the hub is rebuilt and open 7 days a week with Cleaning and staff costs.

CIL/S106 identification of potential funds required

Some idea of repayments and Interest rates for Public Works Loan

Say £250,00 , £500,00 , £1M

Over 10yrs and 30yrs.

CONSULTATIONS

Surveys and face to face consultation. Including Sustrans and Wave Leisure,
Building for sports and Leisure

ENERGY POWER

Energy efficiency certificate obtained.

Prices needed to upgrade . PO to get some views and prices.

Ovesco and DR E. are still part of the project working on all buildings and energy need in Centenary Park.

Marketing and Surveys

SM and CG to work on these aspects and bring some proposals

After the meeting PO and CG have checked through notes and minutes for LA&E, P&F and Full Council

LA&E last mention 31st may 2022

P&F 14th June 2022 PF773

26th July PF794

Full Council 21st June 2022 d111

Recommendation for Council to set up Task and Finish group to take the consultations and future plans of The Hub forward.

It was agreed that the following Councillors would make up the Task and Finish group to take the consultations and future plans for The Hub forward:

Cllrs White,Gallagher and Millner (subject to confirmation)

CG 3rd October 2022

Agenda Item:**Committee: Policy & Finance****Date: 11 October 2022****Title: iBoard Replacement Options****Report Authors: Zoe Malone****Purpose of Report: To agree replacement option**

Summary of recommended actions

To discuss and agree replacement options for the iBoard which has broken and can no longer be used.

Introduction

The Iboard has been used for meetings, particularly for presentation purposes and more recently used to display the meeting papers to enable all attendees to see the item / report we are discussing.

Background

Options;

Option 1: Promethean 70" ActivPanel with 4 pens and VESA mount £2499+VAT & delivery. It would still need to 'pair' up with a laptop or desktop, but then it would work in a similar way to the iBoard. Attached are some details:

<https://www.prometheanworld.com/gb/products/interactive-displays/activpanel/>

Option 2: Use existing projector and potentially buy a screen for approx. £70 to install in the Anzac Room.

Option 3: Purchase a TV and share the required laptop the screen for viewing.

Samsung 70 Inch UE70AU7100KXXU Smart 4K UHD HDR LED TV946/5615



£849.99

Analysis

Costs;

iBoard - £2,499

Projector - £70

TV - £849.99

The decision made may impact the budget figures. The budget provides for a new iBoard, therefore if option 2 or 3 are agreed then we can reduce the budget for purchase of equipment.

Implications

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

<u>Financial</u>	Rising costs outside of our control has increased the proposed precept somewhat so we may feel that cutting costs on other areas will soften the impact.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers