

PEACEHAVEN TOWN COUNCIL

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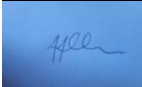
TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

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.

16th November 2022

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY 22nd NOVEMBER 2022 at 7:30pm** in the Anzac Room, Community House



Tony Allen, Town Clerk

A G E N D A

PF820 CHAIRMAN'S ANNOUNCEMENTS

PF821 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF822 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF823 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF824 TO ADOPT THE COMMITTEE'S MINUTES OF 11th OCTOBER 2022

PF825 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

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

PF826 TO APPROVE THE 2023/24 BUDGET

PF827 TO APPROVE THE HIRE CHARGES FOR 2023/24

PF828 TO APPROVE THE 2022/23 INTERIM INTERNAL AUDIT REPORT & NOTE ACTIONS

PF829 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF830 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF831 TO ADOPT UPDATED HEALTH & SAFETY POLICY STATEMENT

PF832 TO ADOPT UPDATED SAFEGUARDING POLICY

PF833 TO ADOPT UPDATED EQUALITY & DIVERSITY POLICY

PF834 TO ADOPT UPDATED INVESTMENT POLICY

PF835 TO ADOPT UPDATED EMAIL POLICY

PF836 TO RECEIVE AN UPDATE ON THE PURCHASE OF AN ELECTRIC VEHICLE

PF837 TO RECEIVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETING OF 15th NOVEMBER 2022 & APPROVE RECOMMENDED ROUND 2 2022/23 GRANTS

PF838 TO RECEIVE A PROPOSAL FROM PEACEHAVEN PLAYERS

PF839 TO APPROVE THE FINANCIAL RISK ASSESSMENT

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.*

PF840 AGED DEBT ANALYSIS

PF841 DATE OF NEXT MEETING – TUESDAY 24th JANUARY 2023 AT 7.30PM

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 11th October 2022 at 7.30pm in Community House

Present – Cllr C Cheta (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr L Duhigg, Cllr A Milliner.

Town Clerk T Allen; Finance Officer Z Malone, Events, Amenities & Projects Officer S Moscatelli.

PF802 CHAIRMAN'S ANNOUNCEMENTS

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

PF803 PUBLIC QUESTIONS

There were no public questions.

PF804 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr C Collier & Cllr L Symonds. It was resolved that Cllr Griffiths substitutes for Cllr Symonds.

PF805 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests.

PF806 TO ADOPT THE PUBLIC MINUTES OF 26th JULY 2022

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

PF807 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officer's report was received and noted.

2. Bank account summary

Received and noted.

3. Bank Reconciliation statements (for signing)

Received and resolved for signing.

4. Income & Expenditure report

Received and noted.

5. Balance Sheet

Received and noted.

6. CIL & S.106 report

Received and noted.

Cllr Seabrook noted that the Sutton Avenue Bus shelter project was now complete and that the wording in the CIL report suggested that the whole of Centenary Park was to be resurfaced.

Cllr Gallagher reported on the recent meeting of the CIL TFG.

It was noted that the additional pathway resurfacing work at Centenary Park would have to go out to tender and that the LDC CIL Agreement was still awaited for this project.

7. List of payments (for approval)

It was resolved to approve the September 2022 payments amounting to £131,355.53, as scheduled in the meeting papers.

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

No items for discussion.

9. Funding report for buildings equipment maintenance works.

Received and noted.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 11th October 2022

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

The Finance Officer reported that she had held meetings with Committee Chairs which had informed the first draft of the new budget.

Major influences on the new budget were discussed, including increasing energy and staff costs.

Areas of estimated income and expenditure were discussed in detail and the difficulty of producing a balanced budget in the current climate was noted.

Options will be explored to look at the social cost of a new budget and its impact on residents.

PF809 TO DISCUSS THE PROPOSED HIRE CHARGES FOR 2023/24

The process of reviewing hire charges and the involvement of and notification to hirers was discussed.

Letters to hirers, relating increases in hire charges, to be more friendly, informative and offering help for those in financial difficulty.

The inclusion of the Community House foyer in the charging structure was discussed. Finance Officer to review this in readiness for Draft 2 of the new budget.

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

The Clerk reported that the work on the hearing loop in the main hall of Community House was almost complete; ESHRC is awaiting a spare part.

It was noted that all matters relating to the development of the Hub were now in the hands of the TFG set up by Council.

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

The Clerk noted that the Draft Business Plan had been delivered as specified by the Committee.

Mrs Moscatelli reported that the Plan had been produced in consultation with Committee Chairs, and that any additional feedback was welcomed.

It was noted that this was a living/evolving document.

It was resolved that the Plan would be kept 'fresh' by the Committees, which will decide their own actions, priorities, budgetary impacts & timescales for the elements of the Plan relevant to them.

The Plan will also continue to be reviewed by the Policy & Finance Committee for delivery to the 'new' Council in May 2023.

Mrs Moscatelli was commended for her hard work in producing an excellent first draft of the Plan.

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

The Clerk introduced this item and noted that such high-level approaches would raise the standards and profile of the Council.

Mrs Moscatelli presented the Guidelines to the Committee, which were very well received.

It was resolved to adopt these Guidelines.

Mrs Moscatelli was commended for her hard work in producing these Guidelines.

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

It was resolved to set up this TFG, which is to produce a draft Policy update for the next meeting of the Leisure, Amenities & Environment Committee, then to Council for approval of the final draft.

TFG to comprise of Cllrs Seabrook, Gallagher, Sharkey & Sanderson, along with the involvement of the Parks Officer.

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

It was resolved to delay the setting up of this TFG until the outcome of the fact-finding TFG, looking into aspects of a recent complaint case, was known.

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

Cllr Gallagher referred to her circulated report and the potential benefits of linking Peacehaven & Telscombe Towns in any energy projects.

It was noted that a feasibility study is to be produced, to include financing options.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 11th October 2022

PF816 TO DISCUSS & APPROVE I-BOARD REPLACEMENT OPTIONS

After discussion of the options set out in the Finance Officer's paper, it was resolved that a large display screen, allowing lap-top connection, would be purchased; straight away if budget funds are available, or to be provided for in the new budget.

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.

PF817 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th JULY 2022

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

PF818 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

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

There being no further business, the meeting closed at 21:02.

Agenda Item: **PF825-1**

Committee: Policy and Finance

Date: 22 November 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 7 (October 2022) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 October 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 71.5% of the budgeted expenditure has been spent so far, and 108.0% of the budgeted income has been received as at the end of month 7 (October 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 2023, 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 – 31 October 2022
- Bank reconciliation statement for cashbook 1 – 31 October 2022
- Bank reconciliation statement for cashbook 2 – 31 October 2022
- Credit Card reconciliation statement – 31 October 2022
- Detailed income and expenditure month 7 (October 2022)
- Detailed balance sheet month 7 (October 2022)

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/09/2022		32.21
Z Malone CC	28/09/2022		-432.13
			<hr/>
			-399.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			-399.92
<u>Receipts not Banked/Cleared (Plus)</u>			
24/10/2022 CC - OCT		399.92	
			<hr/>
			399.92
			<hr/>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

STATEMENT FOR A E ALLEN

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 September 2022
Page number: 1 of 1
Monthly spend limit: £1,000.00

Date	Description	Amount
01 Sep 2022 020955504432	WWW.PLANNING.CO BRISTOL BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	117.00 CR
23 Sep 2022 260915122622	INPRINT LITHO LIMITED SHIRLEY GBR MISCELLANEOUS PUBLISHING & PRINTING	58.80
23 Sep 2022 260985389242	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	25.99
3 new purchases / cash advances. Total of spending.		£32.21 CR

MR A E ALLEN
16 ASHDOWN CHASE
NUTLEY
UCKFIELD
TN22 3LY

STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 September 2022
Page number: 1 of 1
Monthly spend limit: £1,000.00

Date	Description	Amount
26 Aug 2022 290875269372	FIRST RESCUE TRAIN SELBY 000 MISCELLANEOUS GENERAL MERCHANDISE STORES	140.80
06 Sep 2022 070905130862	ASDA SUPERSTORE MARINA B'TON GBR UNITED KINGDOM GROCERY STORES, SUPERMARKETS	41.85
06 Sep 2022 070955184222	BOOKER LIMITED BRIGHTON BRIGHTON GBR CATERERS	159.04
23 Sep 2022 260915122622	THE POPPY SHOP LONDON GBR MISCELLANEOUS AND RETAIL STORES	42.49
23 Sep 2022 260925481042	CLR*WWW.SIGN-MAKER.CO UMBERLEIGH GBR MISCELLANEOUS AND RETAIL STORES	47.95 ?
5 new purchases / cash advances. Total of spending.		£432.13

MRS Z MALONE
71 AMBLESIDE AVENUE
TELSCOMBE CLIFFS
PEACEHAVEN
BN10 7LN

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/10/2022		725,656.62
Current Account	31/10/2022		50,000.00
			<hr/> 775,656.62

<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
19/07/2022 205098 DANIELLE MCDONALD	50.00
20/09/2022 205186 RICHARD EVANS	100.00
06/10/2022 205205 ESALC Limited	96.00
19/10/2022 205230 COUNTY OFFICE SUPPLIES LTD	29.46
19/10/2022 205231 Radius Connect	306.00
19/10/2022 205234 MICHELLE HAU	50.00
19/10/2022 205238 SUSSEX MAYORS ASSOCIATION	30.00
26/10/2022 205238 Wightman & Parrish Ltd	503.57
26/10/2022 205239 SOUTHCOAST LOCKSMITHS LTD	199.20
26/10/2022 205240 CASTLE WATER	202.65
26/10/2022 205241 C.E.F	23.09
26/10/2022 205242 Lewes District Council	315.00
26/10/2022 205243 Mulberry & Co	219.60
26/10/2022 205244 HANSA DETHEKAR	100.00
26/10/2022 205245 VICKY BLADON	50.00
26/10/2022 205247 HARROD SPORT	169.95
26/10/2022 205248 EAST SUSSEX PENSION FUND	7,106.22
26/10/2022 205249 HMRC	8,683.49
26/10/2022 205250 R.J.Meaker Fencing Ltd	52.20
	<hr/> 18,781.61
	756,875.01

Receipts not Banked/Cleared (Plus)

28/10/2022	25.20
28/10/2022	50.00
28/10/2022	12.96
31/10/2022	0.90
	<hr/> 89.06
	756,964.07
Balance per Cash Book is :-	756,964.07
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/10/2022		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

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 04 November 2022

Business Current Accounts

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

Business Savings Accounts

Active Saver	£716,231.42
.....	
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.](#)

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business Current Account

At a glance

29 Oct - 04 Nov 2022

Date	Description	Money out £	Money in £	Balance £
29 Oct	Start Balance			50,077.40
31 Oct	 Direct Debit to Fuel Card Services Ref: Ffb017243	188.76		49,888.64
	 Direct Debit to Totalenergies G&P Ref: 1221874	93.81		49,794.83
	 Cheque Issued Ref: 205220	49.75		49,745.08
	 Cheque Issued Ref: 205223	65.07		49,680.01
	 Cheque Issued Ref: 205224	18.99		49,661.02
	 Cheque Issued Ref: 205228	681.61		48,979.41
	 Cheque Issued Ref: 205246	50.00		48,929.41
	 Direct Credit From BCard1041619281022		35.00	48,964.41
	 Direct Credit From N'Haven& P'Haven U Ref: U3A Invoice 13528		72.00	49,036.41
	 Direct Credit From N'Haven& P'Haven U Ref: U3A Invoice 13534		72.00	49,108.41
	 Transfer From Account 30701211		891.59	50,000.00
1 Nov	 Cheque Issued Ref: 205240	202.65		49,797.35
	 Transfer to Account 30701211	66.45		49,730.90
	 On-Line Banking Bill Payment to Lisa Hayward Ref: October 2022 Cons	1,100.00		48,630.90

Continued

Start balance £50,077.40

Money out £13,688.90

























▶ Commission charges £3.00

▶ Interest paid £0.00

Money in £13,611.50

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				48,630.90
1 Nov	 Direct Credit From H Brophy Ref: 13th Nov		104.00	48,734.90
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		160.00	48,894.90
	 Direct Credit From Know Dementia Ref: 13521		257.40	49,152.30
	 Direct Credit From The Tidy Group Ref: Phil Pearson 13502		449.20	49,601.50
	 Direct Credit From Ticketsource Ltd Ref: Ticketsource664158		152.50	49,754.00
	 Direct Credit From Operacional-P Ref: Ccuk Inv 13525		201.60	49,955.60
	 Direct Credit From E-Payments PL Ref: Inv 13510		44.40	50,000.00
2 Nov	 Transfer to Account 30701211	167.40		49,832.60
	 Direct Credit From BCard1041619011122		3.00	49,835.60
	 Direct Credit From Jacqueline Flavell Ref: Jacqui Flavell		54.00	49,889.60
	 Direct Credit From P Clements Ref: Sew Happy Quilting		93.60	49,983.20
	 Direct Credit From Hobdens Property M Ref: 13442		16.80	50,000.00
3 Nov	 Cheque Issued Ref: 205238	503.57		49,496.43
	 Cheque Issued Ref: 205249	8,683.49		40,812.94
	 Direct Credit From E Geary Ref: Elly Geary 13569		40.00	40,852.94
	 Direct Credit From BCard1041619021122		92.36	40,945.30
	 Direct Credit From Emcor Group UK PLC		196.20	41,141.50
	 Transfer From Account 30701211		8,858.50	50,000.00
4 Nov	 Direct Debit to Gocardless Ref: Northstarit-Twk654	1,436.00		48,564.00
	 Direct Debit to O2 Ref: 05475340/001	144.72		48,419.28
	 Cheque Issued Ref: 205167	4.97		48,414.31
	 Cheque Issued Ref: 205230	29.46		48,384.85
	 Cheque Issued Ref: 205239	199.20		48,185.65
	 Commission Charges For The Period 13 Sep /12 Oct	3.00		48,182.65

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				48,182.65
4 Nov	Giro Direct Credit From Peacehaven Youth Ref: 13585		58.00	48,240.65
	Giro Direct Credit From Peacehaven Youth Ref: 13583		60.00	48,300.65
	Giro Direct Credit From Peacehaven Youth Ref: 13582		86.00	48,386.65
	Giro Direct Credit From Peacehaven Youth Ref: 13581		112.00	48,498.65
	Giro Direct Credit From Mullins S K Ref: in 13570		142.50	48,641.15
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: 13491, 13497		558.30	49,199.45
	Giro Transfer From Account 30701211		800.55	50,000.00
4 Nov	Balance carried forward			50,000.00
Total Payments/Receipts		13,688.90	13,611.50	

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 03 Nov 2022 was	3.000%
.....	
Rate effective from 22 Sep 2022 was	2.250%

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)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

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

Peace Sweep

20-49-76 30701211

Available balance	£716,102.96
Last night's balance	£716,046.92
Overdraft limit	n/a

 Showing **22** transactions between **03/10/2022** and **31/10/2022** from 01/10/2022 to 31/10/2022

Date	Description	Money in	Money out	Balance
31/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£891.59	£725,656.62
28/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£351.89	£726,548.21
28/10/2022	Counter Credit LEWES DISTRICT COU 100225 BGC	£22,359.73		£726,900.10
27/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£6,730.96	£704,540.37
26/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£372.26		£711,271.33
25/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£35,982.91	£710,899.07
24/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£661.73	£746,881.98
21/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£1,262.51	£747,543.71
20/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173		-£1,898.35	£748,806.22
19/10/2022	Transfer TRANSFER 10701173	£395.83		£750,704.57

TRANSFER 10701173

18/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£10,693.20	£750,308.74
17/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£1,775.28	£761,001.94
14/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£2,552.97	£759,226.66
13/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£19,013.22	£756,673.69
12/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£308.79	£737,660.47
11/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£11,159.91	£737,351.68
10/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£795.11	£748,511.59
07/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	£871.05	£747,716.48
06/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£8,328.07	£746,845.43
05/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£477.53	£755,173.50
04/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£4,358.29	£755,651.03
03/10/2022	Transfer TRANSFER 10701173 TRANSFER 10701173	-£454.05	£760,009.32

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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

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.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation

Authority (Financial Services Register number: 122702).

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.

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

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	113,065	0	(113,065)			0.0%	113,065
1011 Groundwork UK	4,197	0	(4,197)			0.0%	63
1013 Income from Photocopying	134	0	(134)			0.0%	
1016 Housing Benefit Claims LDC	15,199	15,200	1			100.0%	
1100 Interest Received	69	200	131			34.6%	
1309 Other Income	150	1,000	850			15.0%	
General Administration :- Income	819,894	703,481	(116,413)			116.5%	113,128
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	236,339	406,640	170,301		170,301	58.1%	
4002 Employer N.I Contributions	22,456	42,640	20,184		20,184	52.7%	
4003 Employer Pension Contributions	37,936	75,228	37,292		37,292	50.4%	
4004 Overtime	1,549	1,000	(549)		(549)	154.9%	
4011 Training	360	5,000	4,640		4,640	7.2%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	504	500	(4)		(4)	100.9%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	2,533	5,000	2,467		2,467	50.7%	
4307 Stationery	550	500	(50)		(50)	110.0%	
4310 Professional Fees - Consultanc	715	2,000	1,285		1,285	35.8%	
4311 Professional Fees - Legal	1,775	2,000	225		225	88.7%	1,029
4312 Professional Fees - Other	942	2,000	1,059		1,059	47.1%	
4314 Audit Fees	1,933	3,000	1,067		1,067	64.4%	
4315 Insurance	11,502	10,500	(1,002)		(1,002)	109.5%	
4321 Bank Charges	74	100	26		26	74.4%	
4322 BACS Charges	21	200	179		179	10.5%	
4323 PDQ Charges	366	800	434		434	45.7%	
4325 Postage	1,441	1,000	(441)		(441)	144.1%	
4326 Telephones	2,748	6,000	3,252		3,252	45.8%	
4327 Computers	10,062	15,000	4,938		4,938	67.1%	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	5,007	1,017	(3,990)		(3,990)	492.4%	4,500
4342 Subscriptions	3,832	5,500	1,668		1,668	69.7%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

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	345,766	600,625	254,859	0	254,859	57.6%	6,009
Net Income over Expenditure	452,949	81,856	(371,093)				
6000 plus Transfer from EMR	6,040						
6001 less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	345,924						
110 Civic Events							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	789	0	(789)				0
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	32	500	468		468	6.5%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	32	3,170	3,138	0	3,138	1.0%	0
4331 Mayor's Allowance	603	1,500	897		897	40.2%	
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	35	1,100	1,065		1,065	3.2%	
4339 London Bridge	62	500	438		438	12.3%	
Civic Events :- Indirect Expenditure	1,066	5,800	4,734	0	4,734	18.4%	0
Net Income over Expenditure	(309)	(8,970)	(8,661)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	1,960	4,000	2,040			49.0%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	2,060	8,500	6,440			24.2%	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	674	1,000	326		326	67.4%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	1,499	4,750	3,251	0	3,251	31.6%	0
Net Income over Expenditure	561	3,550	2,989				

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

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	2,232	0	(2,232)			0.0%	
Neighbourhood Plan :- Income	2,232	0	(2,232)				0
4337 Neighbourhood Plan	7,742	5,000	(2,742)		(2,742)	154.8%	660
Neighbourhood Plan :- Indirect Expenditure	7,742	5,000	(2,742)	0	(2,742)	154.8%	660
Net Income over Expenditure	(5,510)	(5,000)	510				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(4,850)						
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	2,757	6,000	3,243		3,243	45.9%	
4203 Fuel	5,380	5,500	120		120	97.8%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	720	900	180		180	80.0%	
Grounds Team General Exp :- Indirect Expenditure	9,146	13,000	3,854	0	3,854	70.4%	0
Net Expenditure	(9,146)	(13,000)	(3,854)				
310 Sports Park							
1025 Rent & Service Charge	12,370	13,845	1,475			89.3%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	3,086	3,000	(86)			102.9%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

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	1,616	5,406	3,790			29.9%	
Sports Park :- Income	21,322	26,751	5,429			79.7%	0
4101 Repair/Alteration of Premises	76,988	0	(76,988)		(76,988)	0.0%	76,924
4111 Electricity	1,255	5,000	3,745		3,745	25.1%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	156	0	(156)		(156)	0.0%	
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	5,092	10,000	4,908		4,908	50.9%	
Sports Park :- Indirect Expenditure	92,667	29,845	(62,822)	0	(62,822)	310.5%	76,924
Net Income over Expenditure	(71,345)	(3,094)	68,251				
6000 plus Transfer from EMR	76,924						
Movement to/(from) Gen Reserve	5,579						
315 Big Park							
4101 Repair/Alteration of Premises	13,354	5,000	(8,354)		(8,354)	267.1%	12,762
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	503	500	(3)		(3)	100.7%	
4112 Gas	177	300	123		123	59.1%	
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	599	1,000	402		402	59.9%	
4173 Fertilisers & Grass Seed	5,168	6,000	832		832	86.1%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306		1,306	62.7%	
Big Park :- Indirect Expenditure	34,575	36,516	1,941	0	1,941	94.7%	12,762
Net Expenditure	(34,575)	(36,516)	(1,941)				
6000 plus Transfer from EMR	12,762						
Movement to/(from) Gen Reserve	(21,813)						
316 Gateway Cafe							
1025 Rent & Service Charge	5,507	8,823	3,316			62.4%	
1111 Electricity	4,380	6,000	1,620			73.0%	
Gateway Cafe :- Income	9,886	14,823	4,937			66.7%	0
4101 Repair/Alteration of Premises	290	3,000	2,710		2,710	9.7%	
4102 Maintenance of Buildings	41	0	(41)		(41)	0.0%	
4111 Electricity	4,380	6,000	1,620		1,620	73.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	567	972	405		405	58.3%	
Gateway Cafe :- Indirect Expenditure	7,166	12,972	5,806	0	5,806	55.2%	0
Net Income over Expenditure	2,720	1,851	(869)				
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	125	2,445	2,320			5.1%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,556	7,545	989			86.9%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
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	806	7,500	6,694	0	6,694	10.7%	0
4101 Repair/Alteration of Premises	3,476	5,000	1,524		1,524	69.5%	2,900
4141 Water Services	2,085	5,000	2,915		2,915	41.7%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,564	4,000	1,436		1,436	64.1%	
4301 Purchase of Furniture/Equipmen	14,997	5,000	(9,997)		(9,997)	299.9%	15,126
Parks & Open Spaces :- Indirect Expenditure	23,356	21,000	(2,356)	0	(2,356)	111.2%	18,026
Net Income over Expenditure	(17,606)	(20,955)	(3,349)				
6000 plus Transfer from EMR	18,026						
Movement to/(from) Gen Reserve	419						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	11,771	16,646	4,875			70.7%	
The Hub :- Income	11,761	16,646	4,885			70.7%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,322	2,000	678		678	66.1%	
4112 Gas	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	4,081	2,000	(2,081)		(2,081)	204.0%	3,900
The Hub :- Indirect Expenditure	8,068	8,000	(68)	0	(68)	100.8%	3,900
Net Income over Expenditure	3,260	8,146	4,886				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	7,160						
<u>360 Community House</u>							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	3,932	6,120	2,188			64.2%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	2,835	7,280	4,445			38.9%	
1076 C/H Main Hall	9,073	18,280	9,207			49.6%	
1077 C/H Anzac Room	7,640	9,065	1,425			84.3%	
1078 C/H Main Kitchen	680	892	212			76.3%	
1079 C/H Anzac Kitchen	711	500	(211)			142.3%	
1080 C/H Foyer	614	1,642	1,028			37.4%	
1081 C/H Equipment Hire	581	928	347			62.6%	
1090 Storage Income	540	0	(540)			0.0%	
1091 Cinema Income	3,049	4,500	1,451			67.8%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	31,544	61,037	29,493			51.7%	0
4167 Cinema Costs	1,683	1,000	(683)		(683)	168.3%	
4175 Music Licence	740	1,250	510		510	59.2%	
Community House :- Direct Expenditure	2,423	2,250	(173)	0	(173)	107.7%	0
4101 Repair/Alteration of Premises	6,992	7,000	8		8	99.9%	
4102 Maintenance of Buildings	4,774	5,000	226		226	95.5%	
4111 Electricity	7,386	10,000	2,614		2,614	73.9%	
4112 Gas	3,674	6,000	2,326		2,326	61.2%	
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	691	8,000	7,309		7,309	8.6%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	976	1,000	24		24	97.6%	
4162 Cleaning Materials	528	1,000	472		472	52.8%	
4163 Personal Hygiene	1,109	2,500	1,391		1,391	44.4%	
4305 Uniform	271	600	329		329	45.1%	
Community House :- Indirect Expenditure	42,967	78,400	35,433	0	35,433	54.8%	520
Net Income over Expenditure	(13,846)	(19,613)	(5,767)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(13,326)						

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Summer Fair							
1045 Event Sponsorship	1,169	500	(669)			233.8%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	
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)				
440 Christmas Market							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
450 Mayoral Charity Events							
1045 Event Sponsorship	623	0	(623)			0.0%	
1055 Mayoral Events	642	0	(642)			0.0%	
Mayoral Charity Events :- Income	1,265	0	(1,265)				0
Net Income	1,265	0	(1,265)				
Grand Totals:- Income	910,865	843,383	(67,482)			108.0%	
Expenditure	621,643	868,944	247,301	0	247,301	71.5%	
Net Income over Expenditure	289,223	(25,561)	(314,784)				
plus Transfer from EMR	128,143						
less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	304,301						

15/11/2022

Peacehaven Town Council

11:35

Balance Sheet as at 31/10/2022

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	4,529
4,960	VAT Control A/c	5,628
50	Deposit Aqua	50
441,980	Current Bank A/c	757,134
180,186	Reserve Account	180,256
520	Petty Cash	520
0	PAYE	0
0	Pension Control	0

641,172

948,116

641,172 Total Assets

948,116

Current Liabilities

8,024	Creditors	0
1,220	Mayor's Appeal	2,197
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,847

12,514

5,043

628,658 Total Assets Less Current Liabilities

943,073

Represented By

131,155	General Reserves	445,225
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	327,292
59,080	Big Park	59,080
7,000	Hub Improvements	7,000
5,000	Climate Change	5,000
519	Sponsorship	227

15/11/2022

Peacehaven Town Council

11:35

Balance Sheet as at 31/10/2022

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	2,925
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	52,399
	<u>628,658</u>	<u>943,073</u>

The above statement represents fairly the financial position of the authority as at 31/10/2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Agenda Item:

Committee: Policy & Finance

Date: 22nd November 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 **£320,222.89**

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	36,250.00	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	
Rise	Changing Places toilet Big Park	7,250.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
MIW	Water fountain at Big Park	4,423.83	
GTA Civils	Topographical Survey for Big Park Path	2,645.00	
		112,349.02	

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	27,000.00	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 pathway resurface- CIL BID	25,097.00	Hobart quote approx. £27,000 to do the works. Will need to go out to tender.
Hobart	Fix gully to changing places toilet to assist access	2,700	
N/A	Water fountain at the Big Park	2,567.17	Remaining costs for installation
		71.114.17	

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.

106 Monies

		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

List of Payments made between 01/10/2022 and 31/10/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2022	The Fuelcard People	DD	34.45		HK66 WMJ FUEL
04/10/2022	LISA HAYWARD	BACS1	1,397.00		SEPT CONSULTANCY
04/10/2022	YOLANDE TAYLOR BANKS	BACS	1,050.00		REFUND PMT IN ERROR
05/10/2022	NALC	205197	38.93		COMM STRATEGY TRAINING
05/10/2022	JAMES BOOT	205198	486.90		NDP CONSULTANCY
05/10/2022	CHROMA VISION	205199	11,540.08		CCTV INSTALLATION
05/10/2022	Tansleys Printers Limited	205200	118.80		WRESTLING BANNER
05/10/2022	Wightman & Parrish Ltd	205201	4.46		CLEAR SACKS
05/10/2022	PRICEWATCH LIMITED	205166	-2,246.40		CANCEL CHEQUE
05/10/2022	PRICEWATCH LIMITED	BACS	2,246.40		PAY VIA BACS
05/10/2022	Northstar IT	DD1	1,433.60		MONTHLY SUPPORT - OCT
05/10/2022	02	DD2	145.81		SEPTEMBER MOBILES
05/10/2022	Barclays	DD3	3.00		BACS CHARGES
06/10/2022	Trade UK	205202	53.83		WD40 & PADLOCK
06/10/2022	L&N CONSULTANCY LIMITED	205203	1,386.00		FEASIBILITY STUDY
06/10/2022	Cinemobile	205204	278.25		TOP GUN
06/10/2022	ESALC Limited	205205	96.00		PLANNING TRAINING
06/10/2022	SOUTHCOAST LOCKSMITHS LTD	205206	8.40		DOOR LATCH
06/10/2022	Acacia Groundcare Equipment Re	205207	632.40		FLAIL HIRE
06/10/2022	CASTLE WATER	205208	194.17		SEPT WATER
06/10/2022	DAISY CARLO	205209	50.00		D.CARLO DEPOSIT
07/10/2022	HR Services Partnership	205211	47.88		HR SUPPORT - SEPTEMBER
10/10/2022	The Fuelcard People	DD	138.62		FUEL
10/10/2022	Barclays	DD1	62.00		september pdq
11/10/2022	JOHN FREEMANTLE	205210	670.00		WRESTLING
11/10/2022	Brewers and Sons Ltd	205212	54.98		PAINT FOR WENDY HOUSE AT BP
11/10/2022	KANER OLETTE	205213	2,629.20		SEPTEMBER CONSULTATION
11/10/2022	CVS TYRES LTD	205214	57.85		SUPPLY NEW REAR BOX & CLAMP
11/10/2022	PPL PRS Ltd	205215	1,407.85		MUSIC LICENSE - HUB
11/10/2022	Zurich Municipal	205216	170.93		POLICY AMENDMENTS
14/10/2022	Caroline Reid	205217	609.00		OCTOBER CLEANING
14/10/2022	WORKNEST	205218	630.00		ASSESSMENT TJ
14/10/2022	SIEMENS FINANCIAL SERVICES	205219	281.83		FRANKING MACHINE RENTAL
14/10/2022	Interserve FS UK Ltd	205220	49.75		CAFE FIRE EQUIP CHECKS
14/10/2022	VICTORIA ONIS	205221	10.00		WRESTLING REFUND
14/10/2022	RISE ADAPTATION	205222	8,700.00		CHANGING PLACES TOILET
17/10/2022	The Fuelcard People	DD	33.98		GY06 PPX FUEL
19/10/2022	BRITISH GAS	205223	65.07		17SEP - 16 OCT ELECTRICITY
19/10/2022	BRITISH GAS	205224	18.99		17SEP-16 OCT GAS
19/10/2022	Mailserve LTD	205225	304.92		TMR MAINTENANCE DEC22-DEC23
19/10/2022	Business Sream	205226	24.97		WASTE - 17 JUNE - 12 OCT
19/10/2022	Ricoh Capital Ltd	205227	831.60		PHOTOCOPIER RENTAL OCT-DEC
19/10/2022	EDF	205228	681.61		SEPT ELECTRICITY
19/10/2022	COUNTY OFFICE SUPPLIES LTD	205230	29.46		STATIONARY
19/10/2022	Radius Connect	205231	306.00		OCTOBER TELEPHONES
19/10/2022	Rigby Taylor	205232	196.99		GOAL POST REPAIRS
19/10/2022	Acacia Groundcare Equipment Re	205233	430.57		UNISEEDER DAY HIRE

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2022	MICHELLE HAU	205234	50.00		H.HAU DEPOSIT REFUND
19/10/2022	RURAL SERVICES PARTNERSHIP	205235	156.00		RURAL SERVICES PARTNERSHIP
19/10/2022	SAM ROWE	205236	50.00		S.ROWE DEPOSIT
19/10/2022	SUSSEX MAYORS ASSOCIATION	205238	30.00		MAYORAL MEAL COSTS
20/10/2022	Pitney Bowes LTD	DD	201.39		POSTAGE TOP UP
21/10/2022	Northstar IT	DD1	2.40		OFFICE DEFENDER 365
24/10/2022	OCTOBER SALARIES	OCT PAY	25,434.75		OCTOBER SALARIES
24/10/2022	Credit Card A/c	CC - OCT	399.92		CC BAL - SEPT
26/10/2022	Wightman & Parrish Ltd	205238	503.57		CLEANING / BIN BAGS
26/10/2022	SOUTHCOAST LOCKSMITHS LTD	205239	199.20		DISABLED TOILET LOCK
26/10/2022	CASTLE WATER	205240	202.65		OCTOBER WATER
26/10/2022	C.E.F	205241	23.09		CABLE CLIPS
26/10/2022	Lewes District Council	205242	315.00		PLAY INSPECTIONS
26/10/2022	Mulberry & Co	205243	219.60		INTERIM AUDIT
26/10/2022	HANSA DETHEKAR	205244	100.00		H.DETHEKAR DEPOSIT REFUND
26/10/2022	VICKY BLADON	205245	50.00		V.BLADON DEPOSIT REFUND
26/10/2022	GEMMA GROVES	205246	50.00		G.GROVES DEPOSIT REFUND
26/10/2022	HARROD SPORT	205247	169.95		MUGA GOAL REPAIRS
26/10/2022	EAST SUSSEX PENSION FUND	205248	7,106.22		OCTOBER SALARIES
26/10/2022	HMRC	205249	8,683.49		OCTOBER SALARIES
26/10/2022	R.J.Meaker Fencing Ltd	205250	52.20		WASHERS & SCREWS
26/10/2022	HARROD SPORT	205247	-169.95		HARROD SPORT CANX CHQ
27/10/2022	EDF	DD	3,365.67		18 jun - 17 sept electricity
27/10/2022	EDF	DD1	626.45		18JUN - 17 SEPT ELECTRICITY
27/10/2022	EDF	DD2	1,900.92		18JUN-17 SEPT ELECTRICITY
28/10/2022	MR & MRS PAVEY	BACS	200.00		BARN DANCE MUSIC
31/10/2022	The Fuelcard People	DD	188.76		HK66 WMJ FUEL
31/10/2022	TOTAL GAS & POWER	DD1	93.81		SEPTEMBER GAS
Total Payments			87,601.22		

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	1,500	200.0%	To include new TV (possibly be spent this F/Y)
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%	
4327 Computers	15,000	15,000	0.0%	
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	0	#DIV/0!	
322 Vehicle Reserve	0	5,000	#DIV/0!	Use £10k in EMR for initial payment & monthly costs
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	99,768	17.2%	
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	83,018	20.8%	

<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	2,603	4.1%	Costs have increased by 5%
4167	Cinema Costs	1,000	2,400	140.0%	Based on 8 films per year - check with Karen!
4175	Music Licence	1,250	900	-28.0%	
4305	Uniform	600	700	16.7%	
	Community House: Expenditure	80,650	96,903	20.2%	
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	36,245	84.8%	
	POLICY & FINANCE: Total Expenditure	165,767	196,671	18.6%	
	POLICY & FINANCE: Total Income	77,437	77,408	0.0%	
	Net Expenditure over Income	88,330	119,263	35.0%	

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	1,000	-16.7%
4335 Civic Expenses	1,000	1,200	20.0%
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	0	-100.0%
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 6,950 -22.5%

Net Expenditure over Income

8,970 6,950 -22.5%

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%

430 Summer Fair

	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	

440 Christmas Market

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	16,210	-14.5%
CIVIC & EVENTS: Total Income	13,100	9,760	

Net Expenditure over Income	5,870	6,450	9.9%
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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%	
4160 Changing Places	0	500	#DIV/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	24,595	12.6%	
1025 Rent & Service Charge	13,845	13,845	0.0%	
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	25,110	-6.1%	
Net Expenditure over Income	-4,906	-515	-89.5%	

315 Big Park

4101 Repair/Alteration	5,000	5,000	0.0%
4102 Maintenance of Unit 14	500	500	0.0%
4111 Electricity (unit 14)	300	500	66.7%
4112 Gas (unit 14)	300	500	66.7%
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	10,000	#DIV/0!	
	Big Park: Expenditure	44,316	59,325	33.9%	
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	34,325	77.7%	
<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%
	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	150,502	16.5%
	LEISURE, AMENITIES & ENV: Total Income	90,766	94,989	4.7%

Net Expenditure over Income

38,367

55,513

44.7%

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	45,198	6.0%	
4003	ER's Supn	75,228	82,000	9.0%	
4004	Overtime	1,000	1,000	0.0%	
4011	Staff Training	5,000	2,000	-60.0%	Earmark 2022/23 £5000
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%	Earmark 2022/23 £1500 to allow £3000 for new electees
	General Administration: Expenditure	536,508	583,502	8.8%	
	Net Expenditure over Income	536,508	583,502	8.8%	
	PERSONNEL: Total Expenditure	536,508	583,502	8.8%	
	PERSONNEL: Total Income	0	0		
	Net Expenditure over Income	536,508	583,502	8.8%	

COUNCIL

	2021/2022 Budget	Draft 2022/23 Budget	% Change
Policy & Finance	165,767	196,671	18.6%
Planning & Highways	18,006	19,483	8.2%
Civic & Events	18,970	16,210	-14.5%
Leisure, Amenities & Environment	129,133	150,502	16.5%
Personnel	536,508	583,502	8.8%
Total Expenditure	868,384	966,368	11.3%
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	94,989	4.7%
Personnel	0	0	
Total Income	181,303	182,157	0.5%
Net Expenditure over Income	687,081	784,212	14.1%
Precept	£687,081	£784,212	14.1%
Tax Base	4,717.6	4,899.5	3.9%
Band D	£145.64	£160.06	9.9%

	2021/2022 Budget	Draft 2022/23 Budget	% Change
Policy & Finance	165,767	196,671	18.6%
Planning & Highways	18,006	19,483	8.2%
Civic & Events	18,970	16,110	-15.1%
Leisure, Amenities & Environment	129,133	139,902	8.3%
Personnel	536,508	559,104	4.2%
Total Expenditure	868,384	931,270	7.2%
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	94,989	4.7%
Personnel	0	0	
Total Income	181,303	182,157	0.5%
Net Expenditure over Income	687,081	749,113	9.0%
Precept	£687,081	£749,113	9.0%
Tax Base	4,717.6	4,899.5	3.9%
Band D	£145.64	£152.90	5.0%

Reduces potential pay increases from 10% to 4%
 Removal of tree planting for £2,500
 Removal of reserve for play equipment & use BP EMR

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			9.00 - 22.00
MAIN HALL	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
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	
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	
Commercial	On Request			On Request			On Request						
THEATRE STYLE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
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	
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	
Commercial	On Request			On Request			On Request						
MEETING ROOMS	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
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	
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	
Commercial	On Request			On Request			On Request			On Request			
ANZAC ROOM	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
Voluntary / Charity Groups	10.50	2.10	12.60	12.00	2.40	14.40	12.00	2.40	14.40	17.50	3.50	21.00	
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	
Commercial	On Request			On Request			On Request			On Request			
MAIN KITCHEN	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
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	
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	
Commercial	On Request			On Request			On Request			On Request			
2ND KITCHEN	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	GOODS	VAT	VALUE	On Request
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	
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	
Commercial													
COFFEE MORNINGS	16.67	3.33	20.00	OTHER									
MARKET - TUES - FRIDAY (Includes Kitchen)	62.50	12.50	75.00	Photocopies		0.15							
MARKET - TUES - FRIDAY (Excludes Kitchen)	45.83	9.17	55.00										
MARKET - SATURDAY (includes Kitchen)	70.00	14.00	84.00	Colour		0.25							
MARKET - SATURDAY (Excludes Kitchen)	50.00	10.00	60.00										
KITCHEN HIRE (INC FOYER)	16.67	3.33	20.00	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	20.00	
Commercial	On Request	On Request	On Request	
Party including MUGA	N/A N/A	N/A N/A	2.5 HRS (1 hr MUGA)	£75.00
JUNIOR FOOTBALL	VALUE			
Saturday Training 9-12	35.00			
PTFC U16's Pitch hire - 5v5, 7v7 9v9	12.00			
PTFC U16's Pitch hire - 11v11	16.00			
External hire	On Request			
FOOTBALL - OVER 18'S	VALUE			
One off Games	50.00			
Mens - with changing rooms	60.00			
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	21.00			
PTFC - Full size with lights per pitch	31.00			
PTFC - U16's Full size without lights per Pitch	16.00			
PTFC - Full size without lights per Pitch	21.00			
Full size with lights per pitch	36.00			

Full size without lights per pitch	26.00
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NETBALL	VALUE
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Unlit	16.00
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With lights	21.00
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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House, Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

21 October 2022

Dear Tony

Re: Peacehaven Town Council
Internal Audit Year Ended 31 March 2023 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 21 October 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓		3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	3
C	RISK MANAGEMENT AND INSURANCE	✓	✓	5
D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
E	INCOME	✓		6
F	PETTY CASH	✓		6
G	PAYROLL	✓	✓	7
H	ASSETS AND INVESTMENTS	✓	✓	7
I	BANK AND CASH	✓	✓	7
J	YEAR END ACCOUNTS		✓	8
K	LIMITED ASSURANCE REVIEW		✓	8
L	TRANSPARENCY		✓	8
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	8
N	PUBLICATION REQUIREMENTS	✓	✓	9
O	TRUSTEESHIP	✓		9
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			10
	INTERIM AUDIT POINTS CARRIED FORWARD			11

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk and RFO. The required information advised in advance of the visit was available for review, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and RFO and a review of the council website

www.peacehaventowncouncil.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) for recording the day-to-day financial transactions of the council. This is an industry specific package and I make no recommendation to change. The Clerk and RFO both have access to the system are fully familiar with it, with the Information and Bookings Officer uses the bookings part of the system.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The External Auditor's Report for 2021/22 was qualified. The External Auditor commented 'The AGAR was not accurately completed before submission for review. The figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR. The figure should read £3,528,637.'

The External Auditor's Report and Certificate have been published on the council website along with the Notice of Conclusion of Audit. This was reported to council at the meeting held on 27 September 2022.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of each councillor and includes details of each individual Register of Members Interests.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. The council has established a transparency page on the website, although upon review some of the information has not been kept up to date and is inconsistent with information published elsewhere on the website. I recommend reviewing a review of the information to ensure it is full up to date.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure. There is a diary of future meeting dates available on the website along with historic agendas and minutes,

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. I note that non-confidential supporting papers are also published on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2022.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 10 May 2022. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

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

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

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

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

FR 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT return on a quarterly basis. I reviewed the most recent submission for the period ended 30 September 2022. This shows a refund amount due of £19,465.12 which I was able to confirm receipt of on the October 2022 statement.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy and risk assessment record in place, which is reviewed and approved by council annually. I reviewed the financial risk assessment, which contains all the risks typically associated with a council of this size, although the addition of a risk matrix which identifies how the high/medium/low overall risk level was judged may be beneficial.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring in June 2025. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee of £1 million.

The Fidelity Guarantee is sufficient at present based on the council's balances but should be kept under review to ensure it remains more than the maximum sum held at any point during the year.

The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £687,081 for 2022/23. With a tax base of 4,752.6, this equates to a band D equivalent of £144.57 (compared to the average in England of £74.81).

A first draft of the 2023/24 budget has been presented to the Policy & Finance Committee and a second draft with alternate options included. The second draft will go to the Policy & Finance Committee meeting on 22 November, with the aim to agree the budget and precept at the December 2022 council meeting.

The budget performance information is presented to every Policy & Finance Committee Meeting and to each council meeting. Based on the information made available and a discussion with the Clerk and RFO, I am confident that councillors are presented with sufficient financial information to make informed decisions.

The council holds circa £475,000 in earmarked reserves. These are spread across a range of projects, including Community Infrastructure Levy (CIL). The council also holds £131,000 in the general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range, but at the lower end and I recommend the council keeps this level under review.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council's primary income sources are from the Café and Hub, room and facility hire, sports club rents, sports pitch hire and allotment rents. Fees and charges are reviewed annually as part of the budget setting process.

The council operates a cash till, and this is balanced regularly by the Information and Bookings Officer, with amounts placed in the safe with the 'z' till listing. This is then checked by the RFO before being banked and entered into the accounting software. The introduction of regular physical checks of the till would enhance the existing measures.

A review of the ledger reports from RBS shows that outstanding amounts are kept to a minimum and the Policy & Finance Committee are kept updated with the information.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float, which is used for incidental items. The petty cash is maintained by the RFO, and prior approval is obtained before any expenditure.

There is a corporate credit card in place, with cards held by the Clerk and RFO. While both roles would be considered suitable for holding the credit cards, this is not in conformity with Financial Regulation 6.20 which states 'Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.'

The RFO received credit card statements and has set up a separate cashbook within the accounting software to reconcile these monthly. I was able to evidence that appropriate receipts are retained for all credit card entries.

Financial Regulation 6.18 states 'Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance and Policy committee in writing before any order is placed.' No such limit appears to be included for a single transaction for the credit card.

I recommend amending FR 6.20 to read '...restricted to use by the Clerk and RFO...' and amending FR 6.18 to read 'Any debit or credit card issued...'

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

There are fifteen staff members, all of whom have a signed contract of employment, based on the NALC template and are paid in accordance with the NJC scale.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions and make the BACs salary transfers. Payroll information is compiled by the RFO and checked by the Clerk before submission.

I reviewed the most recent payslips for two staff members and was able to confirm deduction amounts appear correct and they are paid in accordance with the NJC salary scale.

I reminded the Clerk and RFO that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There is a councillor allowance scheme in place, paid in two equal instalments through payroll, as required by HMRC regulations.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register which is maintained in an Excel format. The register provides a description of the asset, serial number, model number and manufacturer (where applicable), its date of acquisition, location, useful life estimate, original cost, insurance value and expected replacement cost. The council has many assets, and the register includes a simple summary page stating totals of the different types of assets. This is entirely suitable for a council with assets of this nature.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Bank reconciliations are completed monthly by the RFO. I was able to view recent reconciliations and confirm balances to original bank statements. There were no errors identified in the reconciliations.

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee.'

While my checking confirmed that the reconciliations are being completed accurately, **there was no evidence available of the verification on of the reconciliations through the signing of documentation as specified in the Financial Regulations. The Clerk noted that these will need to be signed at least quarterly and evidenced to me to allow a positive response to this control assertion on the AGAR.**

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Audit findings

Testing to be conducted at final audit.

L: TRANSPARENCY**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	10 May 2022
Date inspection notice issued	10 June 2022
Inspection period begins	13 June 2022
Inspection period ends	22 July 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and External Auditor Report and Certificate and the publication requirements for 2021/22 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.		√	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	The Fidelity Guarantee is sufficient at present based on the council's balances but should be kept under review to ensure it remains more than the maximum sum held at any point during the year.	
BUDGET, PRECEPT AND RESERVES	The general reserve balance is within the recommended range, but at the lower end and I recommend the council keeps this level under review.	
PETTY CASH	I recommend amending FR 6.20 to read '...restricted to use by the Clerk and RFO...' and amending FR 6.18 to read 'Any debit or credit card issued...'	
BANK AND CASH	There was no evidence available of the verification on of the reconciliations through the signing of documentation as specified in the Financial Regulations. The Clerk noted that these will need to be signed at least quarterly and evidenced to me to allow a positive response to this control assertion on the AGAR.	

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. Completion of Main Hall loop repairs.	Town Clerk			31 st Oct 2022
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			

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



Peacehaven Town Council

Health & Safety policy statement

The Health & Safety Policy of Peacehaven Town Council is to:

- Ensure that its staff and employees are trained and fully conversant with regard to the appropriate health and safety legislation and the Council's own Health & Safety Policies and Procedures.
- Take all appropriate measures to safeguard the health and safety of members of the public that frequent the Council's premises.
- Ensure that any work undertaken by the Council's own staff and employees when carried out within the designated boundaries of Peacehaven is performed safely and members of the public are protected at all times when this work is executed.
- Ensure that when Contractors and Subcontractors are employed to carry out work for the Council that Section 3 of the Health & Safety at Work etc Act 1974 is adhered to, to ensure the protection of employees and members of the public and that the work is carried out safely.
- Every employee of the Council and elected Councillors must co-operate to enable all statutory duties be complied with. Each individual has a legal obligation to take reasonable care to their own health and safety when on Council premises or acting on behalf of the Council and for the safety of other people who may be affected by their acts or omissions.
- Ensure that health and safety within the remit of the Council is taken to the highest standard to ensure that it provides a safe service to the public, staff, and employees within the boundaries of Peacehaven.

Signed:

Tony Allen, Town Clerk

Signed:

Lucy-Jo Symonds, Chair of Council

Date:

Date:

Responsibilities for Health & Safety

- 1.1. The Town Clerk has the overall and final responsibility for health and safety.
- 1.2. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to individual line managers, including:
 - The Town Clerk
 - The Deputy Town Clerk and Civic Officer
 - The Events, Amenities, and Projects Officer
 - The Parks Officer
 - The Senior Caretaker
- 1.3. To ensure that health and safety standards are maintained and improved, the following People and Committees have responsibility in the following areas:
 - The Policy and Finance Committee are responsible for the regular review and monitoring of all Council policies, including that of health and safety.
 - The Personnel Committee are responsible for consulting with Employees and monitoring any work related ill health.
 - The Information and Bookings Officer is responsible for checking that all hirers complete suitable and sufficient risk assessments for the use of Peacehaven Town Council facilities.
 - Every Committee is responsible for considering the health and safety implications of the resolutions they make.
- 1.4. All Employees must:
 - Co-operate with supervisors and managers on health and safety matters.
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to the appropriate person as detailed above.

Arrangements for Health & Safety

2.1. Risk Assessments and Safe Systems of Work

- Risk assessments shall be completed for all facilities, events, and undertakings by Peacehaven Town Council.

- Safe systems of work will be in place and enforced for any activities identified as high risk.
- Risk assessments shall be reviewed regularly or following any changes to the activity or conditions.
- The significant findings of risks assessments shall be shared with relevant employees and made available to anyone upon request.
- Line managers shall ensure that risk assessments are completed for the undertakings of the staff for whom they are responsible.

2.2. Training

- Employees and sub-contractors shall be given a health and safety induction upon commencement of duties at Peacehaven Town Council.
- Employees will be provided with any personal protective equipment necessary to carry out their duties safely.
- Remote and lone working policies are in place to ensure the health and safety of all employees, whether working from Community House or elsewhere.
- Sufficient employees shall be trained as First Aiders and Fire Marshals.
- Manual Handling Training will be given to any employees whose job roles include any form of manual handling.
- Staff with responsibilities for undertaking risk assessments shall receive suitable training in risk assessing.
- Other appropriate training shall be provided in line with the Council's Training Plan.

2.3. Consultation

- Employees will be consulted on any changes to health and safety that are relevant to their undertakings.
- Line managers will discuss any health and safety concerns or changes with the staff for whom they are responsible on a regular basis.

2.4. Evacuation

- Signage around the building shall show clearly the designated escape routes.
- Emergency lighting ensures that escape routes remain lit in the event of a power failure.
- All escape routes are to be kept clear at all times and regular checks are made to ensure this.
- Evacuation plans are tested at least once annually and updated where necessary.



Peacehaven Town Council

Safeguarding of Children and Vulnerable Persons policy statement

Peacehaven Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promoting a positive safeguarding culture and environment.

Purpose, Policy, and Scope

The purpose of this policy statement is:

- to protect children and vulnerable persons who interact with Peacehaven Town Council from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Peacehaven Town Council, including employees, Councillors, volunteers, sessional workers, agency staff and students.

Legal Framework

This Policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable persons in England, including:

- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)
- Human Rights Act (1998)
- Working Together to Safeguard Children (2018)

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Equality and Diversity Policy
- Health and Safety Policy Statement
- Members Code of Conduct
- Induction, training, supervision and support
- Complaints Policy

How we keep Children and Vulnerable Persons safe

- The welfare of the child or vulnerable person is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly.
- All staff, volunteers and elected Members of the Council have a responsibility to report concerns to the Town Clerk who will refer the matter to the relevant service for formal investigation. You must refer, you must not investigate.
- Ensuring that the Council practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable people.
- Councillors, volunteers and other members of staff will not be subject to DBS checks unless there is a change in the council duties which requires regular contact with children and vulnerable people.
- Peacehaven Town Council has a 'duty of care' to protect others from harm; this includes a range of processes including risk assessment and health and safety practices
- No member of the Town Council, staff, helpers or other volunteers will have unsupervised access to children or vulnerable persons.
- All members of staff, helpers and volunteers will be made aware of this policy and the relevant procedures. Relevant training in this area will be provided
- Hirers of our facilities are made aware of our Child Protection and Vulnerable Adult policy and where appropriate, at the time of their booking, will be asked to produce a copy of their safeguarding policy.
- Town Council meetings are open to anyone to attend and arrangements in place to ensure the safety of everyone in attendance.

Signed:

Tony Allen, Town Clerk

Signed:

Lucy-Jo Symonds, Chair of Council

Date:

Date:

Policy Review Date: 18/10/2023



Peacehaven Town Council

Equality and diversity policy statement

Everyone is different, everyone should be treated equally, everyone should be listened to.

1. Peacehaven Town Council:

- ✓ Treats everyone well and with respect.
- ✓ Ensures the safety and wellbeing of all employees and volunteers
- ✓ Abides by the legal requirements of the Equality Act 2010 and will not treat anyone unfairly or differently because of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation

2. Employees and Volunteers of Peacehaven Town Council are expected to:

- ✓ Challenge discrimination
- ✓ Promote equal opportunities
- ✓ Encourage good relationships.
- ✓ Co-operate with the Council in ensuring compliance with this policy.

3. When Dealing with members of the public

- ✓ Employees and Volunteers are expected to treat any members of the public with the same respect and rights as detailed in this policy.
- ✓ Likewise, Employees and Volunteers should expect that same respect back from members of the public.
- ✓ It is unacceptable for anyone to not be treated fairly and respectfully.

4. Peacehaven Town Council accepts the following organisational responsibilities:

- ✓ The Council's Personnel Committee is responsible for overseeing the implementation, monitoring, and review of the Equal Opportunities Statement.
- ✓ The Town Clerk will implement, communicate, and monitor the Equal Opportunities Statement.
- ✓ Intentional breaches of the provision or spirit of this statement will be regarded as misconduct and could lead to disciplinary action.

5. To ensure the success of this statement, Peacehaven Town Council will:

- ✓ Create an environment where Employees and Volunteers feel empowered to call out discriminatory behaviour.
- ✓ Work to understand and support the diverse needs of our community.
- ✓ Promote equality, diversity, and inclusion at every opportunity.
- ✓ Ensure all information and services are accessible for everyone.
- ✓ Support the development of all Employees to achieve their full potential and talents.



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB

PEACEHAVEN TOWN COUNCIL

INVESTMENT POLICY

1. Introduction

- 1.1 The Local Government Act 2003 Section 12 provides a local authority with the power to invest:
 - (a) For any purpose relevant to its functions under any enactment; or
 - (b) For the purpose of the prudent management of its financial affairs
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.3 The council acknowledges its duty of care to the community regarding the prudent investment of funds.

2. Objectives

- 2.1 The council's priorities are, in the following ranking order:
 - (a) The security of capital to minimise the risk of losses
 - (b) The liquidity of investments to meet the cash flow needs of the council
 - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. Investments

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be included in the Financial Services Compensation Scheme (FSCS).
- 3.2 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A daily 'feed' or 'sweep' facility may be set up between the instant access account and the council's primary current account.

- 3.3 Funds not needed for current expenditure (i.e., general or earmarked reserves) may be placed on longer term investments, taking into account the cash flow requirements of the council and the financial projections of the council's business plan.
- 3.4 The council will keep under review its position in relation to whether it qualifies for protection under the Financial Services Compensation Scheme (FSCS) and consider spreading the financial risk by placing investments with a number of different financial institutions to remain below the relevant qualifying FSCS threshold at the time.
- 3.5 If the financial institution chosen to invest with is not covered by the FSCS compensation guarantee, the credit rating of the institution will be a minimum of 'A', and these will be monitored regularly.



Peacehaven Town Council

Email policy statement

The Policy of Peacehaven Town Council is that emails sent by Officers & Councillors:-

1. Are factual and to the point.
2. Are only copied to other people if absolutely necessary.
3. Are not used for matters that should be dealt with at Council or Committee meetings.
4. Are not used as technical or general discussions, which should be face-to-face.
5. Are not used to complain or make a general point, instead of face-to-face resolution.
6. Are not used to overtly or subversively criticise, bully or intimidate another person.

Experience dictates that people tend to say things in an email that they would not say to a person's face and, even if you think that the wording of an email is fine, it can easily be misinterpreted by its recipient(s). Tone, body language, and other non-verbal cues are not conveyed in an email, so it is important to be careful when trying to include humour, emphasis, or slang, as no matter how innocent the intention, the receiver may read this differently – it is best to keep emails concise and to the point and avoid any unnecessary expansion.

Be careful and thoughtful with your emails.

If in doubt about whether an email should be sent, do not send it and seek advice.

Signed:

Tony Allen, Town Clerk

Signed:

Lucy-Jo Symonds, Chair of Council

Date:

Date:

Policy Review Date: 18/10/2023

Agenda Item: PF836
Committee: Policy & Finance
Date: 22nd November 2022
Title: Purchase of an electric vehicle
Report Authors: Parks Officer & Town Clerk
Purpose of Report: To seek final approval for acquiring this vehicle

Introduction

At the L&A meeting held on the 3rd of November 2020 Cllr Seabrook submitted a report (LA 485), to consider recommendations to replace plant and machinery used by the Grounds Team, the committee approved this and passed the recommendation to replace the diesel Peugeot van within the next two years with a fully electric vehicle to the P&F committee.

This was presented to the P&F committee on the 17th November 2020 (PF 562) and it was resolved that the LA&E Committee present a fully detailed and costed proposal with options and different quotes.

Background

PTC run several vehicles in its fleet and the oldest road vehicle is the Peugeot van which is used for everything from watering flowers and trees to transporting the handyman and his tools around the town.

Analysis

The parks officer has researched different types of vehicle and associated costs and purchase options, from dedicated small golf cart type trucks to larger vans, and concluded a similar style of van to the current enclosed Peugeot partner van is most suitable to the ground staff's needs as we require on road and off-road capabilities.

All of the small electric vans in this style are basically the same wheelbase with a small few tweaks on specification and body panels, so three of the nearest dealer options are

The best deal is the Toyota Proace city-e (Telscombe dealer) quoted price of **£ 25,637 +vat (this includes a 14% discount)** the link to the web site is [Proace City Electric Icon | Short Panel Van | Toyota UK](#)

All offer a 50-kwh battery and claim up to 170 miles of range on one full charge with fast charge options available.

Note: There would also be a charge for installation of a charging point for the ground staff unit this can range from £800 to £1500

On the road prices are all similar before any discounts with varying warranty options

Vauxhall warranty statement: *manufacturing defects 3 years, battery 8 years*

Peugeot warranty statement: *diagnostics 3 year on the vehicle, paintwork 2 years, corrosion 5 years plus 8 years warranty on the battery also with 8 years roadside assistance included.*

Toyota Warranty statement: *We are so confident in the quality, durability, and reliability of our vehicles that every new Toyota comes with a 3-year manufacturer warranty followed by a 12 months / 10,000 miles additional warranty, with every service*.*

Every time you complete a Toyota service, 12- or 24-months warranty (dependent on vehicle servicing schedule) will be included for your vehicle, up to 100,000 miles, or 10 years.

Note lead time on delivery is approximately 3-4 months minimum currently

Conclusions

At the Council meeting on the 27th September 2022, it was resolved that the Council begins the process of a contract hire/lease agreement for an electric Toyota van by finalising the costs involved with this option.

Recommendations

The committee is asked to

1. Approve funds for this year are to come from the vehicles Earmarked Reserve, which will be reduced accordingly for 2023/24 to allow for the monthly contract charges to be accounted for separately.
2. To agree to the Toyota Proace city-e being the preferred option.
3. Approve that the electric vehicle is to be purchased immediately by Toyota contract hire/lease agreement.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Initial rental payment c. £1,200.00* Monthly rental payment c. £400* *Exact figures subject to market conditions and will be generated when contract is signed.
<u>Legal</u>	Toyota Contract
<u>Environmental and sustainability</u>	PTC Environmental impact reduced changing to battery power
<u>Crime and disorder</u>	
<u>Social value</u>	Less noise pollution
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	PTC Carbon footprint reduced over the lifetime of the vehicle.



Appendices/Background papers

Recent contract/quote.

YOUR QUOTATION – PLEASE CONTACT YOUR CENTRE WITHIN 14 DAYS TO PROCEED

KINTO ONE

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

This Quotation has been provided by

YEOMANS TOYOTA (BRIGHTON)
351 SOUTH COAST ROAD
TELSCOMBE CLIFFS
PEACEHAVEN
EAST SUSSEX
BN10 7HH
01273582428

QUOTATION SUMMARY

CH 2022 Q4 Kinto Limited Badge
Date of Issue: 18/10/2022
Quotation Number 000033322691

QUOTATION DETAILS

We are pleased to provide this quotation for you in respect of a Contract Hire agreement. This quotation is NOT AN OFFER OF CREDIT, and is valid for 14 days only from the Date of Issue shown above, is exclusively related to the goods specified and is provided on the understanding that you are aged 18 years or over.

COMMISSION DISCLOSURE

The Centre may receive a fixed commission from us for introducing you to them if you are a returning customer. The Centre is independent from us and may also offer financial services from alternative lenders who may pay a different commission. An introduction to us does not amount to independent financial advice. The Centre may also get preferential rates from us for the funding of its vehicle stock and financial support for its training and marketing. A proportion of the commission may be payable to the Centre's head office. Any such amounts that the Centre receives will not affect the amounts you pay to us under your finance agreement. You can request from the Centre the amount (or likely amount) of any commission payable to them if you enter into a finance agreement.

PRIMARY HIRE PERIOD AND FINANCE DETAILS

Fixed period of 48 months
Initial Rental, including Acceptance Fee and Maintenance, if any, to be paid when signing this Agreement
Acceptance Fee
Initial Maintenance Payment (if any)

£1,143.75	(excl. VAT)
N/A	(excl. VAT)
£67.86	(excl. VAT)

CONTRACT HIRE

Start Mileage	0
Maximum Total Mileage	32,000
Annual Mileage	8,000.00
Excess Mileage Charge per mile:	13 Pence (excl. VAT)
Maintenance during Primary Hiring Period	<input checked="" type="checkbox"/>

Rentals	Amount	When Payable	Incl. Maintenance
1	£358.63	Payable 1 month(s) after the delivery of the Goods	£381.25 (excl. VAT)
46	£358.63	Payable thereafter at Monthly intervals, followed by Payable thereafter at Monthly intervals, followed by	£381.25 (excl. VAT)
			£ (excl. VAT)

If the box above is ticked, you will be entitled to Maintenance of the Goods during the Hire Period.
If you have selected Maintenance, its cost (at the level chosen) is shown in the 'Hire Period And Finance Details' section
Your level of relief vehicle is shown below:
NONE

BE SURE YOU CAN AFFORD THE REPAYMENTS BEFORE ENTERING INTO A CREDIT AGREEMENT

KINTO UK Limited. Registered Office: Building 1000, Lakeside North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN. Registered Number: 00837940 England and Wales

KINTO ONE Privacy Notice

KINTO ONE and KINTO UK are trading styles of KINTO UK Limited and are referred to throughout as "we" "us" or "our".

Use of your personal information

This privacy notice explains why and how we will collect, use, share, process and store your personal information as part of your application for a finance product and for entering into and performing any agreement for a finance product. We may update this notice at any time.

Under data protection law we will be a data controller, and because the personal information collected relates to you, you will be a data subject. We are committed to protecting the privacy and security of your personal information.

Your personal information

Personal information or personal data is information about you that enables you to be identified. We may collect, use, process and store the following categories of personal information about you:

- Personal contact details such as your full name, title, full address, residential status, telephone number, personal email addresses.
- Device identifiers such as IP address.
- Date of birth, Gender, Marital status.
- Bank account details including account number, sort code and bank statements.
- Payment card details.
- Copy of your driving licence and vehicle details.
- Copy of your passport.
- Photographs.
- Employment details including status, job title, duration, address, telephone number.
- Health information – if we need to identify vulnerable customers.

If you provide personal information about another person such as a person who has agreed to indemnify your liability under the finance agreement, you must have authority from that person to provide it. By providing any personal information about another person you confirm that you are authorised to do so, so that their personal information can be used by us in accordance with this notice.

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your information changes.

How we will use your personal information

We will collect, use, process and store your personal information on the basis that we need to take steps to enter into or to perform the agreement for the finance product that you have applied for, and to comply with laws that apply to us.

Also, sometimes your personal information may be used for our legitimate interests or those of relevant third parties such as credit reference agencies, provided that your interests and fundamental rights do not override those interests.

Specifically we will use and process your personal information in the following situations and for the following reasons:

- To assess, process and administer your application for finance.
- To enter into, perform, administer and enforce any finance agreement entered into.
- For statistical analysis.
- For assessing your creditworthiness, credit score and whether the finance product is suitable and affordable for you.
- For pre-approval of further credit.
- To manage your account and assist you when you contact us.
- For insurance related matters.
- To prevent and detect crime, fraud and money laundering.
- To verify your identity and the accuracy of the data you provide.
- For compliance with legal and regulatory requirements.
- To trace and recover debts.
- For training and quality assurance.

We may contact you in the last six months of your finance agreement on the basis that we have a legitimate interest to communicate with you about any end of contract options that are described in your finance agreement, or otherwise in relation to any relevant matters arising from the performance and expiry of your finance agreement.

Criminal convictions and investigation

We will only collect information about criminal and fraudulent investigation and convictions where it is relevant and appropriate to enter into the finance agreement or to perform any finance agreement entered into.

We or fraud prevention agencies may enable law enforcement agencies to access and use your personal information to detect, investigate and prevent crime.

Automated decision making

The decision to accept your application for a finance product may be conducted by automated means. If your application is not accepted in this way it will be referred for analysis and assessment by a person in our relevant application assessment team.

For further information about automated decision making please refer to our privacy policy or contact us. See the 'How to contact us' section below.

How we may share your personal information

We may share your personal information with third parties where it is necessary to enter into the finance agreement or to perform or enforce any finance agreement entered into and to comply with laws that apply to us. In particular, we may share your personal information with other Toyota group companies for this purpose and for the administration of your finance agreement. We may also share, whether directly ourselves or via one of the Toyota group companies who provides services to us, your information with an appointed third party service provider called U.K. Carline Limited.

Before we enter into any finance agreement with you we will search the files of credit reference and fraud prevention agencies who will record any searches and other information on your file.

We may share your personal information with credit reference agencies or fraud prevention agencies on the basis that we have a legitimate interest in preventing fraud and money laundering, to verify identity and to assess your creditworthiness, provided that your interests and fundamental rights do not override those interests.

We may share your personal information with third parties in the following situations and for the following reasons:

- Where required by law or regulation.
- To assess your creditworthiness and whether you can afford to take the finance product.
- To perform, administer and enforce any finance agreement entered into.
- To prevent and detect criminal activity, fraud and money laundering.
- To manage your account.
- To trace and recover debts.
- To verify your identity and the accuracy of the data you have provided to us.
- To ensure any offers of finance provided to you are appropriate to your circumstances.

Our third party service providers are required to take appropriate security measures to protect your personal information. We do not allow third party service providers to use your personal information for their own purposes, they are only allowed to use and process your personal information for specified purposes and in accordance with our instructions.

In particular, we may share your personal information with the following third parties:

Credit reference agencies

In order to process your application, we will perform credit and identity checks about you with one or more credit reference agencies (CRAs). These CRAs are Equifax and Experian.

To do this, we will supply your personal information to CRAs and they will give us information about you. This will include information from your credit application and about your financial situation and financial history. CRAs will supply to us both public (including the electoral register) and shared credit, financial situation and financial history information and fraud prevention information.

We may continue to exchange information about you with CRAs while you have a relationship with us. We may also inform the CRAs about your settled accounts. If you borrow and do not repay in full and on time, CRAs may record the outstanding debt. This information may be supplied to other organisations by CRAs.

When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. This search footprint may be in our name or the name of one of the Toyota group companies who provide services to us.

If you are making a joint application, or tell us that you have a spouse or financial associate, we will link your records together, so you should make sure you discuss this with them, and share with them this information, before lodging the application. CRAs will also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

If we share your personal information with a CRA your personal information will be used and processed by the CRA in accordance with the provisions of the Credit Reference Agency Information Notice (referred to as the CRAIN). The identities of the CRAs, their role also as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention periods and your data protection rights with the CRAs are explained in more detail in their respective CRAINs. The CRAINs are accessible from each of the CRAs – clicking on any of the following links will also take you to the same CRAIN document:

www.equifax.co.uk/crain.html
www.experian.co.uk/crain/

Cifas

Cifas is the data controller of the Cifas National Fraud Database. The personal information we have collected from you will be shared with Cifas and fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud or a money laundering risk is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by Cifas and these fraud prevention agencies, and your data protection rights, can be found on the Cifas website located at:

www.cifas.org.uk/

Transferring information outside of the European Economic Area

We do not envisage that we will need to transfer the personal information we collect about you outside of the European Economic Area.

For further information about transfer of information please refer to our privacy policy or contact us.

Retention - how long we will use your personal information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, and for the purposes of satisfying any legal, regulatory, accounting or reporting requirements.

For further information about retention please refer to our privacy policy or contact us. See the 'How to contact us' section below.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach or incident and will notify you and any applicable regulator of a suspected breach or incident where we are legally required to do so.

Your rights

Data protection law gives you rights in relation to the use of your personal information. These rights include a right for you to request access to your personal information, a right to object to our processing of your personal information and a right to request that your personal information is erased or corrected.

You will not have to pay a fee to access your personal information for the first time or to exercise any other of your rights. Under certain circumstances we may charge a reasonable fee for your access or refuse to comply with your request.

For further information about these and other rights please refer to our privacy policy or contact us. See the 'How to contact us' section below.

You have the right to make a complaint at any time to the Information Commissioner's Office (referred to as the 'ICO'). The ICO is the UK regulatory authority for data protection issues.

How to contact us

Our full data privacy policy can be found on our website www.kinto-uk.com or by contacting our Data Protection Officer.

To exercise your data protection rights or if you have any questions about your data protection rights please contact our Data Protection Team via email: DPO@kinto-uk.com or Telephone: 03300 416794 or by writing to the Data Protection Officer using the full mail address given below.

KINTO UK Limited, Building 1000, Lakeside North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN

ORGANISATION	2022/23 April First round awarded	2022/23 November Second roundAmount Requested	other grants applied for	Summary of reasons for grant request	Approved Yes / No	Amount approved by Council for November 22/23	Comments on Decision
The Deans Senior Tea Club		£ 750.00		Towards the running of events at three clubs in Peacehaven. No other grants declared but was approved (12th Sept) for £250 from Telscombe towards room hire/entertainment for the Telscombe Tea club	3	£ 300.00	
Rotary Club of Newhaven		£ 250.00	£ 250.00	To support a christmas party for up to 100 elderly or vulnerable people. The Club have also applied to Newhaven TC for same reason and £250. This was declared on application. N/HAVEN meeting 8th November.	2	£ 200.00	
Telscombe Residents Association		£ 377.22	£ 377.22	Towards the running costs, room hire, insurance and admin costs. It is noted that the group has been approved for a grant with Telscombe (12th sept) for £215 to go towards PL insurance and the balance for room hire. This was declared on application.	No	£ -	
1st Peacehaven Rainbows (Girl Guides)	£ 348.50	£ 325.01		To purchase 6x Hi Vis vests. Paints, aprons and table protectors and a trip to sky high.	1	£ 325.01	
Seahaven Responders (Ambulance Responder Team)		£ 700.00		Towards the fuel for the response vehicle when responding to local 999 emergency calls and undertaking defibrillator checks.	1/2	£ 500.00	
Peacehaven carers wellbeing group		£ 500.00		Wellbeing group for carers to meet for support and relaxation. Grant would be to support the cost of tickets to a pantomime.	2	£ 275.00	
ABC Fund		£ 750.00		To purchase tickets for knockhatch or a day out on the Pier. Has also applied to co op unknown amount	2	£ 300.00	
Denton Cricket Club		£ 700.00	£ 1,000.00	towards playing equipment for winter practice and next summer I have contacted the housing group to try and find out of the 1000 was awarded in march 2022. Housing group wont confirm.	3	£ -	
Kempton House		£ 750.00		to help support towards the cost of a new kitchen floor.	3	£ -	
Peacehaven Heights Academy PTA		£ 750.00		To purchase Planting equipment.	2	£ 400.00	+advice
Release Counselling and therapy for women		£ 750.00	£ 600.00	To help deliver a 10 week face to face counselling group. Recently received £600 from the house project and have also applied for a small grant to magic little grants.	1/2	£ 500.00	
Peacehaven & Telscombe Football club	£ 750.00	£ 1,000.00	£ 500.00	to enable to continue offering development in the grass roots football all year round, covering costs of hiring all weather pitch It is noted that the group have recently been approved for a grant with Telscombe (12th sept) for the purchase of a 3G pitch	1	£ 500.00	
Family Support work		£ 750.00		funding towards playscheme 2022/23	1/2	£ 500.00	
Peacehaven Community Orchard		£ 272.00		to purchase equipment for the Community Orchard.	1	£ 272.00	Recommendation Only
Peacehaven Horticultural Society	£ 750.00	£ 252.00		room hire £42 per month	2	£ 252.00	
Newhaven Cricket Club		£ 340.00			3	£ -	
Sussex Community Association		£ 1,000.00		to support the increased demands of the community supermarket.	2	£ 300.00	
Peacehaven Players		£ 750.00		towards the cost of putting on performances hall hire/kitchen/sound and lighting company	2/3	£ 300.00	
National coastwatch		£ 3,000.00		requests sum up to 3k. Towards refurbishment of the look-out observation floor.	No	£ -	
Budget 4926.63		£ 13,966.23				£ 4,924.01	
						£ 2.62	

[illegible]

Agenda Item: PF838

Committee: Policy & Finance

Date: 22 November 2022

Title: Peacehaven Players Discount Request

Report Authors: Zoe Malone

Purpose of Report: To review and agree potential discount for Peacehaven Players

Summary of recommended actions

To review and agree potential discount for Peacehaven Players

Introduction

Peacehaven Players have approached the Finance Officer to discuss a potential discount for when they perform their shows (see attached proposal from the Chair of Peacehaven Players).

Background

Rising costs to running their show has meant that the Peacehaven Players are struggling to foresee a way they can continue.

Analysis

Projected costs for the Cinderella performance (X5 shows) at Community House come in at £2,004.92. The options to consider are;

- Provide a £200 discount
- Offer a 5% discount instead
- Decline any discount

Implications

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

<u>Financial</u>	See above.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Peacehaven Players proposal

PROPOSAL FROM PEACEHAVEN PLAYERS TO PEACEHAVEN TOWN COUNCIL

24 OCTOBER, 2022

As you are aware, Peacehaven Players have been hiring Community House since 1997. We are so appreciative of having the Main Hall to rehearse & perform in as the facilities and stage size cannot be matched anywhere else in the locality.

After the pandemic, the Sound & Lighting costs have dramatically increased & for Cinderella 2022 the cost is £2502. This is a huge increase on previous years. Added to this is the current cost of hiring Community House for performing 2 shows each year - approx. £3,246 plus the cost of rehearsal time (for which we do receive a discount). Our other costs are Licences for the panto scripts, NODA membership & employer & public liability insurance. We currently do not perform any Summer Shows which require a Licence in order to save costs.

We do put in for grants, seek funding, sell advertising space in our programmes & look for different ways of fundraising but it is increasingly difficult to attain funding as everyone is trying to cut costs. We also charge our members a substantial show & membership fee which is more than any other local am dram group. Where possible, we provide our own scenery, costumes & props. However, our costs are exceeding our income and if we cannot halt this process we will not be able to continue to produce shows.

Our proposal would be:-

1. A discount of 10% on the hire costs for the 2022 Pantomime - £2052.32
2. A discount of 10% on the 2023 Summer Show & 2023 Pantomime - £3248.32

Or alternatively:-

3. The prices for the Summer Show & Pantomime in 2023 be held at the 2022 level

This would give us time to source alternative ways of providing sound & lighting, format a fundraising strategy, try to increase sales of tickets & attain more members.

Thank You.

Submitted by Georgina Bancroft, Chair, Peacehaven Players



Peacehaven Town Council – Financial Risk Assessment

Risk	Level	Controls in place
Banking	L L L	<ul style="list-style-type: none"> All council bank accounts are reconciled every month in accordance with the Financial Regulations. Bank reconciliations are subsequently signed off by a councillor and reported to the Policy and Finance Committee meetings monthly. Bank statements are accessible online to check receipt of payments.
Risk of consequential loss of income	L M L M L M M M	<ul style="list-style-type: none"> Insurance cover in place for insurable risks, including business interruption. New asset purchases added to insurable risks at earliest opportunity. Full asset register reviewed at least annually to ensure sufficient insurance cover is in place. Bank account general reserves to be increased over time to approximately 50% of the precept. Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed All electronic records backed-up every night. Precept paid in two instalments by the District Council. Robust system in place for chasing outstanding debts
Loss of cash through theft or dishonesty.	M M M M M	<ul style="list-style-type: none"> Petty cash spending agreed in advance by either the Town Clerk or FO and controlled by the FO. Receipts provided for all expenditure and petty cash checked and balanced at least quarterly. Till balanced on a daily basis and cash, cheques and receipts stored in safe. FO checks till roll information against physical cash and receipts regularly (at least monthly) Cash banked at Post Office (within same shopping centre as the council offices) regularly (at least monthly), recorded in credit book and evidenced by receipt. Loss of cash in transit covered by insurance up to £10,000. Fidelity guarantee in place through insurance of up to £1,000,000.

Risk	Level	Controls in place
Financial controls and records.	L L L L L M L	<ul style="list-style-type: none"> Internal controls in place to ensure the FO is not involved in cash transactions at the till, thereby ensuring an independent check of the receipted cash transactions. Internal audit completed twice per annum in addition to annual external audit. Internal audit reports presented to the next available Policy and Finance Committee meeting, along with an action plan detailing how the auditor's recommendations have been acted upon. All electronic financial records are backed up off site every evening. Tenders and/or quotes for works are secured in accordance with Financial Regulations. All financial records stored and saved in accordance with the council's Document Retention Policy. Financial Risk Assessment to be reviewed by Policy and Finance Committee annually.
Comply with HMRC VAT Regulations.	L L L L L	<ul style="list-style-type: none"> VAT payments and reclaims processed through the RBS accounting system Advice notes from HMRC followed at all times, using external expert advice where necessary. Internal auditor reviews VAT as part of the twice yearly checks. VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019.
Sound budgeting to support annual precept	M M M L L L L	<ul style="list-style-type: none"> Previous year's budget and income and expenditure to date used to draft next year's budget. Earmarked and general reserves reviewed as part of budget setting process. Developing council business plan will further inform longer term financial aspirations. FO and Town Clerk prepare draft budget for review by working group. Budget proposal discussed and agreed by Policy and Finance Committee as a recommendation to Full Council. Full Council approve budget and agree precept to meet response deadlines set by District Council. Expenditure against budget reported to relevant committees at every meeting (minimum quarterly).

Risk	Level	Controls in place
Complying with borrowing restrictions	L L	<ul style="list-style-type: none"> Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case. Support with application process available through SSALC if required.