



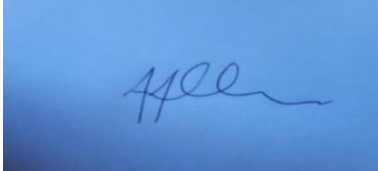
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PEACEHAVEN TOWN COUNCIL

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

10th May 2023

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 16th May 2023 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C1013 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS

- a) Presentation of Mayor's badge and gifts of recognition of service for Deputy Mayor and Mayor's Consort.
- b) Former Cllr Regina Mitchell has passed away – a minute's silence will be held for her.

C1014 ELECTION OF MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a) Statement(s) from candidate(s).
- b) Voting.
- c) Mayor/Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.

C1015 STATEMENT FROM NEW MAYOR

C1016 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN THE WEST WARD - NOT FILLED BY THE RECENT ELECTIONS

- a) Statement(s) from candidate(s).
- b) Voting.

C1017 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2023-2024

C1018 ELECTION OF DEPUTY MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a) Statement(s) from candidate(s).
- b) Voting.
- c) Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.
- d) Statement from the new Deputy Mayor.

C1019 TO AGREE MAYOR'S CONSORT

C1020 PUBLIC QUESTION TIME - There will be a 15-minute period when members of the public may ask questions.

C1021 TO CONSIDER APOLOGIES FOR ABSENCE

C1022 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

C1023 TO ADOPT STANDING ORDERS

C1024 TO ADOPT FINANCIAL REGULATIONS

C1025 TO REAFFIRM ELIGIBILITY FOR THE USE OF THE GENERAL POWER OF COMPETENCE

C1026 TO ADOPT A COMPLAINTS POLICY

C1027 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME

C1028 TO ADOPT A MEDIA & COMMUNICATIONS POLICY

C1029 TO ADOPT THE TERMS OF REFERENCE FOR COMMITTEES

C1030 TO APPOINT MEMBERS TO SERVE ON COMMITTEES

C1031 TO APPOINT CHAIRMEN OF COMMITTEES

Agenda for the Annual Meeting of Peacehaven Town Council – 16th May 2023

C1032 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1033 TO APPOINT MEMBERS TO SERVE ON CLIMATE CHANGE WORKING GROUP

C1034 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ORGANISATIONS

C1035 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY

C1036 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

C1037 TO APPROVE THE MAYOR'S ALLOWANCE

C1038 TO APPROVE THE CORPORATE RISK ASSESSMENT

C1039 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

C1040 TO APPROVE BANKING SIGNATORIES & BACS WORKING

C1041 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

C1042 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

C1043 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

C1044 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21ST MARCH 2023

C1045 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. To receive the public meeting minutes of the 14th March 2023.

ii. To note the draft public meeting minutes of the 4th April 2023.

b. Policy & Finance Committee:-

i. To receive the financial report, authorise payments and signing of Bank Reconciliation.

ii. To note the draft public meeting minutes of the 7th March 2023.

iii. To receive meeting minutes and approve the grants recommendations from the Sub-Committee.

iv. To note and approve the 2022/23 end-of-year Internal Audit report.

v. To approve 2022/23 Annual Governance Statement.

vi. To approve 2022/23 Annual Accounting Statement.

c. Personnel Committee.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 28th February 2023.

ii. To note the draft meeting minutes of the 18th April 2023.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 14th February 2023.

ii. To receive the public meeting minutes of the 11th April 2023.

iii. To note the draft public meeting minutes of the 2nd May 2023.

C1046 TO RECEIVE URGENT MATTERS/REPORTS FROM TFG's & OTHER BODIES

C1047 TO RECEIVE THE COMMUNITY & BUSINESS PLAN

C1048 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE (NOT FOR DISCUSSION)

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

C1049 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21ST MARCH 2023

C1050 Personnel Committee:-

i. To receive the confidential meeting minutes of the 16th March 2023.

ii. To note the draft confidential meeting minutes of the 2nd May 2023.

iii. To note the resignation of the Town Clerk and agree action required.

iv. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.

C1051 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE & TO APPOINT MEMBERS TO SERVE ON THE MORRISONS DEVELOPMENT WORKING GROUP

C1052 DATE OF NEXT MEETING – TUESDAY 18th JULY 2023 AT 7.30PM.

PEACEHAVEN TOWN COUNCIL



MAYORS' HANDBOOK May 2023 - 2024

Adopted at Annual Council - /////

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The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their civic duties. It does not supersede or take preference over Peacehaven Town Council's standing orders.

1 Introduction

Mayor's Handbook Civic file – revise annually.

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

2 Election of Mayor and Deputy Mayor

The Mayor and Deputy Mayor must be members of the council.

The election of Mayor is the first item of business at the annual council meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Section 15, Local Government Act 1972).

Unless they have resigned or been disqualified, the outgoing Mayor continues in the post until their successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the Annual Council Meeting to elect their successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor nor Deputy Mayor is present, the members present shall elect another member of the council to preside.

The person presiding at the annual council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

3 Mayor's Role

The Mayor and Deputy Mayor will be elected by the council annually. The Mayor shall be available for an official photograph within 2 weeks of being elected.

The Mayor and, in their absence, the Deputy Mayor will have the following responsibilities:

- To chair council meetings.
- To focus their activities on the communities of the town and, by focusing on the council's priorities, strengthen its links between those local communities and the council.
- To act as an enabler and ambassador by arranging meetings between the council and other parties for the benefit of the town, coordinated for them by the Civic Officer.

The Mayor may call an extraordinary meeting of the council, subject to provisions in the council's standing orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 2 members of the Council, those 2 members may call an extraordinary meeting.

The Mayor's **Consort** must be over 18 years of age.

The Mayor/Deputy Mayor is required to attend events organised by Peacehaven Town Council.

When the Mayor attends an event to which they have been invited they may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Members' Code of Conduct, any such gifts must be reported to the Civic Officer in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the civic budget.

The Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

Outgoing Mayors and Deputy Mayors will be presented with a gift in recognition of their service to the town on completion of a full term of office. This will include a Past Mayors Badge for outgoing Mayors.

4 Deputy Mayor's Role

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in their own right but only when deputising for the Mayor. The Deputy Mayor does not wear their chain of office when the Mayor is attending the same function.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Civic Officer). If the Mayor cannot attend, it may be appropriate to pass on the invitation to the Deputy Mayor, at the discretion of the Civic Officer.

On the rare occasions when the Deputy Mayor is invited to a function in their own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

5 Written and Verbal Protocol

The full title of the Mayor is **The Worshipful the Mayor of Peacehaven** or **the Mayor of Peacehaven**.

The Mayor shall be addressed as: **Dear Mr Mayor** or **Dear Madam Mayor**

6 Chain of Office

The chain of office was designed and made by a local company Studio Crafts in 2003. Each of the links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the chain of office is a unique piece of regalia.

Any alterations or additions will need to be ratified by Full Council.

The chain of office should only be worn when a Mayor is undertaking official duties in a capacity as Mayor.

The chain of office may be worn where an official invitation has been received for events within the town where the Mayor and Civic Officer considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the chain, **and it shall be worn only when invited to do so**. If this permission is not forthcoming, the chain of office cannot be worn, nor badge of office.

The Mayor enjoys precedence in their own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the chain during their term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

The Deputy Mayor will wear their chain of office whilst deputising for the Mayor.

7 Individual Requirements

The Mayor and Deputy Mayor should inform the Civic Officer and the Town Clerk of any health condition or disability at the start of their term, for which the Civic Officer will arrange any reasonable adjustments.

Mayor's Handbook Civic file – revise annually.

The Mayor and Deputy Mayor should inform the Civic Officer of any dietary requirements at the start of their term.

8 Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed at all engagements.

9 Social Media

The Civic Officer will manage the Mayor's twitter account and will promote Mayoral events on Peacehaven Town Council's website, Facebook, Instagram and LinkedIn accounts, in co-ordination with the Marketing Officer.

It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.

10 Political Activities

The Mayor's role is **apolitical; political points should not be made**. The Mayor should not attend any political gatherings in their capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor and Deputy Mayor are not permitted to use their positions to canvass, leaflet drop, or conduct electioneering during their term of office.

11 Conduct

The Mayor, when performing official duties, is the visible presence of the council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a consort should be discussed by the Civic Officer with the Mayor, to ensure the consort has adequate understanding of the conduct expected by the council.

In the event of misconduct by the Mayor or Deputy Mayor, the Civic Officer or Town Clerk will seek advice from ESALC (East Sussex Association of Local Councils) and NACO (National Association of Civic Officers) and report to the relevant Committee.

Any misconduct by the Mayor or Deputy Mayor which constitutes a breach of the Members' Code of Conduct should also be reported to the Monitoring Officer at Lewes District Council.

12 Promotion of the Council

The Mayor has a key role in acting as ambassador, promoting the town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the council's official representative, hosting events that recognise achievement and/or service by members of the community, promoting the town or Mayors charity on social media (via the Civic Officer) by video or helping achieve a closer relationship or understanding with organisations in the town.

If two invitations are received at the same time and the dates coincide, then the one concerning Peacehaven should take precedence over any invitation coming from outside the town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the county of Sussex are to be approved by the Mayor and Civic Officer, at the discretion of the Civic Officer.

All overseas visits are to be approved by Full Council.

13 Christmas Cards

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's allowance, or as an alternative an e-card can be sent.

14 Mayor's Allowance

The council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Finance Officer within 28 days.

15 Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political, non-discriminatory and should benefit residents of the town. Monies must not be donated to profit making businesses established for that purpose.

16 Mayor's Charity Administrative Arrangements

To clarify the relationship between the Mayor's charity appeal and the council's accounts and to give Officers clear direction regarding their role, the following provisions are suggested.

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominately from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community of Peacehaven.

A separate cost centre (on the integral RBS accounting system) will be used for the Mayor's Appeal, run by and overseen by the Civic Officer.

Where more than one charity is nominated it will be assumed that all monies received will be divided equally, unless specified by the current Mayor and confirmed by resolution of the Policy and Finance Committee.

Income generated will be assumed to be for the Mayor's Appeal as a whole and divided equally. If one of the nominated organisations puts on a specific event (publicised clearly for their benefit with the support of the Mayor) income received at that event may be allocated specifically to that particular charity. Such arrangements will be reported to the Policy and Finance Committee at the earliest opportunity.

The total income collected (and how it has been divided between the nominated charities) will be reported to the Policy and Finance Committee at the end of the Mayoral year. Cheques to the nominated charities will be presented to representatives at the Mayor's Reception. If the nominated charity is unable to send a representative to the Mayor's Reception, arrangements will be made to send the cheques by 31st May at the latest.

The council's internal auditor will be asked to include a review of management of the Mayor's charity and of the close accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm acceptance of these arrangements.

17 Engagements and Diary

On receipt of an invitation for the Mayor, the Civic Officer will forward the Mayor a copy at the earliest opportunity, including details of whether a speech is required. The Mayor must inform the Civic Officer of whether they wish to accept the invitation as soon as possible, and within 7 days at the latest.

The Mayor should keep a record of engagements and also inform the Civic Officer of dates and times that they are unavailable for Mayoral duties, to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if they are otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic Officer will confirm the Mayor's/Deputy Mayor's attendance. If the Mayor and Deputy Mayor are unavailable, the invitation is to be declined.

A Mayoral engagement form for all events should be completed and sent to the Mayor with the invitations, along with the scoring Civic invitation form.

If the Civic Officer has confirmed acceptance and the Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Officer to ensure an apology to be sent on the following working day. Following the attendance at any engagements, a 'thank you' email will be drafted by the Mayor and sent by the Civic Officer, on Mayoral headed paper.

18 Mayor's Events

The Civic and Mayor's events are organised by the Civic Officer with the help from other Council Officers. There are to be fixed Mayoral events during each year. Other events can be agreed by the Civic and Community Events Committee; The main fixed events are:

- Mayoral Reception – towards the end of the Civic year.
- Civic Service - prior to 1 July each year
- Remembrance Day - November
- Winter Event - December

At the beginning of the Mayor's term of office, the Mayor must nominate a team of up to 10 volunteers to help support the Town Council office staff with the preparation, running and clearing up at Mayoral events. This support will be co-ordinated with the Civic Officer 5 volunteers should attend each event.

Sponsorship for the events will be sought by the Mayor and Civic Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Participation in events within and beyond the town shall be co-ordinated by the Civic Officer on behalf of the Mayor.

To ensure that an imbalance is not created between attendees at events, the Civic Officer will manage the guest list, limiting dignitaries to adjoining towns only.

The Civic Officer will issue press releases relating to any events organised on behalf of the Mayor.

18.1 Mayoral Reception

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals, charities, and businesses that support community life in the town. Appropriate food and drink shall be provided from the Mayor's reception budget. At an appropriate time during the event, the Mayor shall make a short speech to those present.

The event will be hosted by the outgoing Mayor towards the end of the Civic year, at a date to be agreed by the Mayor and Civic Officer. It will be held in the Main Hall of Community House.

Invitations to be sent to all Peacehaven Town Councillors, all Peacehaven Town Council staff, local dignitaries (i.e., local Mayors of Lewes, Seaford, Newhaven and Telscombe) local organisations,

individuals and local businesses that support community life in the town. Entertainment will be sourced, and a price negotiated by the Civic Officer.

Catering is to be organised and booked by the Civic Officer within the civic budget. All endeavours will be made to keep the cost to a minimum for both entertainment and refreshments, with the total cost to come from the Mayor's reception budget.

18.2 Civic Service

The Civic service is to be held before 1 July each year. The Civic Officer will organise the details. It will be held at a venue of the Mayor's choosing.

18.3 Remembrance Day

The Remembrance Day event will be held at the War Memorial in Meridian Park on the second Sunday of November each year. The Civic Officer will organise the details, working in association with local churches & schools and the Royal British Legion. Refreshments will be served afterwards in Community House.

The Mayor is expected to attend the Remembrance Day Parade & Service. The Deputy Mayor will be expected to attend if the Mayor is unavailable but can attend in the role of Councillor.

18.4 Winter Event

A winter event, such as a Carol concert, Christmas Market, Frost fair, or other winter time celebratory event is customary. The nature of the event should be discussed by the Civic and Community Events Task & Finish Group and agreed at Committee.

18.5 Other events

In addition to the fixed events detailed above the office will be able to support a maximum of three other events during the year. These events will be decided by the Mayor in discussion with the Civic Officer at a meeting each year before the end of June, to ensure that there is sufficient time to plan and organise the events.

19 Declaration

I Cllr _____ as **Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor’s Handbook.

SIGNED: _____ **DATED:** _____

I Cllr _____ as **Deputy Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor’s Handbook.

SIGNED: _____ **DATED:** _____

Sources of Reference used: Civic Ceremonial – Paul Millward

Agreed at Committee: 11/04/2023

Adopted by Council:

David Seabrook, Personal Statement for nomination for Mayor

If elected as your new Mayor, my focus this year will be guided by three principles:

Looking after People: our community is our strongest resource, I would like to see more community involvement in everything this Council does. Equality, Diversity and Inclusion must be at the heart of everything we do.

Looking after the Planet: it is crucial that we protect the limited amount of green space we have left in Peacehaven for future generations. We need to increase biodiversity and I would like to see a greater emphasis on reducing our carbon footprint and to encourage our community to do likewise. Four years ago we declared a climate emergency, we have made some progress towards this 2030 target but now there is only 6 years left and we must redouble our efforts. Carbon Literacy training for all staff and Councillors is planned in the near future.

Ensuring Fair Shares: trying to ensure that we consider everyone in our community, ensuring inclusivity in our decisions and that Peacehaven gets its Fair Share of resources. We need infrastructure to go hand in hand with new development and housing must be affordable to local people.

Balancing these three ideals is difficult but it can be achieved.

However we cannot do this alone, we need to work with other stake holders such as the County and District Councils, with developers such as Morrisons. To this end, I met with Cllr Keith Glazier, Leader of East Sussex County Council, recently to try and forge new partnerships. I would like to see our District and County representatives attend our full Council meetings again as they did in the past. Politics is about confrontation; this Council will be about cooperation.

I have the experience, the skills, the time and the knowledge and have been, like King Charles III, practising for a while as your Deputy Mayor.

The next four years are going to be very challenging with the ongoing Cost of Living Crisis, the redevelopment of the Meridian Centre that I strongly support and implementing the Neighbourhood Development Plan. We have a New Council and putting the Community First, I know, will be a priority for all of you. I would be honoured to be given the opportunity to lead this Council

Thank You

Proposed by:  SUE GRIFFITHS 10/5/23

Seconded by:  SMERRAL WOOD 10th MAY 2023

PEACEHAVEN TOWN COUNCIL

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Councillor Co-option Policy

1. Introduction

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Peacehaven Town Council (PTC). The Co-option procedure is entirely managed by the Town Clerk and this policy will ensure that a fair and equitable process is carried out.

2. Co-option Post Elections ('35days dispensation' rule)

There are two ways to fill these vacancies; co-option under a 'special dispensation' arrangement and the normal 'casual vacancy' process.

Under the 'special dispensation' arrangement, the Council has 35 days from the date of the elections in which it can directly co-opt to fill its remaining vacancies at a meeting of Council; the associated costs and more lengthy 'casual vacancy' process are avoided.

3. Co-option Casual Vacancy

The Co-option of a Town Councillor normally occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

The Town Clerk has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. PTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Town Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, PTC is able to co-opt a volunteer.

4. Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the council notice boards and website;
- Advise PTC that the Co-option Policy has been instigated.

PTC is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of PTC.

5. Eligibility of Candidates

PTC is able to consider any person to fill a vacancy provided that:

- He/she is an elector of the Town; or
- Has resided in the Town for the past twelve months or rented/tenanted land or other premises in the Town; or
- Had his/her principal place of work in the Town; or
- Has lived within three miles (direct) of the Town.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

6. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of PTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

7. At the Co-option Meeting

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of PTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s). Voting will be by a show of hands. The vote will be recorded.

In order for a candidate to be elected to PTC it will be necessary for them to obtain an absolute majority of votes cast. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she make take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

APPENDIX A
Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you Applying For?	

About You

Please provide the council with some background information about yourself.

--

Reasons for Applying

Please provide the council with your reasons for wanting to become a Parish Councillor.

--

Signature	
------------------	--

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the Town area:

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Town Clerk. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Peacehaven Town Council.

Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.

Peacehaven Town Council is duty bound to treat this information as strictly confidential.

APPENDIX B
Co-option Eligibility Form

1. In order to be eligible for co-option as a Peacehaven Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the Town; or
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the Town; or
- c) My principal or only place of work during those twelve months has been within the Town; or
- d) I have during the whole twelve months resided in the Town or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of Peacehaven Town Councillor, and the information given on this form is true and accurate record.

Signature.....

APPENDIX C

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<p>Sound knowledge and understanding of local affairs and the local community</p> <p>Forward thinking</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council</p>
Experience, Skills, Knowledge and Ability	<p>Ability to listen constructively</p> <p>A good team player</p> <p>Ability to pick up and run with a variety of projects</p> <p>Solid interest in local matters</p> <p>Ability and willingness to represent the Council and their community</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community/interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of delivering presentations</p>
Circumstances	<p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends</p>	

PEACEHAVEN TOWN COUNCIL - INDEX OF STANDING ORDERS

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chair" and "vice-chair" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor". References to gender are non-specific.

1 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has already been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e Any amendment to a motion is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment shall have no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s), except those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- u Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2 DISORDERLY CONDUCT

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct any councillor (including the chair of the meeting) may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)**
- b **The minimum 3 clear days' notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC)**
- c **The minimum 3 clear days public notice for a meeting does not include the day on which notice was issued or the day of the meeting unless the meeting is convened at shorter notice. (C)**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC, C)**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes, unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except where a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j Any person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC, C)**
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chair of the council may in his absence be done by, to or before the vice-chair of the council (if there is one). (FC)**
- p The chair of the council, if present, shall preside at a meeting. If the chair is absent from a meeting, the vice-chair of the council (if there is one) if present, shall preside. If both the chair and the vice-chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. (FC, C, SC)**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (FC, C, SC)**

See standing orders 5(h) and (i) for the different rules that apply in the election of the chair of the council at the annual meeting of the council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. (FC)**

t The minutes of a meeting shall include an accurate record of the following:

- i. The time and place of the meeting;
- ii. The names of councillors who are present and the names of councillors who are absent,
noting those that have given apologies;
- iii. Interests that have been declared by councillors and non-councillors with voting rights;
- iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. Whether a councillor or non-councillor with voting rights left the meeting when matters
that they held interests in were being considered;
- vi. If there was a public participation session; and
- vii. The resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. (FC, C, SC)**

v **No business may be transacted at a meeting unless at least one third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3. (FC)**

See standing order 4d (viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. **(FC, C, SC)**
- x Meetings shall not exceed a period of three hours.

4 COMMITTEES AND SUB-COMMITTEES

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and times of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4 (b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend. Substitute members will have full rights for voting;
 - vi. Shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. Shall permit a committee, other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which , in both cases, shall be no less than three;
 - ix. Shall determine if the public may participate at a meeting of a committee;
 - x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Town Clerk or Committee Clerk of the nomination.
- f All councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but not vote. Non committee or sub-committee councillors however will be excluded for confidential items at these meetings.

5 ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the chair and vice-chair (if there is one) of the council.**
- f **The chair of the council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The vice-chair of the council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chair of the council at the next annual meeting of the council.**
- h **In an election year, if the current chair of the council has not been re-elected as a member of the council, he shall preside at the annual meeting until a successor chair of the council has been elected. The current chair of the council shall not have an original vote in respect of the election of the new chair of the council but shall give a casting vote in the case of an equality of votes.**

- i In an election year, if the current chair of the council has been re-elected as a member of the council, he shall preside at the annual meeting until a new chair of the council has been elected. He may exercise an original vote in respect of the election of the new chair of the council and shall give a casting vote in the case of an equality of votes.**
- j** Following the election of the chair of the council and vice-chair (if there is one) of the council at the annual meeting, the order of business shall include:
- i. In an election year, delivery by the chair of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chair of the council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of references for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11,20 and 21);
 - xviii. Review of the council's policy for dealing with the press/media;
 - xix. Review of the council's employment policies and procedures;
 - xx. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
 - xxi. Determining the dates, times and place of ordinary meetings of the council up to and including the next annual meeting of the council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The chair of the council may convene an extraordinary meeting of the council at any time.**
- b If the chair of the council does not call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- d If the chair of a committee (or a sub-committee) does not call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee (or the sub-committee) any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee).

7 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice of at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the report or recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. To correct an inaccuracy in the draft minutes of the meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion;
 - iv. To refer a motion to a particular committee or to a sub-committee;
 - v. To appoint a person to preside at a meeting.
 - vi. To change the order of business on the agenda;
 - vii. To proceed to the next business on the agenda;
 - viii. To require a written report;
 - ix. To appoint a committee or sub-committee and their members;
 - x. To extend the time limits for speaking;

- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. To not hear further from a councillor or a member of the public;
- xiii. To exclude a councillor or a member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory or legal requirements);
- xvi. To adjourn the meeting; or
- xvii. To close the meeting.

11 MANAGEMENT OF INFORMATION

See also standing order 20

- a The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a) (i).

- c The accuracy of the draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u)

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chair of council of this fact, and the chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **At least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, the public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. Subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his withdrawal of it;
 - iii. **Convene a meeting of the council for the election of a new chair of the council, occasioned by a casual vacancy in his office;**
 - iv. **Facilitate inspection of the minute book by local government electors;**
 - v. **Receive and retain copies of byelaws made by other local authorities;**
 - vi. Hold acceptance of office forms from councillors;
 - vii. Hold a copy of every councillor's register of interests;
 - viii. Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
 - ix. Liaise, as appropriate, with the council's Data Protection Officer (if there is one);
 - x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. Arrange for legal deeds to be executed (*See also standing order 23*);

- xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. Record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. Refer a planning application received by the council to the chair or in his absence vice-chair (if there is one) of the Planning and Highways Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Highways Committee.
- xvi. Manage access to information about the council via the publication scheme; and
- xvii. Retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect. (see also standing order 23)

16 RESPONSIBLE FINANCIAL OFFICER

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 ACCOUNTS AND ACCOUNTING STATEMENT

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - (i) The council's income and expenditure for each quarter;
 - (ii) The council's aggregate income and expenditure for the year to date;
 - (iii) The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - (i) Each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information: and
 - (ii) to the council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to its anticipated approval by the council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the council or the Personnel Committee or the Grievance / Disciplinary sub-committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chair of the Personnel Committee or, in his absence, the Vice-Chair (if there is one) of the Personnel Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chair of the council, or in his absence the vice-chair of the council (if there is one) and the chair of the Personnel Committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The review and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee, or in his absence, the vice-chair (if there is one) of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chair or vice-chair (if there is one) of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**
- b **The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list)

See also standing order 11

- a The council may appoint a Data Protection Officer.
- b **The council shall have policies and procedures in place to respond to an individual exercising his statutory rights concerning his personal data.**
- c **The council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

22 RELATIONS WITH THE PRESS/MEDIA

- a All requests from the press or other media for an oral or written statement or comment from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing order 15(b) (xiii) and (xvii)

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue any orders, instructions or directions.

26 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or to vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

- e Councillors will where possible attend all training delivered by or on behalf of Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.

- f Councillors who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.



PEACEHAVEN TOWN COUNCIL

FINANCIAL REGULATIONS

FOR ADOPTION BY COUNCIL on 16th MAY 2023

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These Financial Regulations are based on the model financial regulations template produced by the National Association of Local Councils (NALC) in July 2019 and were adopted by the Policy & Finance Committee at its meeting held on 17th September 2019.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. 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.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy & Finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Finance committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The

RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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 £10,000;
- a duly delegated committee of the council for items over £5,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000

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.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

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.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Policy & Finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Policy & Finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Policy & Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council the Policy & Finance Committee; or

- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which the Policy & Finance Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque, online or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council or, in accordance with a resolution instructing that payment. A member, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two members, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk, RFO or Finance Officer shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to 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.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Policy committee. Transactions and purchases made will be reported to the Finance and Policy committee and authority for topping-up shall be at the discretion of the Finance and Policy committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk and/or Finance Officer 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.
- 6.21. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £520 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents

required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation,

or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



Peacehaven Town Council

Peacehaven Town Council - Complaints Procedure

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (December 2018) for local councils. This policy is based on that guidance.

2. Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

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

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the Council's action or lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council. The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 In the first instance it is generally in the interests of the complainant and the Council to try to resolve the matter informally through the normal channels of communication. This code of practice is designed for those complaints that cannot be satisfied by less formal measures. Appendix 1 details the process that all complaints should follow (other than those specifically mentioned under 2.1) and what those informal steps should be.

3. The code of practice

3.1 The aims of the code of practice are:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply:
 - i. That every person whose civil rights are affected, must have a reasonable notice of the case they have to meet.
 - ii. That they must have reasonable opportunity of being heard in their defence.
 - iii. That the hearing must be by an impartial tribunal.
 - iv. That the authority must act in good faith and not arbitrarily.
 - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

4. Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within ten (10) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant will be asked if they want the complaint to be treated confidentially. If the complainant waives confidentiality, the Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 4.5 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.6 Within ten (10) working days, if thought necessary, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.
- 4.7 The meeting will be arranged within ten (10) working days of the invitation letter.
- 4.8 Within five (5) working days of the meeting the complainant shall provide the Clerk/Chair of Council with any new information or other evidence relevant to the complaint and the Clerk/ Chair shall provide the complainant with new information or evidence relevant to the complaint.

5. At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The Complaints Panel will appoint a Chairman from one of its members.
- 5.3 The panel chairman to introduce everyone and explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.
- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of having a final word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Chair of the panel and the complainant will have the opportunity of summarising their respective positions.
- 5.10 The Chair will inform the complainant that they will receive the decision and the panel's reasons, in writing, within five (5) working days of the complaints meeting (hearing).

6. After the meeting

- 6.1 Decision confirmed in writing within five (5) working days giving reasons for the decision, together with details of any action to be taken by the Council if appropriate. If the complainant is not happy with the decision they should be informed they have the right to appeal the decision in writing within ten (10) working days of the date of the decision letter.

7. Appeal Process

- 7.1 An appeal will be heard by an Appeal Panel consisting of three (3) appointed Councillors who have not been involved in the case. The appeal panel will appoint a Chairman from one of its members.
- 7.2 Generally, within a reasonable period of time, e.g., five (5) working days of receipt of a written appeal, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.

8. Appeal Meeting

- 8.1 The Chair of the panel will introduce everyone and explain how the meeting will proceed.
- 8.2 The complainant (or representative) will outline the grounds for appealing against the decision of the Complaints Panel.
- 8.3 Panel members may ask questions of the complainant.
- 8.4 The Chairman will inform the complainant that they will receive the decision and the panel's reasons, in writing, within five (5) working days of the appeal meeting.
- 8.5 The Appeal Panel may decide to uphold the decision of the Complaints Panel or substitute its own decision.
- 8.6 The decision of the Appeal Panel is final.



Initial steps for managing a complaint





Peacehaven Town Council

Peacehaven Town Council – Data Protection Policy

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Appendix 1 – Subject Access Request Procedure

1. Introduction

Peacehaven Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.

2. Scope

This Data Protection Policy applies to all Council employees, Councillors, volunteers, and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

3. Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

4. Data Protection Legislation

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

4.1 Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

4.1.1. Lawfulness, Fairness & Transparency – processed lawfully, fairly and in a transparent manner in relation to the data subject.

4.1.2. Purpose – Collected for specified, explicit and legitimate purposes and not further pro-cessed in a manner that is incompatible with those purposes.

4.1.3. Data Minimisation – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4.1.4. Accuracy – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

4.1.5. Storage Limitation – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

4.1.6. Integrity and Confidentiality – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up as specified with the Council's contract with Northstar IT, including on and offsite back-ups.

4.2 Lawfulness of Processing

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

4.2.1. Consent

i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.

ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

4.2.2. Legitimate interests

i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.

ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.

4.2.3. Contractual necessity

Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

4.2.4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

4.2.5. Vital Interests

Personal data may be processed to protect the 'vital interests' of the data subject e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

4.2.6. Public Interest

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.3 Individual Rights

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below:

4.3.1. Right to access personal data the Council holds on you – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.

4.3.2. Right to correct and update the personal data the Council holds on you – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.

4.3.3. Right to have your personal data erased – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.

4.3.4. Right to object to processing of your personal data or to restrict it to certain purposes only – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.

4.3.5. Right to data portability (personal data transferred from one data controller to another) – You have the right to request that the Council transfer some of your data to another controller.

4.3.6. Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained – You can withdraw your consent easily by telephone, email or by post.

4.3.7. Right to lodge a complaint with the Information Commissioner's Office – You can contact the Information Commissioner's Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a 'Subject Access Request') or any similar requests as above is set out as an addendum to this policy.

5. Roles & Responsibilities

5.1. Data Protection Officer

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

The Council does however have an internally appointed Data Protection Officer, the Responsible Finance Officer, who is responsible for the following tasks:

5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person's obligations under the legislation.

5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.

5.1.3. Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.

5.1.4. Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

5.1 Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

5.2 All Staff & Councillors

All staff and councillors will ensure that:

5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.

5.3.2. The rights of data subjects are respected at all times.

5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.

5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.

5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.

5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.

5.3.7. Personal information is recorded accurately and is kept up to date.

5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.

5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.

5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

5.4. Contractors and Employment Agencies

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

5.5. Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

6. Data Protection Legislation

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

7. Information Requests

7.1. Personal Data

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally.

The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

7.2. Non-Personal Data

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at www.peacehaventowncouncil.gov.uk and individuals are encouraged to first look on the website for the information they seek.

8. Complaints

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.

APPENDIX 1: Subject Access Request Procedure

1. What is a Subject Access Request?

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

2. How do I submit a SAR?

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as 'subject access' or 'data protection legislation'.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to townclerk@peacehaventowncouncil.gov.uk, requests may however also be submitted via the Council's website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the 'data subject')
- b. The information/data you are requesting (the 'personal data')
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc.

3. What process will the Council follow to respond?

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject's personal data that is being re-requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are request-ing? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.
- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data can-not be filtered, the

Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

Responding to a SAR

h. Respond to a SAR within one month after receipt of the request:

(i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month

(ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.

i. Where possible, the Council will include the following in its response:

(i) The purpose for processing this data;

(ii) The categories of personal data concerned;

(iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed;

(iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;

(v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;

(vi) The right to lodge a complaint with the Information Commissioner's Office;

(vii) If the data has not been collected from the data subject, the source of such data;

j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.

k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.

l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.

m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.

n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

4. How will I receive the information?

Wherever possible, the Council will provide the information in the requested format.

The Council may decline to supply information via the requested format if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

5. Will there be a cost?

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

6. Can the Council refuse to comply with a request?

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

7. What data is exempt from a SAR?

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

8. What if I am unhappy with the response received?

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.



Peacehaven Town Council

Peacehaven Town Council – Freedom of Information Policy & Model Publication Scheme

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme.
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales.
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale.
- Apply exemptions appropriately and consistently.
- Ensure that any fees charged are calculated appropriately and consistently.

2. How to make a request

2.1 A large amount of information is freely available on the Council's website, which can be found at www.peacehaventowncouncil.gov.uk.

2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to The Clerk, Peacehaven Town Council, Community House, Peacehaven, East Sussex. BN10 8BB.

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named Officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named Officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Website: www.ico.gov.uk
Telephone: 0303 123 1113

4. Charges

4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the Council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

Information available from Peacehaven Town Council under the FOI model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost

Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Responses to consultation papers	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy	Disbursement cost

	Web site	
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge
Burial grounds and closed churchyards	Available for inspection	Free of charge
Community centres and village halls	Hard copy booking form	Free of charge
Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Web Site E-Distribution to subscribers	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	Disbursement cost



Peacehaven Town Council

Peacehaven Town Council – Social Media & Communications Policy

1. Introduction

- 1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.
- 1.2 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.
- 1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

- 2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.
- 2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

- 3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:
 - Is lawful
 - Is cost effective
 - Is objective
 - Is even-handed
 - Is appropriate
 - Has regard to equality and diversity
 - Is issued with care during periods of heightened sensitivity

4. Official Council press releases

- 4.1 The Council recognises that the use of press releases is a key technique for publicising Council activities, decisions, and achievements.

- 4.2 An official Council press release is made on behalf of the Council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor, or committee Chairman) to draft the press release, but the Town Clerk (or other nominated Officer) will be responsible for checking and subsequently issuing any official Council press release.
- 4.3 All press releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version may be available via the Council's social media platforms, with a link to the full story available.

5. Requests for interview

- 5.1 Any request for an interview with a Councillor or Officer should be referred to the Town Clerk (or other nominated Officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or Officer to be put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.
- 5.3 Where an Officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the Council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (pre-election period), all proactive publicity about candidates is halted.
- 6.2 During the pre-election period, all council publicity shall be managed by the Town Clerk (or other nominated Officer), and any quotes provided in support of press releases will be given by authorised Officers.

7. Social media

- 7.1 The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the Council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

7.2 Peacehaven Town Council will use social media for the following purposes to:

- Communicate key messages and news in a timely way and raise awareness of services provided by Peacehaven Town Council.
- Engage and communicate with our residents, to pass on information and to collect their views, using social media to start a conversation and seek opinions.
- Advertise to specific audiences in a targeted, measurable and cost-effective way.

7.3 Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will approved by the Town Clerk (or other nominated Officer).

7.4 Where Officers and Councillors use social media in a professional capacity to represent the Council, the Council's corporate identity will be used and not that of any individual Councillor or Officer.

7.5 Officers and Councillors using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

7.6 Peacehaven Town Council employees and Councillors must apply the same safeguards whilst communicating on social media as they would with any other form of communication. These safeguards are as follows:

- Any social media account set up by Peacehaven Town Council should be politically neutral in relation to content and any information which is shared.
- Do not post personal data about an individual who can be identified.
- Do not post anything that could be considered discriminatory, offensive, or illegal.
- If you are in any doubt do not post and speak to your line manager or the Town Clerk for advice.

7.7 To make sure the reputation of Peacehaven Town Council is maintained, it is the expectation that all social media accounts set up on behalf of Peacehaven Town Council will:

- Provide regular and accurate updates / posts to followers.
- Reply to messages and comments as appropriate (within 1 working day).
- Continue to engage and build audiences.
- Use PTC imagery and branding.
- Have a purpose i.e. informs /generates conversation / or call to action and provides added value to PTC or individual services within the organisation.
- Consider the timing and appropriateness of posts in relation to what is going on locally / nationally especially during times of celebration or mourning.

7.8 Negative comments on social media cannot be avoided and should be responded to unless:

- It is a rhetorical question.
- It repeats an earlier post which has already been responded to.
- When responding to negative posts please ensure you only reply once. If comments continue, offer to contact them offline to discuss in more detail.
- If you are concerned about any of your posts then please speak to your line manager or the Town Clerk for advice.

7.9 Peacehaven Town Council is not responsible for the comments posted by others on our social media accounts. We would not wish to restrict freedom of expression and generally we will not hide

or remove posts. However, we will balance this approach by reporting (as a breach of The Malicious Communication Act 1988) and / or removing / hiding posts which we consider to be:

- Insulting, threatening or abusive.
- Offensive or of a sexual nature.
- Obscene content.
- Discriminatory (for example: homophobic, racist etc.).
- Illegal or promoting illegal activity.
- Deceptive or intended to deceive.

It is the responsibility of the person managing a social media account to remove any posts which breach the conditions listed above. If you have concerns or questions, then please speak to your line manager or the Town Clerk for advice.

7.10 Peacehaven Town Council will not accept payment for advertising on any of our social media platforms. We believe doing this could undermine the level of trust we want to build with residents on our social media channels.

7.11 Use of photography and video - Using images, videos, and Graphics Interchange Format (GIFs) (subject to copyright) can help tell a story, show personality, create better engagement, and is often more easily accessible than words. Peacehaven Town Council wants to embrace the most effective methods of communication; however we need to ensure this is done with consideration to the necessary permissions. If you are using photography, video or GIFs please ensure you:

- Use original images and obtain the relevant permission of anyone in the image being used.
- Use the option to share GIFs on social media and never copy and paste links.

7.12 Social media in your personal life – Peacehaven Town Council recognises that many employees and Councillors make use of social media in a personal capacity.

- Staff and Councillors must not suggest that they are representing official Council views and should explicitly state that the views posted are their own and not official views.
- Staff and Councillors must not use or display their Peacehaven Town Council corporate email address on their profile pages.
- They must not post any offensive or defamatory comments, or share information either pertaining to the Council, its members or Council staff.
- Any activity where staff and Councillors post defamatory, illegal, or offensive comments that is brought to the attention of the Council or where staff post information about Council related information when not authorised to do so, will be dealt with under disciplinary procedures.
- If your personal social media account is targeted for Peacehaven Town Council business, then please speak to your line manager or the Town Clerk for advice.

8. General guidance for Councillors and Officers

8.1 Councillors and Officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.

8.2 Councillors and Officers are expected to abide by their respective Code of Conduct and Handbooks, as well as the Data Protection Act 2018 in all their work on behalf of the Council.

- 8.3 As more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and Officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of Council policies and will be dealt with through its prescribed procedures (which may also involve a criminal investigation).
- 8.4 Councillors and Officers should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed, if required. Additional information on the appropriate use of email is set out in the Email Policy Statement.
- 8.5 Councillors and Officers should act with integrity at all times when representing or acting on behalf of the Council.
- 8.6 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.
- 8.7 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.8 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

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

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

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

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

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

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

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

Additionally, the council must (FR 1.14):

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

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

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

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

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

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

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

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To strengthen communications with the Community effectively via the Councils Media platforms (to be reviewed regularly)

LEISURE, AMENITIES AND ENVIRONMENT COMMITTEE

- Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- Be responsible for the provision of recreational facilities.
- Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
- Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.

- To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
- Monitor and report progress against the Council's Internal and Community Business Plans.
- Manage and oversee the safe delivery of all community events carried out by the Town Council.

PERSONNEL COMMITTEE

The Personnel Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for approving adverts, job descriptions, personnel specifications and salary terms for staff vacancies
- Arrange interview panels or delegate authorisation to senior employees (as appropriate) in accordance with agreed council policy
- Regularly review the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary
- Assess and act where necessary in respect of staff grievances in accordance with agreed council policy
- Assess and act where necessary in respect of staff disciplinary in accordance with agreed council policy
- Approve annual salary increases in accordance with the requirements of Financial Regulations
- Make recommendations to Full Council with regard to the appointment or dismissal of the Town Clerk

PLANNING AND HIGHWAYS COMMITTEE

The Planning and Highways Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make representations to the Local Planning Authority on applications for planning permission
- Make representations in respect of appeals against the refusal of planning permissions
- Make recommendations regarding street names
- Consider and monitor the Town and other developmental plans and the making of all appropriate representations
- Facilitate economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies

- Make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to
- Make representations to the appropriate authority in respect of highway matters and public transport services
- Make representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally
- Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be responsible for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- To determine and agree the frequency and the contractor for highway grass verge cutting on an annual basis

POLICY AND FINANCE COMMITTEE

Meets a minimum of 5 times a year.

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

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

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

- To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
- To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover,
 - damage to property, vehicle insurance and debt recovery
- Be responsible for Community House, in liaison with the Civic& Community Events Committee.



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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

COUNCILLOR MEMBERSHIP OF COMMITTEES, TFG's & OTHER BODIES

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

MEMBERS TO SERVE ON THE PUBLIC SAFETY TASK & FINISH GROUP (PARENT = Planning & Highways Committee)

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

MEMBERS TO SERVE ON THE CIL TASK & FINISH GROUP (PARENT = Policy & Finance Committee)

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

MEMBERS TO SERVE ON THE COMMUNITY EVENTS TASK & FINISH GROUP (PARENT = Community & Civic Events COMMITTEE)

MEMBERS TO SERVE ON THE HUB TASK & FINISH GROUP (PARENT = LEISURE, AMENITIES & ENVIRONMENT COMMITTEE)

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

Cllr Veck,

MEMBERS TO SERVE ON THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP (PARENT = Personnel Committee)

MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

Cllr Veck,

MEMBERS TO SERVE ON THE CLIMATE CHANGE EMERGENCY WORKING GROUP (PARENT = Council)

MEMBERS TO SERVE ON THE BUSINESS PLAN TASK & FINISH GROUP (PARENT = Policy & Finance Committee)

Committee Chairs.

MEMBERS TO SERVE ON THE LIBRARIES WORKING GROUP (PARENT = Council)

**MEMBERS TO SERVE ON THE PEACEHAVEN HISTORY TASK & FINISH GROUP
(PARENT = Community & Civic Events COMMITTEE)**

MEMBERS TO SERVE ON THE YOUTH ENGAGEMENT WORKING GROUP (PARENT = Council)

MEMBERS TO SERVE ON THE RIGHTS OF WAY TASK & FINISH GROUP (PARENT = Planning & Highways Committee)

MEMBERS TO SERVE ON THE SIGNAGE TASK & FINISH GROUP (PARENT = LEISURE, AMENITIES & ENVIRONMENT COMMITTEE)

MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

MEMBERS TO SERVE ON THE ESCC SLR FORUM

Participation in this Forum is currently under review.

**MEMBERS TO SERVE ON THE MORRISONS DEVELOPMENT WORKING GROUP
(PARENT = Council)**

NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS

1. Citizens Advice Bureau – Cllr Cheta, Cllr Sharkey.
2. Community Transport Lewes Association –
3. Crime Stoppers –
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association –
6. Peacehaven & Telscombe Access Group –
7. Royal British Legion –
8. The House Project – Cllr Gallagher.
9. Town Forum –
10. Community Orchard – Cllr Griffiths, Cllr Seabrook.
11. Community Garden –
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – *[still in existence?]*.
14. Green Havens Network – Cllr Griffiths, Cllr Seabrook.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court –
17. Joint Action Group –
18. ESALC/SSALC –
19. Havens Health PPG –

20. Peacehaven Chamber of Commerce – Cllr Gallagher.
21. Kempton House –
22. Peacehaven and Telscombe Football Club – Cllr Gallagher.
23. Seahaven Mascots – *[still in existence?]*.
24. Sustrans –
25. Community Speed Watch - Cllr Seabrook.
26. Allotments – Cllr Wood
27. Havens Hub & Cars -

V45 – 16th May 2023

PEACEHAVEN TOWN COUNCIL ASSET REGISTER

Land - Buildings	£4,234,540.00
Street Furniture	£139,800.00
Community House	£297,492.00
IT - Comms	£47,312.00
Grounds Team	£316,819.00
<u>Total</u>	<u>£5,035,963.00</u>

Asset number	Name of asset	Serial number (if known)	Item type	Model number	manufacturer/Supplier	Location	Expected lifetime (years)	Date of purchase	Purchase cost	Insurance value	Expected replacement cost
1	Epinay Park	ESX 60704	Land			BN10 8DW		1981	£1		
2	Firle Road West Play Area	ESX 67202	Land			BN10 8EQ		2005	£1		
3	Mitcheledean	ESX 291299	Land			BN10 8EF		2005	£1		
4	Foxhill, Abbey Close	ESX 46829	Land			BN10 8SE		1989	£1		
5	Howard Park	ESX 296811	Land			BN10 8HW		2006	£1		
6	Crocks Dean / Coney Furlong	ESX 111461	Land			BN10 8JD		1985	£1		
7	Community House	ESX 263030	Building			BN10 8BB			£1,977,723		
8	Shepherds Down	ESX 12893	Land			BN10 8DA		1981	£1		
9	The Dell	ESX 83712	Land			BN10 8JD		1983	£1		
10	The Dell	ESX 69246	Land			BN10 8JD		1996	£5,190		
11	The Oval	ESX 28492	Land			BN10 8SJ		1978	£1		
12	Sports Park & Big Park	ESX 145121	Land			BN10 8RJ			£710,226		
13	Sports Park & Big Park	ESX 32253	Land			BN10 8RJ			£1		
14	The Café	ESX 361750	Building			BN10 8RJ			£239,935		
14	The Hub	ESX 361750	Building			BN10 8RJ			£875,305		
15	Cliff Top Land George V Memorial	ESX 320481	Land			BN10 8LN			£20,698		
16	Greenwich Way	ESX 160687	Land			BN10 8RB			£1		
17	Keymer Avenue	ESX 273853	Land			BN10 8EX			£1		
18	Flint Way	ESX 381213	Land			BN10 8GN			£1		
19	War Memorial		Structure						£23,994		
20	Obelisk		Structure						£36,898		
Street Furniture - under separate Tab below.											
21	Adult Fresh Air Gym								£23,185		
22	Archeological Items								£2,318		
23	Gazebos								£3,200		
24	Skate Park								£231,854		
25	Cornwall Avenue Allotments	BN10 8SE	Land			BN10 8SE			£1		
26	Container next to Gateway Café	BN10 8RJ	Building			BN10 8RJ			£4,000		
27	Changing Places Facility	Big Park	Building						£80,000		
Total for asset register									£4,234,540		

16	Street Furniture										£84,267	
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Asset number	Name of asset	Serial number (if known)	Item type	Model number	manufacturer/Supplier	Location	Expected lifetime (years)	Date of purchase	Purchase cost	Insurance value	Expected replacement cost
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PEACEHAVEN TOWN COUNCIL NOTICE BOARDS

GLADYS AVENUE /A259 SIZE 60CM X 120CM	£	800.00
MERIDIAN CENTRE SIZE 120CM X 60CM	£	800.00
DELL ROWE AVENUE SIZE 120CM X 60CM	£	800.00
DELL A259/ CAFE SIZE 120CM X 60CM	£	800.00
COLLINGWOOD CLOSE SIZE 120CM X 60CM	£	800.00
CENTENARY PARK SIZE 92CM X 67CM	£	800.00
BUS STOP NEWAGENTS SIZE 84CM X 69CM	£	800.00
ASHINGTON GARDENS SIZE 120CM X 60CM	£	800.00
ANNEX STORES BUS STOP SIZE 120CM X 60CM	£	800.00
TELSCOMBE ROAD BUS STOP SIZE 90CM X 60CM	£	800.00
TOTAL	£	8,000.00

PEACEHAVEN TOWN COUNCIL BUS SHELTERS

JUNCTION WITH	SIDE OF ROAD	MAKE	MATERIAL	LICENCE DETAILS	LOCATION	INSTALLED					
TUDOR ROSE PARK	SOUTH		WOOD/ PERSPEX	ESCC LICENCE	SOUTH COAST ROAD	2015	£	9,500.00		£9,500.00	
GLADYS AVENUE	NORTH	WINCHESTER	METAL/ GLASS	ESCC LICENCE	SOUTH COAST ROAD	2016	£	9,500.00		£9,500.00	
SLINDON AVENUE	SOUTH	NBB bradstock	Metal/ glass	ESCC LICENCE	SOUTH COAST ROAD	2019	£	9,500.00		£9,500.00	
O/S MERIDIAN COURT	EAST	WINCHESTER	METAL/ PERSPEX	LDC LICENCE	SUTTON AVENUE	1995	£	9,500.00		£9,500.00	
OPP ANNEXE STORES	WEST	CANTLEVER	METAL/ PERSPEX	ESCC LICENCE	RODERICK AVENUE	2000	£	9,500.00		£9,500.00	
JUNC COLLINGWOOD	WEST	WINCHESTER	METAL/ PERSPEX	NO LICENCE REQUIRED	PELHAM RISE	2004	£	9,500.00		£9,500.00	
JUNC THE BRICKY	EAST	CANTLEVER	METAL/ PERSPEX	ESCC LICENCE	PELHAM RISE		£	9,500.00		£9,500.00	
JUNC CRIPPS AVENUE	WEST	DURHAM	METAL/ GLASS	ESCC LICENCE	PELHAM RISE	1991	£	9,500.00		£9,500.00	
JUNC SWANNEE	EAST	WINCHESTER	METAL/ PERSPEX	ESCC LICENCE	PELHAMRISE	1996	£	9,500.00		£9,500.00	
JUNC RODERICK AVE	SOUTH	WINCHESTER	METAL/ PERSPEX	ESCC LICENCE	TELSCOMBE ROAD	1997	£	9,500.00		£9,500.00	
SUTTON AVENUE			METAL/ PERSPEX	ESCC LICENCE	SUTTON AVENUE	Jul-22	£9,312.00	£	9,500.00		£9,500.00
							TOTAL	£	104,500.00		£104,500.00

PEACEHAVEN TOWN COUNCIL BENCHES

COAST ROAD NORTH SIDE

CAVEL AVE	WOOD	NEEDS ATTENTION	SPLIT WOOD	GEORGE SMITH	METAL IN NEED OF REPAIR OR REPLACEMENT	£	350.00
HORSHAM AVE					WOOD AND METAL NEEDS ATTENTION - RE PAINT	£	350.00
BRAMBER AVE					WOOD AND METAL NEEDS ATTENTION	£	350.00
STYNNING AVE					PLASTIC IN GOOD CONDITION	£	350.00
VICTORIA AVE					WOOD AND METAL NEEDS ATTENTION (CAFE CHAINS PICNIC TABLE TO IT OVER NIGHT)	£	350.00
BOLNEY AVE					PLASTIC GOOD CONDITION	£	350.00
BOLNEY AVE				WILLIAM WOOLFORD	WOOD NEEDS ATTENTION	£	350.00
CAPEL AVE					PLASTIC GOOD CONDITION	£	350.00
CAPEL AVE				GEOFF TURNHAM	PLASTIC GOOD CONDITION	£	350.00
SUNDON AVE					WOOD AND METAL NEEDS ATTENTION	£	350.00
GLADYS AVE					PLASTIC GOOD CONDITION	£	350.00
FRIARS AVE					PLASTIC GOOD CONDITION	£	350.00
CORNWALL AVE					WOOD AND METAL NEEDS ATTENTION	£	350.00
ENA AMOS AND HILDA HELLIER						£	350.00

COAST ROAD SOUTH SIDE

SUNDON AVE		WOOD NEEDS ATTENTION		LESLIE JAMES		£	350.00
DOROTHY AVE			WOOD AND METAL NEEDS ATTENTION			£	350.00
VICTORIA AVE					WOOD AND METAL NEEDS ATTENTION	£	350.00

MERIDIAN MONUMENT

2 BENCHES		WOOD NEED ATTENTION				£	700.00
Alfred Ball bench Victoria ave/ promenade type: plastic						£	350.00

THE DELL (EAST)

PLASTIC GOOD CONDITION				JOYCE WHITMILL		£	350.00
PLASTIC GOOD CONDITION				DARREN ROACHFORD		£	350.00
PLASTIC GOOD CONDITION				JOHN ROBINSON		£	350.00
WOOD NEEDS ATTENTION				HARVEY GOODWIN		£	350.00
PICNIC TABLES X 2 PLASTIC GOOD CONDITION						£	700.00
PLASTIC GOOD CONDITION				CRAIG HYDER		£	350.00
PLASTIC GOOD CONDITION				DARREN EIGNOR		£	350.00

THE DELL (WEST)

WOOD		GOOD CONDITION		LEE BRADBURY		£	350.00
PLASTIC		GOOD CONDITION		ERIC NEALE		£	350.00
WOODEN		VERY GOOD CONDITION		REPLACED FOR ROSEMARY SELF		£	350.00
PLASTIC		GOOD CONDITION		SUE WILLIAMS		£	350.00
Wooden		very good condition		Tracey Gould		£	350.00

Epinay Park

Wood		ok condition		repaint		£	350.00
Wood		ok		repaint		£	350.00
Wood		good condition		repaint		£	350.00
Plastic		good condition				£	350.00
Wood		good condition		slight damage		£	350.00
Picnic table wooden repaired in 2021				repaint		£	350.00
Epinay park / Picnic table		ok condition					

Howard Peace Park

Wood/ concrete		Very poor condition		Kenneth Sprague		£	350.00
Wood/ concrete		Poor condition		Leanne Peace		£	350.00
Wood				good condition	Richard Bingham	£	350.00
Wood		very good condition		Jean Quantrell	Joan Lesley Keys	£	350.00
Wood/ concrete		very good condition		Leslie Farncombe		£	350.00
Plastic		very good condition		Noel Etches		£	350.00
Plastic		very good condition		Vernon Robinson		£	350.00
Plastic		very good condition		Don New		£	350.00
Plastic		very good condition		Jacky/ Wim Sparnwick		£	350.00
Wooden		good condition		Pasqualina Harrison		£	350.00
Wooden		good condition		Bernard Davis		£	350.00
Wooden	good condition	Jan/ Jules Arcand		John B Jane Horsnell		£	350.00
Wooden	good condition	Barbara Somers				£	350.00
Wooden				Good condition	June Hestell	£	350.00
Wooden				Good condition	Martin Parker	£	350.00
Wooden				Ok condition		£	350.00
Wooden				Good condition	Roy and Sheila Pountney	£	350.00
Wooden	Good condition	Joan Roper					

Farle Road play area

Plastic		Good condition				£	350.00
Wood/ metal		ok condition		very poor condition	refurbishment needed	£	350.00
					re paint	£	350.00

The Oval

South side		wood		ok condition		re-paint (removed)	£	350.00
West side		plastic picnic table		very good condition			£	350.00
East side		wood/ concrete		Vandalised	replacement needed		£	350.00
East side		wood		ok condition	needs painting		£	350.00
East side		wood		ok condition	needs repainting		£	350.00

BENCHES TOTAL £ 23,100.00

PEACEHAVEN TOWN STREET LIGHTS

Unit No	Street	Apparatus Location Description	Town	Asset owner (Maintenance)	Install Date	Lantern Installed Date	Structural Insp & Test (Last Visit)	Structural Insp & Test (Next Visit)	Column Material	Nominal Height	Bracket Description	Asset Description	Lantern Type
B	Roderick Avenue	On Pe Jun Valley Road	Peacehaven	5101501					Fibre Glass	600.00	PB 1.0	NA	SRL 50X
A	Farle Road	Farle Road West Play Area Parish Col	Peacehaven	5101501	01/01/2000	11/12/2009			Steel	600.00	PT 0.0	U R	DER
B	Farle Road	Farle Road West Play Area Parish Col	Peacehaven	5101501	01/01/2000				Steel	600.00	PT 0.0	U R	SRLB
A	Roderick Avenue	151 Down Lane	Peacehaven	5101501					Fibre Glass	600.00	PB 1.0	NA	SRL 50X
A	Highway The	O/S 12	Peacehaven	5101501					Fibre Glass	600.00	PB 0.5	NA	M126
A	Blakeney Avenue	O/S 24	Peacehaven	5101501					Fibre Glass	600.00	PB 1.0	NA	M126
C	Roderick Avenue	On Pe In The Lookout	Peacehaven	5101501					Fibre Glass	600.00	PB 1.0	NA	SRL 50X
									TOTAL	4,200.00			
GRAND TOTAL										£	139,800.00		

Lamp Watts	Lamp Type	Control Type
35	SONL35	E1/B35
70	SONT70	SS12A
70	SONT70	E1/B35
35	SONL35	E1/E812
16	LED	Acro Nema All Night Blue
16	LED	Acro Nema All Night Blue
35	SONL35	SS12A

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
FOYER /CARETAKERS			
	4 HAND CARVED SHIELDS		
	2 CLOCK		£70.00
	CLAVINOVA AND CHAIR		£1,000.00
	TELEVISION DISPLAY		£600.00
	9 WALL DISPLAY HOLDER CLIP FRAMES VARIOS SIZES		£1,000.00
	VARIOUS WALL PICTURE HANGING		£2,400.00
	2 LARGE LADDERS		£680.00
	10 HAND SANITIZERS		
	HAND TOWLES HOLDERS		
	AND BLOWERS		
	TOILET SANITIZER BINS	ON LEASE	
	NAPPY BINS	ON LEASE	
	BABY CHANGING UNIT		
	SOAP DISPENSERS		
	AIR SPRAYS	ON LEASE	
	2 HAND HELD MICROPHONES		£270,00
	4 LARGE BINS		£420.00
	5 FIRST AID KITS		£100.00
	BURNS FIRST AID KIT		£30.00
	PROJECTOR		£280.00
	2 AFRAMES		£300.00
	5 DISPLAY BOARDS		£1,000.00
	1 WIPE BOARD		£250.00
	3 DESK FANS		£100.00
	LEWES DISTRCT COUNCIL EMERGENCY BOX		
	5 DOOR MATS	ON LEASE	
	3 WHEEL CHAIRS		£1,500.00
	1 DIVIDER DOOR		£150.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
CHARLES NEVILLE			
	1 WALL WIPE BOARD		£100.00
	PAPER EASLE		£250.00
	1 CLOCK		£10.00
	2 VERTICAL BLINDS		£500.00
	3 PICTURES LARGE		
	1 BIN		£10.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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COPPER ROOM

2 VERTICAL BLINDS	£500.00
LARGE GAZEBO	£1,000.00
3 PICTURES	
BIN	£10.00
WIPEBOARD	£100.00
FILE CABINIT	£280.00
LARGE 6FT CABINIT	£270.00
CLOCK	£10.00
2 PROJECTOR SCREENS	£410.00
CLOCK	£10.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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KITCHETTE

1 MICROWAVE	£45.00
KETTLE	£30.00
BIN LARGE	£25.00
VARIETY OF CROCKERY AND CUTLERY	£50.00
KITCHEN UNITS AND SINK AND TAPS	£1,000.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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MAIN HALL

CHRISTMAS DECORATIONS	£3,000.00
SPOTTING LIGHT MOTHER BOARD	£5,000.00
PA SYSTEM	£10,000.00
LIGHT SYSTEM	£10,000.00
2 MICROPHONES	£500.00
2 SETS OF BADMINTON NETS	£1,000.00
FULL SET OF STAGE CURTAINS FIRE PROOF	£5,300.00
TIERED SEATING	£30,000.00
2 ROLLER BLINDS WINDOW	£350.00
BOARDS AND 2 TROLLIES FOR TIERED SEATING	£2,800.00
FLOOR WATER CLEANER	£3,500.00
VERY LARGE LADDER	£395.00
3 TABLE TROLLY HOLDER LARGE	£2,000.00
20 SPOTT LIGHTS AND RAILS	£20,000.00
2 LECTURNS	£400.00
HEARING LOOPS	£1,000.00
BLACK /WHITE CURTAINS ON STAGE	£2,000.00
4 BLACK BACK CURTAINS	£3,000.00

CLOCK	£20.00
8ft LADDER	£795.00
LIGHT BULBS AND TUBES	£500.00
VERY LARGE PULL DOWN PROJECTOR SCREEN	£1,000.00

PEACEHAVEN PLAYERS STORAGE /COSTUME / PROPS	£15,000.00
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MEMERBILIA UNDER THE STAGE

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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TABLES AND CHAIRS

42 LARGE GO PACS	£6,000.00
31 SMALL GO PACS	£3,200.00
175 BLACK CHAIRS	£4,895.00
33 RED CHAIRS	£1,500.00
30 WOODEN CHAIRS	£300.00
26 COUNCIL CHAIRS	£260.00
14 COUNCIL TABLES	£4,800.00
BOARD TABLE LARGE	£550.00

UNDER THE STAGE

DUVETS /PILLOWS FOR EMERGANCYS	£500.00
METAL GRATE	£200.00
FLOOR CARPETS SPARE	£250.00
MEMORABILIA OF PAST PEACEHAVEN	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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ROOF

AIR CONDITION UNIT	
EXTRACTOR	
SOLAR PANELS AND BOARD	
3 FIX METAL LADDERS	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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PHONIX ROOM

RENTED BY DIMENTION GROUP

SMALL GO PAC TABLE	£100.00
BIN	£15.00
CHAIR	£70.00
VERTICAL BLINDS	£350.00
2 FILING CABINITS	£500.00
WIPE BOARD	£100.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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POLICE ROOM

RENTED BY THE POLICE

OWN FURNITURE	£1,000.00
DESK	
COMPUTER CHAIR	
COMPUTER	
SAFE	
DRAWS	
2 X CHAIRS	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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ANZAC ROOM

2 VERTICAL BLINDS	£300.00
2 WALL GLASS CABINITS	£600.00
3 MAYORS BOARDS	£3,000.00
4 PICTURES LARGE FRAMES	£1,000.00
5 LARGE DISPLAY FRAMES	£250.00
14 COUNCIL TABLES	£3,450.00
26 COUNCIL CHAIRS	£1,960.00
1 SOUND SYSTEM AND MUSIC CENTRE	£2,000.00
10 TABLE MICROPHONES	£800.00
2 HAND HELD MICROPHONES	£250.00
1 PROJECTOR SCREEN	£150.00
1 CLOCK	£20.00
1 PROJECTOR	£320.00
3 LARGE PIN DISPLAY BOARDS	£1,600.00
1 IBOARD	£5,500.00
VARIOUS MEMROBILA IN GLASS CABINITS	

STORAGE FOR THE CHURCH	£1,500.00
KEY BOARD	
KEY BOARD STAND	
MUSIC	
STALL	
BITS AND BOBS	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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ANZAC KITCHEN

2 KETTLES	£90.00
1 BURCO	£150.00
2 MICROWAVES	£240.00
2 TEA POTS	£140.00
1 FRIDGE	£390.00
1 COOKER HOOD	£270.00
1 TOASTER	£45.00
8 TRAYS	£40.00
1 LARGE BIN	£65.00
1 DISHWASHER	£560.00
60 BEIGE CUPS	£180.00
60 BEIGE SIDE PLATE	£260.00
60 BEIGE SAUSERS	£180.00
50 SMALL TUMBLERS	£45.00
50 ASSORTMENT OF CUPS AND SAUSERS	£300.00
50 ASSORTMENT OF GLASSES	£300.00
20 WHITE CUPS AND SAUSERS	£100.00
100 WHITE MUGS	£150.00
30 LARGE TUMBLERS	£40.00
13 WATER JUGS	

FULL FITTED KITCHEN
 SINK WITH TAPES
 SOAP DISPENCER
 HAND TOWEL HOLDER

10 CUPBOARDS ARE FULL OF HIRERS BELONINGS	£5,000.00
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ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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MAIN KITCHEN

FULL STAINLESS STEEL FITTED KITCHEN	£6,600.00
LARDER FRIDGE	£700.00
4 FIRE BLANKETS	£140.00
WATER HEATER	
2 TOATERS	£90.00
MICROWAVE	£200.00
LARGE SELECTION OF CHINA TEA SERVICE	£500.00
2 KETTLES	£130.00
SMALL UNDER COUNTER FRIDGE	£290.00
SMALL UNDER COUNTER FREEZER	£310.00
SANATIZER UNIT	£2,320.00
2 MOTORIZED SHUTTERS	£6,000.00
RINSING HAND CLEANER OVER SINK	£340.00
6 BURNER GAS COOKER	£1,850.00
LARGE INDUSTRIAL COOKER HOOD	£1,400.00
FLY ZAPPER	£90.00
CLOCK	£25.00
COPPING BOARDS	£45.00
LARGE BIN	£80.00
VARIOUS DINNER SERVICE	£100.00
3 TEA POTS	£120.00
3 LARGE TRAYS	£45.00
HAND SANATIZER HOLDERS	
HAND TOWLEL HOLDER	
200 WHITE CUPS	£200.00
STORAGE IN 2 CUPBOARDS FOR HIRERS	£200.00

ROOM		DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
TOILETS	LADIES	5 TOILETS	£500.00	
		4 SINKS	£360.00	
		2 HAND BLOWERS		
		2 HAND TOWELS		
		5 TOILET ROLL HOLDERS		
		5 SANITERY BINS		
		1 BIN	£40.00	
		2 VERY LARGE GLASS MIRRORS	£2,000.00	
		3 HAND SOAP DISPENCERS		
		1 AIR FRESHNER		
		5 DIVIDERS AND DOORS	£800.00	

ROOM		DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
TOILETS	MEN	2 TOILETS	£200.00	
		6 URINALS	£1,500.00	
		2 TOILET ROLL HOLDERS		
		2 HAND BLOWERS		
		2 TOWEL HOLDERS		
		2 VERY LARGE GLASS MIRRORS	£2,000.00	
		4 SINKS	£350.00	
		3 SOAP DISPENCERS		
		BIN	£40.00	
		1 AIR FRESHNER		
		SANATIZER BIN		
		BABY CHANGING UNIT	£185.00	
		1 DEVIDERS AND DOORS	£150.00	

ROOM		DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
DISABLED TOILET		TOILET	£95.00	
		SINK	£80.00	
		HAND TOWEL HOLDER		
		HAND RAILS DIABLED TOILET	£240.00	
		CRAB HANDLES	£180.00	
		BIN	£40.00	
		2 MIRROR	£200.00	
		HAND SOAP HOLDER		
		HAND BLOWER		
		AIR FRESHNER		

ROOM		DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
STAFF TOILETS		TOILET	£100.00	
		SINK	£80.00	
		HAND TOWEL HOLDER		
		HAND BLOWER		
		HAND SANITIZER		

AIR FRESHNER	
HAND CRAP RAIL	£100.00
MIRROR	£80.00
WASTE BIN	£40.00
SANATIZER BIN	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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CARETAKERS CLEANING CUPBOARD

HENRY HOOVER	£260.00
2 HOOVERS UPRIGHT	£520.00
1 CARPET CLEANER	£320.00
2 SINKS	£340.00
CLEANING PRODUCTS	£800.00
MICROWAVE	£120.00
V SWEEPER	£100.00
3 DUST PAN AND BRUSHES	£60.00
2 MOPS AND BUCKETS	£100.00
2 TROLLY SACK TRACK	£160.00
4 CHAIR TROLLIES	£380.00
SIGNS AND CONES	£100.00
CLEANING TROLLEY	£240.00
2 SNOW SHOVELS	£80.00
BAG OF SALT	£45.00
1 WHEELIE BIN	£85.00
VARIOUS UNIFORMAND COATS	£500.00
SHELVING UNITS	£400.00
2 LARGE BROOMS	£50.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
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DEBBIE CUPBOARDS

SHELVING UNITS	£500.00
200 WHITE DINNER PLATES	£800.00
200 POSH FORKS	£800.00
200 POSH KNIVES	£800.00
200 POSH SPOONS	£800.00
200 PLAIN FORKS	£400.00
200 PLAIN KNIVES	£400.00
200 PLAIN SPOONS	£400.00
200 TEA SPOONS	£200.00
172 WINE GLASSES	£172.00

46	VARIOUS GLASSES	£46.00
7	WINE BUCKETS	£140.00
10	BOTTLES OF WINE	£60.00
3	THERMOS FLASKS	£180.00
1	LARGE GAZEBO	£210.00
5	CAKE STANDS	£55.00
1	BOX OF BINGO CARDS	£70.00
1	BOX OF VARIOUS FLAGS	£300.00
8	GO PAC TABLE CLOTHS LACE	£160.00
2	GREEN LARGE GO PAC TABLE CLOTHES	£40.00
3	CREAM LARGE GO PAC TABLE CLOTHES	£60.00
2	WEDDING TABLE SILK CLOTHES	£80.00
1	RACE NICE EQUIPMENT	£150.00
26	TARTEN TABLE CLOTHES	£500.00
2	KETTLES	£90.00
30	BREAD BASKETS LARGE	£120.00
200	PLASTIC KNIVES	£300.00
200	PLASTIC FORKS	£300.00
200	PLASTIC SPOONS	£300.00
200	PLASTIC TEA SPOONS	£300.00

ROOM
DEBBIE CUPBOARDS

	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
6	GREEN APRONS	£60.00	
30	CLEAR STAND UP HOLDERS	£200.00	
26	PLASTIC LARGE GO PAC TABLECLOTHES	£150.00	
4	WHITE ROLL PAPER CLOTHS	£55.00	
35	SHERRY GLASSES	£35.00	
24	TOILET ROLLS	£14.00	
3	LARGE CANVAS OF LONDON	£60.00	
3	WOODEN DISPLAY BOARDS	£90.00	
94	CHAMPAIN GLASSES	£140.00	
1	TOMBOLA BOX	£40.00	
26	WHITE TABLE CLOTHS	£300.00	
	BOX OF TIES AND SCARVES UNIFORM	£400.00	
4	LARGE COLLECTION BOX	£30.00	
6	COTTON WHITE TABLE CLOTHS 3FT	£60.00	
4	COTTON WHITE TABLE CLOTHES 6FT	£60.00	
	LARGE BOX OF TEA TOWLES	£40.00	
1	REVEALING BOARD	£350.00	
72	BEER GLASSES	£144.00	
50	HIGH VICE JACKETS	£150.00	
10	CHARITY BOXES VARIOUS		
15	WOODEN CHEESE BOARDS	£70.00	
15	CAN OPENERS	£30.00	
1000	PAPER PLATES	£50.00	
400	PTC PIN BADGES		

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
MAIN OFFICE AND RECEPTION	10 SAUSPANS VARIOUS SIZES	£170.00	
	VARIOUS INDIAN CLOTHES	£200.00	
	1 ICE BOX LARGE	£20.00	
	LARGE BOX OF JUBLIE ITEMS	£100.00	
	20 LARGE GOLD SCARVES FOR	£100.00	
	LARGE VARIATY OF SHARPE KNIVES	£70.00	
	CONDOLANCE BOX OF ITEMS	£90.00	
	8 COMPUTER TABLE	£4,400.00	
	12 COMPUTER CHAIRS	£2,500.00	
	1 LARGE MAIN RECEPTION DESK	£2,700.00	
	5 VERTICAL BLINDS	£1,740.00	
	7 FOOTSTALLS UNDER DESK	£300.00	
	5 COMPUTER STANDS	£280.00	
	1 TILL	£350.00	
	PDQ MACHINE		
	2 LARGE PRINTER RICO		
	1 LARGE FRIDGE FREEZER	£500.00	
	1 KETTLE	£25.00	
	1 LAMINATOR	£115.00	
	1 SCANNER	£130.00	
	25 FIRE EXSTIQUISHERS		
10 3 DRAW UNDER COMPUTOR DESK	£2,500.00		
4 6FT CUPBOARDS LOCKABLE	£2,000.00		
9 WALL WOODEN DISPLAY UNITS	£2,800.00		
500 WALL UNIT DISPLAY HOLDERS VARIOUS SIZES	£1,500.00		
WOODEN LETTER HOLDER	£400.00		
2 LARGE AND SMALL SAFES	£3,000.00		
3 LARGE FILE CABINTS	£1,000.00		
8 TELEPHONES			
2 SMALL ROUND RECEPTION TABLES	£1,300.00		
2 SMALL BROWN WOODED CABINETS	£1,000.00		
FRANKING MACHINE			
1 SMALL GLASS DISPLAY UNIT	£400.00		
1 BOOK INFORMATION DISPLAY UNIT	£900.00		
2 BOOK CASES	£450.00		
8 CASH BOXES ALL SIZES	£200.00		
1 LARGE METAL BOX	£250.00		
1 FRONT TAMBOUR CABINIT	£570.00		
DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY	
MAIN OFFICE PART 2	2 LARGE KEY HOLDERS	£1,000.00	
	1 MEGAPHONE	£170.00	
	6 DOOR FLOOR CARPETS		
	3 PIN BOARD	£270.00	

2 CLOCKS	£40.00
2 RECEPTION CHAIRS	£300.00
5 BENCH DESK SCREENS	£1,200.00
1 STEP STOOL	£115.00
1 DESK FAN	£45.00
VAIOUS CUTLERY AND CROCKERY	£35.00
3 SHELVING UNITS LARGE	£1,600.00
2 PAPER CUTTERS	£180.00
1 PROJECTOR	£350.00
CIVIC REGALIA	£6,636.00

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
	STATIONERY IN ALL DEPARTMENTS AND CUPBOARD	£8,000.00	

ROOM ANDYS CUPBOARD	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
	TOOLS VARIOUS	£5,000.00	
	VARIOUS EXTENSIONS	£200.00	
	SHELVING UNIT	£1,600.00	
	VARIOUS TOURCHES	£70.00	

ROOM FIELD AND ROBSON ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
	3 VERTICAL BLINDS	£1,200.00	
	FITTED KITCHENETT	£2,000.00	
	THE ROOM IS HIRED OUT FOR EMCOR WHO HAVE THEIR OWN FURNITURE		

ROOM FIELD AND ROBSON TOILETS	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
	2 TOILETS	£180.00	
	2 SINKS AND TAPS	£300.00	

ROOM	DISCRIPTION OF ASSET	VALUE OF ASSET	LIFE EXPECTANCY
	BOILER		

ALARM SYSTEM

TO ASSET REGISTER TOTAL

£297,492.00

Device CPU	Memory	Manufacturer	Est Replacement Costs
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU	£599.00
Intel(R) Core(TM) i5-3210M CPU @ 2.50GHz	3.9 GB	Main Board	£5,490.00
Intel(R) Core(TM) i7-10710U CPU @ 1.10GHz	15.9 GB	Dynabook Inc.	£839.00
Intel(R) Core(TM) i5-8250U CPU @ 1.60GHz	7.9 GB	FUJITSU CLIENT COMPUTING LIMITED	£599.00
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.	£699.00
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.	£699.00
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.	£699.00
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.	£699.00
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.	£699.00
Intel(R) Core(TM) i3-4000M CPU @ 2.40GHz	7.9 GB	FUJITSU	£361.00
Intel(R) Xeon(R) CPU E5-2420 v2 @ 2.20GHz	64.0 GB	FUJITSU	£4,999.00
		Netgear	£119.00
		Netegar	£199.00
		Draytek	£259.00
		iiyama	£1,428.00
		Ubiquiti	£447.00
		i-board	£7,453.00
		Brother	£369.00
		Office equipment Leased (Printers etc.)	£14,763.00
		Various	£1,000.00
		Samsung	£700.00
		TO ASSET REGISTER TOTAL	£47,312.00

Mobile Phones

TV Samsung UE70AU8000

Asset number	Name of asset	Serial number (if known)	Item type	Model number	manufacturer/Supplier	Location	Expected lifetime (years)	Date of purchase	Purchase cost	Insurance Value
1	Allet c24		Greens mower		Allet	Groundsmans shed	2 years	2005 ish	£4,500.00	£7,475.00
2	Chemical cupboard plus chemical		workshop			Groundsmans shed	5 years			£1,150.00
3	Atco Mower		Old greens mower		Allet	Groundsmans shed	2 years	1992	£2,000.00	£4,600.00
4	Atom marking machine		football marking		Bowcom	Groundsmans shed	2-3 years	2017	£450.00	£517.50
5	Axel stands		workshop		Halfords	Groundsmans shed	5 years			£34.50
6	Barnard sharpener		workshop		Barnard	Groundsmans shed	3 years	2009	£200.00	£345.00
7	Battery charger		workshop		halfords	Groundsmans shed	3 year			£57.50
8	Bench etc		workshop			Groundsmans shed	5 years			£575.00
9	Bench grinder		workshop		b&q	Groundsmans shed	3 years			£115.00
10	Car jack		workshop		halfords	Groundsmans shed	5 years			£115.00
11	Chain harrow		football			county ground	5 years			£1,150.00
12	Chainsaw		general		stihl	Groundsmans shed	3 years	2013	£600.00	£920.00
13	Chairs various		workshop			Groundsmans shed	5 years			£230.00
14	Compressor		workshop		compac	Groundsmans shed	2 years	2009	£200.00	£345.00
15	Cordless drill Makita		workshop		makita	Groundsmans shed	3 years	2012	£300.00	£402.50
16	cupboard		workshop			Groundsmans shed	3 years			£138.00
17	Dew brush		bowls		better method	Groundsmans shed	5 years			£345.00
18	Diesel tank		workshop			Groundsmans shed	5 years			£2,300.00
19	Disposal drums		workshop			Groundsmans shed	5 years			£575.00
20	Drain rods 2 sets		workshop			Groundsmans shed	5 years			£115.00
21	Electric circular saw		workshop		makita	Groundsmans shed	3 years			£402.50
22	Electric drill		workshop		ryobi	Groundsmans shed	2 years			£115.00
23	Even spray 250 battery sprayer		bowls		vitax	Groundsmans shed	3 years	2012	£450.00	£575.00
24	Extended stihl hedge cutter		general		stihl	Groundsmans shed	2 years	2010	£700.00	£920.00
25	Fertilisers		bowls/ football			Groundsmans shed				£1,150.00
26	Filing cabinet +contents		workshop			Groundsmans shed	10 years			£575.00
27	Fire extinguishers		workshop			Groundsmans shed	3 years			£575.00
28	Floor radiator		workshop			Groundsmans shed	5 years +			£115.00
29	Flower display boxes		general			Groundsmans shed	5 years			£2,300.00
30	Flymo vacuum		general		flymo	Groundsmans shed	2 years			£345.00
31	goal posts county pitch		football		edward sport	county ground	1 year			£1,150.00
32	Ford tipper truck		general		ford	Groundsmans shed	5 years	2016	£18,000.00	£23,000.00

33	Fridge		workshop			Groundsmans shed	5 years			£172.50
34	Garden tools		general			Groundsmans shed	5 years			£920.00
35	Generator Honda		general		honda	Groundsmans shed	5 years	1998	£500.00	£1,035.00
36	Graffiti removal kit		general		aquarius	Groundsmans shed	2 years	2017	£450.00	£575.00
37	Grinder 9"		workshop		ryobi	Groundsmans shed	2 year	2008	£80.00	£115.00
38	Groundsman aerator		bowls		groundsman	Groundsmans shed	5 years	1997	£6,000.00	£9,200.00
39	Halogen floodlights		workshop			Groundsmans shed	2 years			£115.00
40	Hand tools (spanners etc)		workshop			Groundsmans shed	5 years			£1,150.00
41	Hard hats/ P.P.E.		workshop			Groundsmans shed	5 years			£575.00
42	Hayter 48pro mower		general		hayter	Groundsmans shed	1 years	2005	£500.00	£1,035.00
43	Hedge cutter stihl hs 81r		general		stihl	Groundsmans shed	3 years	2010	£600.00	£805.00
44	Honda pedestrian rotary		general		honda	Groundsmans shed	1 years	2010	£650.00	£1,035.00
45	Hover mower		general		allet	Groundsmans shed	1 years	2005	£400.00	£575.00
46	Irrigation sprinkler standing		football			Groundsmans shed	2 years	2000	£100.00	£230.00
47	Irrigation travelling sprinkler		football			county ground	5 years	2012	£600.00	£1,150.00
48	Jump leads		workshop			Groundsmans shed	5 years			£57.50
49	Kawasaki mule 600		general		kawasaki	Groundsmans shed	5 years			£9,200.00
50	Kubota f3890		general		kubota	Groundsmans shed	4 years	2017	£16,000.00	£20,700.00
51	Kubota G18 collector mower		general		kubota	Groundsmans shed	3 years	2011 used	£3,000.00	£18,400.00
52	Kubota L4200 tractor		general		kubota	Groundsmans shed	2 years	2015 used	£12,000.00	£57,500.00
53	Ladders		general			Groundsmans shed	5 years			£575.00
54	Lead light		general			Groundsmans shed	5 years			£57.50
55	Loading ramps		general			Groundsmans shed	5 years			£920.00
56	Marking fluid		football			Groundsmans shed				£575.00
57	Measuring line and pins		football			Groundsmans shed	3 years			£172.50
58	Measuring tapes		football			Groundsmans shed	2 years			£115.00
59	Metal landscaping rakes		general			Groundsmans shed	5 years			£345.00
60	Metal lockers		workshop			Groundsmans shed	5 year			£230.00
61	Microwave oven		workshop			Groundsmans shed	2 years			£57.50
62	Other pitch senior/ youth goal posts		football		harrod sport	Groundsmans shed	5 years	2014	£2,500.00	£3,450.00
63	Paint various		general			Groundsmans shed				£345.00
64	Pedestrian fertiliser spreader		bowls			Groundsmans shed	1 years	2010	£180.00	£287.50
65	Petrol cans		general			Groundsmans shed	5 years			£115.00
66	Peugeot partner van		general		peugeot	Groundsmans shed	5 years	2006	£6,000.00	£9,200.00

67	Plumbing tool box		general			Groundsmans shed				£575.00
68	Power washer		general		karcher	Groundsmans shed	2 year	2017	£90.00	£172.50
69	Radio		workshop			Groundsmans shed	2 years			£115.00
70	Ransomes ride on rotary 933 mower		general		Ransomes	Groundsmans shed	2 years	2009 used	£4,000.00	£23,000.00
71	Ransoms ride on triple 2130 mower		football		Ransomes	Groundsmans shed	3 years	2003	£18,000.00	£46,000.00
72	tractor Roller		football			Groundsmans shed	5 years			£575.00
73	Ropes and pins		general			Groundsmans shed	5 years			£575.00
74	samsung tablets		general		samsung	Groundsmans shed	4 years	Jan-21	£110.00	£345.00
75	Sisis slitter		football		sisis	Groundsmans shed	5 years	2018	£6,000.00	£6,900.00
76	Stihl blower x 2		general		stihl	Groundsmans shed	3 years	2018	£450.00	£450.00 each
77	Stihl strimmer fs 200		general		stihl	Groundsmans shed	2 years	2014	SOLD MARCH 2023	SOLD MARCH 2023
78	Stihl strimmer fs240 x2		general		stihl	Groundsmans shed	1 years	2017	SOLD MARCH 2023	SOLD MARCH 2023
79	Sundries/ oils etc		general			Groundsmans shed				£575.00
80	Tennis posts and nets		muga		harrod sport	Groundsmans shed	5 years	2012		£4,600.00
81	Titan SDS drill		workshop		titan	Groundsmans shed	5 years			£287.50
82	Toro wheel horse		bowls		toro	Groundsmans shed	1 years	2010 used	£300.00	£2,300.00
83	Tractor box				suire	Groundsmans shed	1 year	1995	£300.00	£1,150.00
84	Tractor spreader		football		suire	Groundsmans shed	4 years	2016	£700.00	£1,150.00
85	Trailer		general		iford	Groundsmans shed	2 year	2014	£2,000.00	£3,450.00
86	Back lapping machine		workshop		Gear rite	Groundsmans shed	5 years	2003	£400.00	£575.00
87	tug of war rope		general			Groundsmans shed	5 years			£287.50
88	Various wood		workshop			Groundsmans shed				£1,150.00
89	Knapsack sprayer		general		cooper/pegler	Groundsmans shed	2 years	2007		£230.00
90	Wall heaters x 2		general			Groundsmans shed	3 years	2014	£70.00	£115.00
91	Genrator Kohler		workshop		Perform 3000 xl	Groundsmans shed		2018	£500.00	£575.00
92	Telephone		workshop			Groundsmans shed				£0.00
93	wireless router		workshop			Groundsmans shed				£0.00
94	computer desk		workshop			Groundsmans shed				£0.00
95	eliet prof 6 shredder	2102003	shredder	MA032010131	eliet/ AMP services	Groundsmans shed	10 years	15/02/2021	£9,000.00	£10,350.00
96	samsung tablets x 1					Groundsmans shed		Jan-21		0
97	2x 525iB husqvana battery blower		blower		husqvana/AMP services	Groundsmans shed	5years	May-22	£299.25 each ex vat	£990.00
98	3x520iRX battery strimmer		strimmer		husqvana/AMP services	Groundsmans shed	5years	May-22	£284.24 each ex vat	£945.00
99	1x 520iHD70 husqvana battery hedge cutter		hedge cutter		husqvana/AMP services	Groundsmans shed	5years	May-22	£374.00 each ex vat	£1,248.00
100	520iHE3 husqvana battery long reach hedge cutter		long reach hedge cutter		husqvana/AMP services	Groundsmans shed	5years	May-22	£ 299.25 each ex vat	£990.00
101	1x LB 548i husqvana battery mower		pedestrian mower		husqvana/AMP services	Groundsmans shed	5years	May-22	£749.25 each ex vat	£2,499.00
102	1x 535i XP huqvana battery chain saw		chainsaw		husqvana/AMP services	Groundsmans shed	5years	May-22	£336.75 each ex vat	£1,125.00

103	1x 530IPT5 husqvana battery pole saw		polesaw		husqvana/AMP services	Groundsmans shed	5years	May-22	£449.25 each ex vat	£1,500.00
104	8x QC 330 charger		Battery charger		husqvana/AMP services	Groundsmans shed	5years	May-22	£82.49 each ex vat	£276.00
105	6x BLI 300 battery		Battery		husqvana/AMP services	Groundsmans shed	5years	May-22	£246.75 each ex vat	£825.00
106	2x BLI200 battery		Battery		husqvana/AMP services	Groundsmans shed	5years	May-22	£ 164.25 each ex vat	£555.00
107	2x medium battery box		Battery box		husqvana/AMP services	Groundsmans shed	5years	May-22	£ 48.74 each ex vat	£165.00
108	2 x gazebo 6m x 6m		gazebo	6 m economy prime	UK tents	Groundsmans shed	10 years	Mar-22	£1600 each	£4,800
					Oil Tank	Maintenance Yard				£2,131

£316,819.00

Agenda Item: C1036

Committee: Annual Council

Date: 16 May 2023

Title: Annual Subscriptions & Direct Debits

Report Authors: Zoe Malone

Purpose of Report: To note the annual subscriptions

Summary of recommended actions

To note the attached annual subscriptions & below Direct Debit commitments.

Introduction

Councillors should be aware of monthly / annual subscriptions we are currently signed up to and to note direct debits which are currently set up.

Background

We have since removed survey monkey from the annual subscription as this is no longer required. If a survey is required there are other options to look at

Analysis

Direct Debits as @ April 2023/24	
Northstar IT	Monthly support & maintenance
EDF Energy	Electricity supply across all facilities
Castle Water	Water Supply
Total Gas & Power	Gas supply across all facilities
Pitney Bowes	Postage for franking machine
O2	Mobile phone costs
Barclays	Credit Card / PDQ Machine & BACS charges
ICO	information Commissioner Office
Environment Agency	Subsistence costs
Lewes DC	Rates
Fuelcard	Fuel costs for vehicles
Health Assured	Employee Assistance Program
PHS Group	Sanitary waste disposal

Implications

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

<u>Financial</u>	To note committed subscriptions for the year and authorised Direct Debit payments
<u>Legal</u>	

<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

A/c Code		4342 Subscriptions			Annual Budget	5,500
Centre		100 General Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	06/04/2022	ES01	Purchase Ledger	ESALC/NALC SUBS 22/23	2,359.79	
1	12/04/2022	120939	Cashbook	ZOOM SUBSCRIPTION	143.88	
2	02/05/2022	RBS01	Purchase Ledger	ALLOTMENT SOFTWARE	126.00	
2	20/05/2022	LDALC01	Purchase Ledger	LDALC ANNUAL SUBS	20.00	
3	22/06/2022	SLCC01	Purchase Ledger	A.ALLEN MEMBERSHIP	327.00	
3	22/06/2022	MAY CC	Cashbook	FILE CONVERSION	40.00	
4	14/07/2022	RBS01	Purchase Ledger	MTD ANNUAL FEE	59.00	
4	25/07/2022	JUNE CC	Cashbook	SURVEY MONKEY	320.00	
5	17/05/2022	RURAL	Purchase Ledger	APR-MAR GROUP MEMBERSHIP	130.00	
5	31/08/2022	PCOC01	Purchase Ledger	ANNUAL SUBSCRIPTION	42.50	
6	24/08/2022	CC11	Cashbook	SUBSCRIPTION RENEWAL	83.88	
7	16/08/2022	205132	Cashbook	CHQ NOT RECEIVED		156.00
7	19/10/2022	205235	Cashbook	RURAL SERVICES PARTNERSHIP	156.00	
8	09/11/2022	LE01	Purchase Ledger	LICENCE FEE FOR CH	180.00	
9	20/12/2022	GEO01	Purchase Ledger	PARISH ONLINE	225.00	
10	01/01/2023	RBS01	Purchase Ledger	ANNUAL SUPPORT / MAINTENANCE	499.99	
10	16/01/2023	LE01	Purchase Ledger	ANNUAL LOAN CONTRIBUTION	50.00	
12	24/02/2023	CC13	Cashbook	MONTHLY SUBSCRIPTION	10.83	
12	15/03/2023	ICO01	Purchase Ledger	ICO RENEWAL	35.00	
12	24/03/2023	CC4	Cashbook	MONTHLY SUBSCRIPTION	10.83	
Account Subscriptions					Account Totals	4,819.70
Centre General Administration					Net Balance Month 12	4,663.70

Agenda Item: C1037 – C1039 – C1040

Committee: Annual Council

Date: 16 May 2023

**Title: C1037 TO APPROVE THE MAYOR'S ALLOWANCE
C1039 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR
C1040 TO APPROVE BANKING SIGNATORIES & BACS WORKING**

Report Author: Zoe Malone

Purpose of Report: To note and approve.

C1037 TO APPROVE THE MAYOR'S ALLOWANCE

The budgeted amount for the Mayors Allowance is £1,500 for 2023/24.

C1039 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

It is recommended that Mulberry & Co. are retained again as the Council's Internal Auditors. There are a number of Auditors now working for this Company and it is considered one of the top Auditing firms in the country. Andy Beams advised at our Year End Audit that a new person has been assigned to the South-East.

C1040 TO APPROVE BANKING SIGNATORIES & BACS

It is recommended that we have at least four Councillors as a Signatory and the current councils bank signatories are;-

Cllr Cathy Gallagher

Cllr David Seabrook

Cllr Sue Griffiths

Town Clerk Anthony Allen

I recommend we add

Deputy Clerk George Dyson

Additional Councillor to volunteer?

Agenda Item: C1037
Committee: Full Council
Date: 16th May 2023
Title: Risk Assessment
Report Author: Town Clerk
Purpose of Report: To accept the corporate risk assessment

Summary of recommended actions

1. To **note** the contents of the report
2. To **resolve** that relevant committee will review and update the detailed risk assessments during the next 6 months.

Introduction

On an annual basis, the council is required to review its corporate risk assessment.

Background

The council has a responsibility to manage the risks of all of its associated activities and to take all reasonable and practical measures to reduce risk wherever possible.

In most instances it is impossible to completely eliminate all risks. However, through the adoption of sensible risk management policies and detailed risk assessments, the council can reduce risk as far as reasonably practical.

Analysis

There are a number of aspects to risk management covering all areas of activity of the council. Consequently, there are a number of risk assessments in place which focus specifically on the relevant areas of activity.

The table below provides a breakdown of the types of risk assessment in place, and a suggestion of which committee should take responsibility for reviewing and updating the assessments over the coming months:

Type of risk assessment	Covering	Committee responsible
Financial	All areas dealing with financial transactions, including management of cash and other income, expenditure and compliance with Financial Regulations	Policy and Finance
Event Based	Individual risk assessments completed for each event, using a standard template and risk matrix methodology	Civic and Community Events
External areas (parks, etc.)	Risk assessments completed	Leisure and Amenities

	including reviews of playground equipment, boundary fencing and trees, etc.	
Community House	Risk assessments completed for all aspects of the councils main building, including fire safety, emergency lighting, etc.	Policy & Finance

Implications

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

<u>Financial</u>	Within the agreed budget, there are nominal codes allocated to support any necessary expenditure related to health and safety and risk management issues
<u>Legal</u>	The council has a legal responsibility to ensure it has taken all reasonable and practical measures to safeguard its employees and the people it provides services to
<u>Environmental and sustainability</u>	The council has a responsibility to protect the natural and built environments it is responsible for
<u>Crime and disorder</u>	There are no direct crime and disorder implications, although good risk management may help reduce crime and disorder on council property

Appendices/Background papers

None

Mr Tony Allen
Peacehaven Town Council
Town Council Office
Community House
Meridian Centre
PEACEHAVEN
East Sussex
BN10 8BB

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720437543
Insured	Peacehaven Town Council
Business	Parish / Town Council
Period of Insurance	
From	30 th September 2022
To	05 th June 2023
and any other period for which cover has been agreed.	

Adjustment Premium	£ 170.93
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	105938832
Long term agreement active until	06 th June 2025
Preparation Date	07 th October 2022
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community House, Address, Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£2,437,410.60	£40,000.00	£237,123.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Hub, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£875,305.89	N/A	£9,238.82	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cafe Building, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£295,704.20	£18,000.00	£0.00	£36,179.79	£0.00	£0.00	£0.00	£0.00	£0.00
4. Changing Places Toilet Facility, Address, Centenary Park, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£80,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£100,000	24	N/A		£50,000	24
Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	N/A		N/A		N/A	

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Oil Tank Maintenance Yard	£2,131.54	£100
Street Furniture	£139,800.00	£100
War Memorial	£23,994.48	£100
Obelisk	£36,898.98	£100
Adult Fresh Air Gym in Meridian Park	£23,185.49	£100
Civic Regalia	£6,636.44	£100
Garden Machinery	£38,076.05	£100
Radio, TV & Audio Equipment	£4,096.76	£100
iBoard	£7,453.04	£100
Office Equipment Lease # 22452043	£14,763.23	£100
Archaeological Items inc. Flint Pot & Stone Axes	£2,318.54	£100
Play Equipment & Surfacing	£579,637.04	£100
Skate Park	£231,854.81	£100
Kubota S/N12093	£17,389.12	£100
IT/PC Equipment	£23,396.00	£100
Grounds Maintenance Equipment	£99,859.84	£100
Gazebos	£3,200.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£1,000,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 22 A. Comprehensive
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Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil Section 12

Damage to Property Limit: £5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type £50,000,000 Applicable to any Private Motor Car
--

Personal Effects Limit: £150 Section 13

Medical Expenses Limit: £250 Section 14

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £1,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital		4.00 times annual earnings
Weekly		1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£100,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£100,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	Town Clerk/Manager, RFO, Parks Officer	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.
 and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims		
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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PEACEHAVEN TOWN COUNCIL - STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies
- Those who use the services provided by the council, whether residents or not
- Non-residents working in the town
- Visitors, whether tourists or those using the town's facilities and shops
- Voluntary groups including church and youth organisations
- Schools and other educational establishments
- Other statutory bodies providing services within the council area

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors
- A monthly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.



TONY ALLEN
TOWN CLERK
TELEPHONE: 01273 585493
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

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

DRAFT PUBLIC Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 21st March 2023 at 7.30pm.

Present: Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Ron White, Cllr Sue Griffiths, Cllr Lynda Duhigg, Cllr Alan Milliner, Cllr Dawn Paul, Cllr Wendy Veck.

Officers: Tony Allen (Town Clerk), George Dyson (Deputy Town Clerk & Civic Officer), Kevin Bray (Parks Officer).

One member of the public were in attendance to observe the meeting.

C995 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the last full Council meeting of the current term and covered the housekeeping messages.

Cllr Symonds, as Mayor, reported on the following activities:-

- 15th February – Attended lunch at Kempton House with local dignitaries.
- Planned events in the future, include:
 - Promoting Peacehaven Event (15th April 2023)
 - Field 2 Fork – (being rescheduled – date TBC)
 - Mayor's Civic Reception (22nd April 2023)
- Meetings:
 - 9th March – Met with the Youth Mayor to discuss upcoming events and projects that Ines is working on.
 - 10th March – Spoke with Paula from Havens to discuss the Support the Supporters scheme and other upcoming events.

C996 PUBLIC SESSION.

There were no public questions raised.

C997 TO APPROVE APOLOGIES FOR ABSENCE.

It was resolved to accept apologies from Cllr J Harris, Cllr Goble, Cllr Claude Cheta, Cllr Chris Collier, Cllr Gloria Hill & Cllr Katie Sanderson.

C998 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interests.

C999 TO ADOPT THE PUBLIC MINUTES OF THE COUNCIL MEETINGS HELD ON THE 7th & 16th FEBRUARY 2023.

It was resolved to adopt these two sets of minutes as a true record.

C1000 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & TFG's:-

a. Planning & Highways Committee:-

i. To receive the public meeting minutes of the 31st January 2023.

It was resolved to receive these minutes.

PUBLIC Minutes for the Meeting of Peacehaven Town Council – 21st March 2023

- ii. **To receive the public meeting minutes of the 21st February 2023.**
Cllr Griffiths noted that the end of Para. 5 on P3 of these minutes should be changed to read 'as well as suggestions that 2 PTC Officers have already commented on the pre-application form'. It was resolved to receive these minutes, as amended.
- iii. **To note the draft public meeting minutes of the 14th March 2023.**
These draft minutes were noted.
Cllr Seabrook noted that the word 'Agenda' appeared in the footer of this document and needs to be removed.

b. Policy & Finance Committee:-

- i. **To receive the financial reports, authorise payments and signing of Bank Statements & Reconciliation.**
The financial reports were received and noted.

It was agreed that the £5K budget for Climate Change should be an EMR for next year.

- ii. **To receive the public meeting minutes of the 24th January 2023.**
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 7th March 2023.**
These draft minutes were noted.

c. Personnel Committee.

There were no matters to be raised in the public session of the meeting.

d. Leisure, Amenities & Environment Committee:-

- i. **To receive the public meeting minutes of the 20th December 2022.**
It was resolved to receive these minutes.
- ii. **To note the draft public meeting minutes of the 28th February 2023.**
These draft minutes were noted.

e. Civic & Community Events Committee:-

- i. **To receive the public meeting minutes of the 13th December 2022.**
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 14th February 2023.**
These draft minutes were noted.
The Chairman reported on a new bingo format that had been found to be very successful and with a number of new volunteers coming forward. The next event will be held on the 26th April 2023.
It was noted that, apart from the usual setting up assistance, there would be no requirement for staff time.
- iii. **To discuss and agree Summer Fair car boot sale arrangements.**
This matter was discussed in detail.
It was resolved that the booking for The Dell should be accepted, subject to clarification from the hirer as to whether it is just a boot fair, or another type of event entirely, so that the appropriate charge can be made. Finish time 1pm.

f. Task & Finish Groups Reports.

There were no reports.

C1001 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

Cllr Gallagher reported on her attendance at an SDNPA workshop on the 7th March 2023, including SDNPA projects, plans and organisation.

Cllr Griffiths reported that the Peacehaven Access Group had met and that she was still the Chair, with Paula Woolven as Vice-Chair and Cllr Seabrook as Treasurer.

Cllr Seabrook reported on the Community Orchard, including a tree pruning course recently held and an open day on the 22nd March 2023.

PUBLIC Minutes for the Meeting of Peacehaven Town Council – 21st March 2023

Cllr Seabrook reported on the reformation of the Peacehaven Residents Association, which has a new Committee with Cllr Duhigg as Chair; its first meeting will be held soon.

Cllr Seabrook reported on Community Speed Watch, noting that it had two more trained volunteers.

C1002 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN.

Cllr Gallagher referred to her report circulated with the meeting papers. The report was received and noted.

C1003 TO RECEIVE AN UPDATE IN RELATION TO THE LIBRARY AND ITS REPLACEMENT.

Cllr White stated that the response from ESCC included in the papers is unsatisfactory and that we are also awaiting an update from ESALC. The MP has raised this issue separately in Parliament which has resulted in a formal complaint being raised. Morrisons have built a contingency into their plans, but also seem to be having little communication from ESCC.

Cllr Seabrook added that part of the problem is that the provision is being compared to libraries in Heathfield, Rye, and Hailsham which is an inadequate comparison.

C1004 TO DISCUSS AND AGREE ARRANGEMENTS FOR THE 2022-23 ANNUAL TOWN ASSEMBLY.

The Town Clerk's report was received and noted.

The Town Clerk related the background to this item.

It was noted that, in view of the pre-election period, the only possible day for the Council to host this meeting was the 5th May 2023, prior to the 'new' Council coming in. However, it was also noted that this day would be unsuitable as it was directly after the elections and immediately before the coronation weekend.

Cllr Griffiths and Cllr Seabrook noted that the Council has a legal obligation to convene this meeting if nobody else does. The Clerk noted that there is no sanction for not holding this meeting.

It was resolved, by majority (one against and one abstention) that the Council will not convene this meeting this year.

C1005 PROPOSAL BY CLLR GALLAGHER FOR THE REMOVAL OF THE ADVERTISING BANNER AT THE DELL.

The report from Cllr Gallagher and the Parks Officer was noted and received.

Cllr Gallagher referred to the report, highlighting the Neighbourhood Development Plans and the Kaner Olette study for the improvement of the area at The Dell.

It was noted that the income from advertising at The Dell was currently £2,900 for 2022/23, with an estimated income of £3K included in the 2023/24 budget.

It was resolved that no more bookings, beyond the longest current booking, should be taken for advertising at The Dell and that the banner board is removed as soon as the last booking has finished.

It was resolved that separately the LA&E Committee should investigate suitable alternative locations for advertising boards in the Town.

C1006 TO ADOPT A REVISED COMPLAINTS POLICY.

The Draft Policy document was received and noted.

The Deputy Clerk reported that the required monitoring spreadsheet had now been completed and tested and is ready for use.

It was resolved to adopt the new Complaints Policy and for it to be kept under regular review.

C1007 TO ADOPT REVISED COMMUNITY HOUSE TERMS & CONDITIONS OF HIRE.

The Draft documents were received and noted.

In detailed discussion, a number of areas of concern in the documents were highlighted, including required amendments, updates, policy exceptions, care for those with disabilities and the relationship with the S Brigden report.

It was resolved to set up a small Task & Finish Group to revisit these documents. TFG to comprise of the Deputy Clerk, Cllr Seabrook, Cllr Griffiths, plus a couple of invited hirers of Community House facilities.

[The Parks Officer and the member of public left the meeting].

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following items:-

C1008 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 7th & 16th FEBRUARY 2023.

It was resolved to adopt these two sets of minutes as a true record.

C1009 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT

The Town Clerk referred to his report which was received and noted.

Town Clerk to ensure that an Energy Performance Certificate is produced for Community House as part of the internal and external surveys.

C1010 Personnel Committee:-

i. To receive updates on confidential staffing matters and agree any actions required:-

a. To note & ratify the revised Job Description for the Deputy Clerk.

It was resolved to adopt this Job Description.

b. To note & ratify the revised Job Description for the Civic Officer.

Cllr Gallagher reported that this Job Description was still work-in-progress with the Committee and will be finalised once the new Marketing & Events Officer is in-post.

[Cllr Duhigg left the meeting]

c. To note & ratify the revised Job Description for the Information & Community Facilities Officer.

It was resolved to adopt this Job Description, as amended.

d. To note & ratify the revised Job Description for Committees & Assistant Projects Officer.

It was resolved to adopt this Job Description.

e. To note & ratify the revised Job Description for Marketing & Events Officer.

It was resolved to adopt this Job Description.

The Town Clerk gave an update on the recruitment for this vacancy.

f. To note & ratify the revised staffing structure.

It was resolved to adopt this structure.

g. To authorize an independent review of PTC recruitment & retention practices.

Cllr Gallagher introduced this item, which was a recommendation from the Committee.

ii. To receive the confidential meeting minutes of the 19th December 2022.

It was resolved to receive these minutes.

iii. To receive the confidential meeting minutes of the 9th February 2023.

It was resolved to receive these minutes.

iv. To receive the confidential meeting minutes of the 23rd February 2023.

It was resolved to receive these minutes.

v. To note the draft confidential meeting minutes of the 16th March 2023.

These draft minutes were noted.

PUBLIC Minutes for the Meeting of Peacehaven Town Council – 21st March 2023

C1011 Leisure, Amenities & Environment Committee;-

- a. **To note the draft public confidential minutes of the 28th February 2023.**
These draft minutes were noted.

C1012 DATE OF NEXT MEETING - TUESDAY 16th MAY 2023 at 7.30PM – Annual Council meeting.

The Chairman thanked everyone for their hard work and dedication over the last four years and those Councillors not standing for election were invited to attend the Mayor's reception on the 22nd April.

There being no further business, the meeting closed at 21:16.



PEACEHAVEN TOWN COUNCIL

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

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 14th March 2023 at 7.30pm

Present: Cllr Milliner (Chair) Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Ron White, Cllr Lucy Symonds

Officers: Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1 PH1571 CHAIR ANNOUNCEMENTS

There were no Chairs announcements.

2 PH1572 PUBLIC QUESTIONS

There were no public questions.

3 PH1573 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received and accepted from Cllr Paul and Cllr Griffiths

Cllr Harris was also absent.

4 PH1574 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH1575 TO ADOPT THE MINUTES FROM THE 21ST FEBRUARY 2023

It was noted that Item 8 PH1562 has been incorrectly minuted as 'agreeing to the proposal'. The admin Officer will amend the Draft minutes to make it clear that Committee Objected to the proposal with 1 abstention. The Admin Officer also confirmed that Comments from the Committee regarding this proposal have been sent to LDC and it is very clear that this Committee have objected to this application by Majority.

It was resolved to adopt the minutes as a true record subject to the amendment for item PH1562.

6 PH1576 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was noted.

Minutes of the Planning & Highways Committee - Tuesday 14th March 2023

7 PH1577 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN

The population is documented as 23k in Peacehaven; this is the figure for both Telscombe and Peacehaven. Peacehaven alone is now approximately 16k.

It was suggested that this figure is changed to approx. 16k from 23k.

8 PH1578 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher stated that there will be a full update at Full Council on the 21st March

9 PH1579 TO NOTE AND COMMENT – RURAL SETTLEMENT STUDY

Cllr Symonds commented that although we have at least 1 all the Key/Other services listed in the document; in relation to the population of approx 16k these services are not adequate to meet the needs of a population this size. There are small Towns of approx 3k and they still have 1 of each service; our population is far greater and the services are inadequate.

The local Secondary School is so oversubscribed children are having to travel long distances out of Town to other Schools. There is also a need for a Sixth Form College as children are having to travel on two buses out of Town to attend a sixth form.

10 PH1580 TO LOOK AT INSTALLING AN ADDITIONAL NOTICEBOARD NEAR THE ENTRANCE TO THE CORNWALL AVENUE ALLOTMENT SITE - REFERRED FROM FULL COUNCIL 16/2/23

It was agreed that the Admin Officer would discuss the board with the Grounds Team. A free-standing notice board will be needed and not fixed to the gate.

11 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:-

PH1581 LW/23/0001 66 Capel Avenue Peacehaven Case Officer James Emery	Erection of single storey outbuilding to rear and alterations to fenestration at rear and side elevations to main dwelling It was resolved to recommend approval
PH1582 LW/23/0084 90 Hoddern Avenue Peacehaven Case Officer James Emery	Prior Approval Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class AA; for the enlargement of a dwellinghouse by construction of additional storeys to increase the total height from 4.5m to 7.0m The online Objection to this application was noted but there are no Planning reasons to object. It was resolved to recommend approval

Minutes of the Planning & Highways Committee - Tuesday 14th March 2023

PH1583 LW/23/0061 133A Sutton Avenue North Peacehaven Case Officer Ella Rigluth	Garage conversion to habitable accommodation It was resolved to recommend approval
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12 The below planning application was noted.

PH1584 TW/23/0005/TPO 29B Telscombe Road Peacehaven Case Officer Nick Jones	Consideration: The proposed 2m crown reduction is considered to accord with sound arboricultural practice and is acceptable subject to the conditions outlined below. Lewes District Council consent to the above specified works
--	--

13 PH1585 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

- It was requested that item 5 can be removed.
- It was noted that the letter from the Town Clerk to Barrett's seems to have the wrong description of the requested fence. It has previously been requested that a vertical chestnut fence is needed and not a closed boarded style fence. Admin officer to investigate.

14 PH1586 DATE OF NEXT MEETING CONFIRMED AS THE 4TH APRIL 2023 AT 7.30PM

There being no further business the meeting ended at 20.25



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 4th April 2023 at 7.30pm

Present: Cllr Alan Milliner (Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk), Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1. PH1587 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and went through the building fire procedure. The Chair then informed the Committee of the recent passing of Brian Vernon, and a minutes silence was held.

2. PH1588 PUBLIC QUESTIONS

A member of the public commented that he was still waiting for a response from the question he asked to Committee on 21st February regarding the Neighbourhood Liaison Group for Chalkers Rise.

The Deputy Clerk responded that the question has been sent to the Head of Planning at Lewes District Council more than once, and that we are yet to receive a response or acknowledgement, but that the matter is still being chased up.

3. PH1589 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Sharkey.

Cllr Harris, Cllr Paul, and Cllr White were also absent.

4. PH1590 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1591 TO ADOPT THE MINUTES OF 14TH MARCH 2023

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.

The minutes of the above meeting were **resolved and adopted**.

6. PH1592 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1593 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher gave a brief update on the NDP, that Nancy Astley has now started work reviewing the plan following the District Council consultation and has met with Planning Officers.

The Neighbourhood Plan has also been noted in 2 recent planning application refusals – LW/22/0859 and LW/23/0047.

8. PH1594 SOUTH DOWNS LOCAL PLAN REVIEW – INVITATION TO CONTRIBUTE TO LOCAL PLAN REVIEW

Cllr Gallagher informed the Committee that this had been raised at Full Council under the reports from outside body representatives, and that this doesn't really affect Peacehaven, especially as we have a Neighbourhood Development Plan.

9. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1595 – LW/23/0104 3 Slindon Avenue

It was proposed that the Committee support this planning application

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal

PH1596 – LW/23/0089 Unit B5, Meridian Industrial Estate

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.
The Committee **resolved** to **agree** to this proposal.

PH1597 – LW/23/0156 11 The Dewpond

There was a brief discussion on the planning application.

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook.
The Committee **resolved** to this proposal by a majority, with 1 abstention.

PH1598 – LW/23/0131/CD Land East and West of Downs Walk

The Committee **noted** this discharge of conditions application.

10. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1599 – TW/23/0018/TPO 3 Stanley Road

The Committee **noted** this planning application.

11. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

The Committee **noted** these planning decisions.

12. PH1601 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Deputy Clerk highlighted the recent Communication from the Planning Manager at Barratts regarding the attenuation pond fence – Committee discussed this and were in agreement that the suggested fence is suitable, Deputy Clerk to respond to this communication.

CLlr Gallagher asked that the recent Kaner Olette report be included in the action plan – there will likely be a need to have a TFG formed when the new Council comes in to go through the report and create actionable items.

There was a brief discussion about the need to action the Wildflower verges survey – the Deputy Clerk advised Committee members that recent staff changes had meant this hasn't been progressed yet, but will prioritise.

CLlr Seabrook informed the Committee that a recent Speedwatch had resulted in a speeding letter and a speeding ticket.

13. PH1602 DATE OF NEXT MEETING 25TH APRIL 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 25th April 2023.

There being no further business the meeting ended at 20:12.

Agenda Item:	C1045-b-i
Committee:	Council
Date:	16 May 2023
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 in August 2019 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 1 (April 2023) 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 28 April 2023 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 8.6% of the budgeted expenditure has been spent so far, and 50.1% of the budgeted income has been received as at the end of month 1 (April 2023)

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 March 2023 & 28 April 2023
- Bank reconciliation statement for cashbook 1 – 31 March 2023 & 28 April 2023
- Bank reconciliation statement for cashbook 2 – 31 March 2023 & 28 April 2023
- Credit Card reconciliation statement – 28 Mar 2023
- Detailed income and expenditure month 1 (28 April 2023)
- Detailed balance sheet month 1 (April 2023)

**Bank Reconciliation Statement as at 28/04/2023
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/04/2023		180,579.90
			<u>180,579.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,579.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,579.90
		Balance per Cash Book is :-	180,579.90
		Difference is :-	0.00

31/03/2023

31/03/2024

Current Assets

8,012	Debtors Control	18,083
3,174	VAT Control A/c	96
50	Deposit Aqua	50
498,013	Current Bank A/c	853,492
180,580	Reserve Account	180,580
520	Petty Cash	520
0	PAYE	0

690,349

1,052,821

690,349 Total Assets**1,052,821****Current Liabilities**

267	Credit Card A/c	0
1,498	Creditors	0
2,537	Mayor's Appeal	0
7,354	Accruals	0
0	NIC	0
3,097	Deposits Received	3,697

14,751

3,697

675,598 Total Assets Less Current Liabilities**1,049,124****Represented By**

142,690	General Reserves	478,119
10,000	Vehicle Reserve	10,000
588	Warm Havens Grant	588
1,405	Tree Works	1,405
3,881	Staff training	3,426
9,999	Elections	9,999
1,467	Members Training	1,467
37,500	Service Charges	37,500
1,300	Noticeboards	1,300
917	Monument & War Memorial	917
4,000	P/H Youth Task Group	4,000
343,300	CIL	382,763
59,080	Big Park	59,080
3,100	Hub Improvements	3,100
5,000	Climate Change	5,000
798	Sponsorship	798

09/05/2023

Peacehaven Town Council

11:22

Balance Sheet as at 04/05/2023

31/03/2023

31/03/2024

2,301 Professional Fees - Legal

1,551

1,640 Neighbourhood Plan

1,640

46,631 Capital Receipts Reserve

46,470

675,598

1,049,124

The above statement represents fairly the financial position of the authority as at 04/05/2023 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

STATEMENT FOR Z MALONE

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

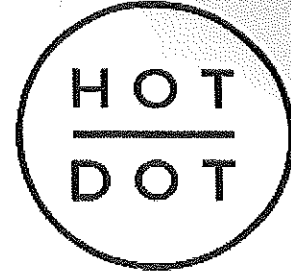
Company reference: 5476760307525801
 Card number: 5476760055803988
 Statement date: 28 March 2023
 Page number: 1 of 1
 Monthly spend limit: £1,000.00

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

Date	Description	Amount
09 Mar 2023 100315265673	NOTONTHEHIGHSTREET.COM RICHMOND GBR MISCELLANEOUS AND RETAIL STORES	29.50
09 Mar 2023 100385383903	JAX FIRST AID NEWCASTLE UPOLND MISCELLANEOUS GENERAL MERCHANDISE STORES	156.65
21 Mar 2023 220385481473	CO-OP GROUP 540073 PEACEHAVEN UNITED KINGDOM 00 GROCERY STORES, SUPERMARKETS	27.30
24 Mar 2023 240312301993	CANVA* 03733-20583041 SYDNEY AUS COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	12.99
4 new purchases / cash advances. Total of spending.		£226.44



VAT Invoice
Hotdot Ltd trading as Hot Dot Laser
Order Number: 76730566



INVOICED BY
Hotdot Ltd trading as Hot Dot Laser
THE STUDIO
compton street
York
North yorkshire
YO30 6LE
United Kingdom
VAT number: GB237237996

ORDERED BY
George Dyson
Peacehaven Town
Council
16 Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Invoice date: Thu 09 Mar 2023 13:21:51

item (quantity)	unit price	vat rate	net price	vat	gross price
Personalised Fork And Trowel Gardening Set For Gardener (1)	£29.50	20.0	£24.58	£4.92	£29.50

Order No. 4348/110	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

delivery net	£0.00
delivery vat	£0.00
delivery gross	£0.00
total net	£24.59
total vat	£4.91
total gross	£29.50

DISPATCHED BY
Hotdot Ltd trading as Hot Dot Laser
THE STUDIO
compton street
York
North yorkshire
YO30 6LE
United Kingdom

Please note the order relating to this invoice was placed through the notonthehighstreet.com website on behalf of the seller Hotdot Ltd trading as Hot Dot Laser

**NOT ON
THE HIGH ST.**

Jax First Aid

INVOICE NO.
ORDER DATE
PAYMENT
SHIPPING

#61518
09 March 2023
Credit Card (via Stripe)
Royal Mail 2nd Class (2-3 days)

BILL TO
Karen Bray
Meridian Centre
Peacehaven Town Council, Community House
Peacehaven, BN10 8BB
United Kingdom

SHIP TO
Karen Bray
Meridian Centre
Peacehaven Town Council, Community House
Peacehaven, BN10 8BB
United Kingdom

ITEM DESCRIPTION	QTY	PRICE (ex vat)	ITEM TOTAL
HSE First Aid Bum Bag (41 piece) JQF1502 Vinyl Text Print? (+£0.50)(+2/3 days): No	x 2	£5.00	£10.00
Eye Wash Pods 20ml (25 Pods) QE0711	x 4	£4.13	£16.52
BS8599 Medium Workplace First Aid Kit QF2120 Vinyl Text Print? (+£0.50)(+2/3 days): No	x 3	£18.33	£54.99
Dependaplast Washproof Plasters (choose size) REL-553 Size: Assorted (20)	x 1	£0.83	£0.83
Dependaplast Blue Detectable Plasters (choose size) REL-540 Size: Assorted (20)	x 1	£0.91	£0.91
Combat Application Tourniquet - CAT - Orange - Genuine CATGEN70	x 1	£24.16	£24.16
Sterile Burn Dressing 10cm x 10cm Hydrogel QBC420	x 4	£1.00	£4.00
BS8599-2:2014 Compliant Vehicle Kit Medium QF1481	x 2	£4.99	£9.98
Azo Wipes Hard Surface 70% Alcohol Wipes JXAZW01	x 2	£2.66	£5.32

SUBTOTAL	£126.71
SHIPPING	£3.83
TOTAL TAX	£26.11
DISCOUNT	£0.00
TOTAL	£156.65

one hundred fifty-six pounds sixty-five pence

Order No. 4302/100	Invoice Checked Against Order <i>YM</i>
Cheque No.	Payment Authorised

VAT NUMBER - 249800882



**PRINTED HI VIS VESTS
ONLY £2.91**

Unit Q
Hobson Industrial Estate
Burnopfield
Newcastle Upon Tyne
NE16 6EA
///streamers.dwell.dozed

**THANK YOU FOR
YOUR BUSINESS!**

Email - sales@jaxfirstaid.co.uk Phone - 0800 689 4731

Payment terms - 30 days from invoice date.



4011/100

Store: Peacehaven
Tel: 01273 585878

	Price	Total
1 CP PETIT PAINS 6	£1.40	£1.40
1 CP PETIT PAINS 6	£1.40	£1.40
Multi-save		£-1.10
1 CP PETIT PAINS 6	£1.40	£1.40
1 CP MX LEAF SALAD	£1.10	£1.10
1 CP MX LEAF SALAD	£1.10	£1.10
1 CP BAKING POTS	£0.70	£0.70
1 CP BAKING POTS	£0.70	£0.70
1 CP COLESLAW	£1.50	£1.50
1 CP COLESLAW	£1.50	£1.50
1 CP Shrng Std Bwt	£2.75	£2.75
1 CP Shrng Std Bwt	£2.75	£2.75
1 CP SLD DRESSING.	£1.25	£1.25
1 CP SLD DRESSING	£1.25	£1.25
1 CP BRIT MAT CHEO	£2.95	£2.95
1 CP BRIT MAT CHEO	£2.95	£2.95
Multi-save		£-0.90
1 BRANS UNRAKED B	£3.00	£3.00
1 CP BAKING POTS	£0.70	£0.70
1 CP BAKING POTS	£0.70	£0.70
2 CP LRG COMPSTBLE	£1.10	£0.20

● TOTAL BEFORE SAVINGS £19.30

 * YOUR SAVINGS TODAY £2.00 *

 BALANCE DUE £27.30
 CREDIT/DEBIT £27.30

Member Card: ***** 1001
 Your Reward Earned £0.48 Balance £4.32
 Community Reward We'll give the same amount you've earned today to community causes.

To make the most of your membership,
 download the Co-op App or visit
coop.co.uk/membership

● Thank you for shopping at Co-op.

 MASTERCARD
 *****3988 001 ICC
 CONTACTLESS MasterCard Paypass
 EXPIRY: 05/26
 MERCHANT: 81948
 AUTH CODE: 038754
 CRYPTOGRAM: 63E56F910B8C2A9F
 AID: A000000041010
 TID: ****8432
 Your account will be debited with the above amount
 No cardholder verification
 PLEASE KEEP FOR YOUR RECORDS

On Till Store Date Time

Canva

Tax Invoice

Invoice Date
23 March 2023

Invoice no.
03733-20583041

To
Peacehaven Council
peacehaventc@gmail.com
Peacehaven Town Council
BAEOxuX7RRw

Order No. 4372/100	Invoice Checked Against Order KM
Cheque No.	Payment Authorised

Subscriptions



Canva Pro
IAFeBvI1H9M
23 March 2023

£12.99

Total **£12.99**
Includes tax **£2.16**
Total charged **£12.99**
Paid with MasterCard **** 3988
Your payment may be processed internationally. Additional bank fees may apply.

Please retain for your records.
Canva Pty. Ltd. ABN 80 158 929 938, VAT EU372042198
110 Kippax St. Surry Hills NSW 2010 Australia
Copyright © 2023 Canva Pty. Ltd.. All rights reserved.

STATEMENT FOR A E ALLEN

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

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 March 2023
Page number: 1 of 1
Monthly spend limit: £1,000.00

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

Date	Description	Amount
01 Mar 2023	ONLINE JOB ADS INDEED DUBLIN IRL	40.21
020315265673	EMPLOYMENT AGENCIES, TEMPORARY HELP SUPPLY SERVICES	
1 new purchases / cash advances. Total of spending.		£40.21



We received your payment

£40.21

Invoice 75778657 • Peacehaven Town Council

Charges

February 2023 Sponsored Jobs on Indeed.com	£40.21
VAT @ 0% on 40.21	£0.00

Total amount: **£40.21**

Payment method

 Payment ending in {0}

Charged on Wednesday, 1 March 2023

[View billing summary](#)



Sent from Indeed's Billing team

Order No. 4329/120	Invoice Checked Against Order
Cheque No.	Payment Authorised

Need help?

Learn more on our [Help Center](#)

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	374,607	749,213	374,606			50.0%	
1010 CIL Income	39,463	0	(39,463)			0.0%	39,463
1013 Income from Photocopying	43	200	158			21.3%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	0	200	200			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	429,919	765,963	336,044			56.1%	39,463
4345 CTLA Service Level Agreement	0	6,500	6,500		6,500	0.0%	
4346 CAB Service Level Agreement	0	11,500	11,500		11,500	0.0%	
4354 HCC Service Level Agreement	0	3,000	3,000		3,000	0.0%	
General Administration :- Direct Expenditure	0	21,000	21,000	0	21,000	0.0%	0
4001 Salaries	30,950	422,906	391,956		391,956	7.3%	
4002 Employer N.I Contributions	2,796	45,198	42,402		42,402	6.2%	
4003 Employer Pension Contributions	5,291	82,000	76,709		76,709	6.5%	
4004 Overtime	0	1,000	1,000		1,000	0.0%	
4011 Training	736	2,000	1,264		1,264	36.8%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	12	500	488		488	2.4%	
4301 Purchase of Furniture/Equipmen	0	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	700	5,000	4,300		4,300	14.0%	
4307 Stationery	0	500	500		500	0.0%	
4310 Professional Fees - Consultanc	0	2,000	2,000		2,000	0.0%	
4311 Professional Fees - Legal	750	2,000	1,250		1,250	37.5%	750
4312 Professional Fees - Other	90	2,000	1,910		1,910	4.5%	
4314 Audit Fees	0	3,000	3,000		3,000	0.0%	
4315 Insurance	0	12,000	12,000		12,000	0.0%	
4321 Bank Charges	0	100	100		100	0.0%	
4322 BACS Charges	3	200	197		197	1.5%	
4323 PDQ Charges	0	800	800		800	0.0%	
4325 Postage	435	1,000	565		565	43.5%	
4326 Telephones	338	3,168	2,830		2,830	10.7%	
4327 Computers	1,392	15,000	13,609		13,609	9.3%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	0	10,000	10,000		10,000	0.0%	
4342 Subscriptions	1,471	5,500	4,029		4,029	26.7%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	44,964	637,872	592,908	0	592,908	7.0%	1,205
Net Income over Expenditure	384,955	107,091	(277,864)				
6000 plus Transfer from EMR							1,205
6001 less Transfer to EMR							39,463

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	346,697						
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	292	700	408		408	41.7%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	292	1,700	1,408	0	1,408	17.2%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	0	1,200	1,200		1,200	0.0%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	0	5,250	5,250	0	5,250	0.0%	0
Net Expenditure	(292)	(6,950)	(6,658)				
<u>120 Marketing</u>							
1048 E-News Advertising	50	100	50			50.0%	
1049 Banner Board	40	2,500	2,460			1.6%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	90	4,600	4,510			2.0%	0
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	0	100	100	0	100	0.0%	0
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	0	700	700		700	0.0%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	0	3,800	3,800	0	3,800	0.0%	0
Net Income over Expenditure	90	700	610				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				

11:05

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	1,850	1,850	0	1,850	0.0%	0
4101 Repair/Alteration of Premises	0	2,000	2,000		2,000	0.0%	
4111 Electricity	(150)	1,092	1,242		1,242	(13.7%)	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	8,891	12,633	3,742	0	3,742	70.4%	0
Net Expenditure	(8,891)	(14,483)	(5,592)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	0	6,600	6,600		6,600	0.0%	
4203 Fuel	1,575	6,050	4,475		4,475	26.0%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	1,551	14,150	12,599	0	12,599	11.0%	0
Net Expenditure	(1,551)	(14,150)	(12,599)				
310 Sports Park							
1025 Rent & Service Charge	2,752	13,845	11,093			19.9%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	1,226	3,000	1,774			40.9%	
1061 S/P Court Hire	449	2,500	2,052			17.9%	
Sports Park :- Income	10,809	25,110	14,301			43.0%	0
4111 Electricity	0	7,250	7,250		7,250	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	609	10,500	9,891		9,891	5.8%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	3,827	10,000	6,173		6,173	38.3%	
Sports Park :- Indirect Expenditure	6,543	35,095	28,552	0	28,552	18.6%	0
Net Income over Expenditure	4,266	(9,985)	(14,251)				

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	65	5,000	4,935		4,935	1.3%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	34	500	466		466	6.7%	
4112 Gas	27	500	473		473	5.4%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	1,113	4,000	2,887		2,887	27.8%	161
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	11,370	38,825	27,455	0	27,455	29.3%	161
Net Expenditure	(11,370)	(38,825)	(27,455)				
6000 plus Transfer from EMR	161						
Movement to/(from) Gen Reserve	(11,209)						
316 Gateway Cafe							
1025 Rent & Service Charge	701	8,999	8,298			7.8%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	701	18,999	18,298			3.7%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	92	972	880		880	9.5%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	92	17,012	16,920	0	16,920	0.5%	0
Net Income over Expenditure	609	1,987	1,378				
330 Parks & Open Spaces							
1044 Hire of the Dell	875	5,500	4,625			15.9%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	875	8,000	7,125			10.9%	0
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	0	4,500	4,500	0	4,500	0.0%	0

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4141 Water Services	218	3,500	3,282		3,282	6.2%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	224	4,000	3,776		3,776	5.6%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	520	17,000	16,480	0	16,480	3.1%	0
Net Income over Expenditure	355	(13,500)	(13,855)				
355 The Hub							
1084 Sports Pavilion	1,365	16,979	15,614			8.0%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	45	270	225			16.7%	
1303 Water Charges	13	150	138			8.3%	
1355 Wifi	18	210	193			8.3%	
The Hub :- Income	1,440	17,879	16,439			8.1%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	420	420		420	0.0%	
The Hub :- Indirect Expenditure	(500)	10,920	11,420	0	11,420	(4.6%)	0
Net Income over Expenditure	1,940	6,459	4,519				
360 Community House							
1069 C/H Police Room	0	2,341	2,341			0.0%	
1070 C/H Phoenix Room	574	6,242	5,668			9.2%	
1072 C/H Copper Room	2,000	9,216	7,216			21.7%	
1075 C/H Charles Neville	645	7,426	6,781			8.7%	
1076 C/H Main Hall	2,340	18,646	16,306			12.6%	
1077 C/H Anzac Room	2,100	9,246	7,146			22.7%	
1078 C/H Main Kitchen	142	910	768			15.6%	
1079 C/H Anzac Kitchen	243	510	267			47.7%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	294	0	(294)			0.0%	
1091 Cinema Income	512	3,000	2,488			17.1%	

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
1303 Water Charges	40	0	(40)			0.0%	
Community House :- Income	9,160	60,659	51,499			15.1%	0
4167 Cinema Costs	0	2,400	2,400		2,400	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,300	3,300	0	3,300	0.0%	0
4101 Repair/Alteration of Premises	485	7,000	6,515		6,515	6.9%	
4102 Maintenance of Buildings	570	5,000	4,430		4,430	11.4%	
4111 Electricity	(327)	15,000	15,327		15,327	(2.2%)	
4112 Gas	(1,087)	9,000	10,087		10,087	(12.1%)	
4122 Service Charge	0	30,000	30,000		30,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	0	5,000	5,000		5,000	0.0%	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	248	1,000	752		752	24.8%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	0	2,603	2,603		2,603	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	6,439	93,603	87,164	0	87,164	6.9%	0
Net Income over Expenditure	2,721	(36,244)	(38,965)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	930	1,500	570			62.0%	
1094 Other Customer & Client Receipt	0	1,000	1,000			0.0%	
Summer Fair :- Income	930	3,000	2,070			31.0%	0
4329 Advertising	0	500	500		500	0.0%	
4500 Event Staff Overtime	0	1,500	1,500		1,500	0.0%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	236	1,200	964		964	19.7%	
Summer Fair :- Indirect Expenditure	236	5,200	4,964	0	4,964	4.5%	0
Net Income over Expenditure	694	(2,200)	(2,894)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market :- Income	0	2,160	2,160			0.0%	0

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	453,924	906,370	452,446			50.1%	
Expenditure	80,398	931,470	851,072	0	851,072	8.6%	
Net Income over Expenditure	<u>373,526</u>	<u>(25,100)</u>	<u>(398,626)</u>				
plus Transfer from EMR	1,366						
less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	<u>335,429</u>						

List of Payments made between 01/03/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2023	JOHN BORTHWICK	121011	-400.00		CANCEL CHQ
03/04/2023	Lewes District Council	DD	1,047.80		NNDR 2023/24
03/04/2023	Lewes District Council	DD1	6,549.75		nndr 2023/24
03/04/2023	Barclays	DD2	3.00		COMM CHARGES 13 FEB/12 MAR
04/04/2023	The Fuelcard People	DD3	33.47		GY06 PPX FUEL
04/04/2023	HARRIS FLYNN TRAINING	BACS	455.00		CUSTOMER SVS TRAINING
04/04/2023	SIEMENS FINANCIAL SERVICES	121024	281.83		franking machine rental
04/04/2023	Peacehaven & District Chamber	121022	50.00		ANNUAL SUBS
04/04/2023	Rialtas Business Solutions Ltd	121021	1,419.44		ANNUAL SUPPORT
04/04/2023	LEWES DC	121016	21.00		TEMP EVENT LICENCE
04/04/2023	Lewes District Council	121020	1,152.45		01/04-30/06 WASTE COLLECT
04/04/2023	GIGLOO	121017	257.80		PORTALOO FOR SUMMER FAIR
04/04/2023	Lewes District Council	121018	4,270.19		NNDR
05/04/2023	Northstar IT	DD4	1,479.00		APRIL SUPPORT
05/04/2023	02	DD5	144.72		TELEPHONES MARCH
05/04/2023	INTERNATIONAL ANIMAL RESCUE	121025	160.00		REFUND BOOKING
05/04/2023	East Sussex County Council	121026	10,849.20		2023/24 GRASS VERGES
06/04/2023	ISOBEL SHARKEY	121029	12.00		I.SHARKEY TRAVEL
11/04/2023	The Fuelcard People	DD	13.20		fuel card charges
11/04/2023	Barclays	DD1	62.25		MARCH PDQ CHARGES
14/04/2023	Caroline Reid	121030	609.00		APRIL CLEANING
17/04/2023	The Fuelcard People	DD	33.33		GY06 PPX FUEL
17/04/2023	The Fuelcard People	DD	0.33		GY06 PPX FUEL
18/04/2023	BRITISH GAS	121031	14.62		17 MAR-28 MAR ELECTRICITY
18/04/2023	BRITISH GAS	121032	13.97		17 MAR-28 MAR GAS
18/04/2023	EDF	121033	845.54		MARCH ELECTRICITY
18/04/2023	TRAVIS PERKINS Trading	121034	9.67		repairs to f/c wall
18/04/2023	Business Sream	121035	614.03		11jan - 11 apr waste services
20/04/2023	R..J.Meaker Fencing Ltd	121036	102.61		POST MIX FOR BOVIS ESTATE
20/04/2023	Rigby Taylor	121037	3,805.76		GROUNDS MAINTAINACE
20/04/2023	Radius Connect	121038	347.05		APRIL PHONES
20/04/2023	Lewes District Council	121039	900.00		GATEWAY CAFE LEASE
20/04/2023	PRICEWATCH LIMITED T/A LOCAL	121040	1,788.34		DIESEL
20/04/2023	Wightman & Parrish Ltd	121041	437.65		CLEANING MATERIALS
20/04/2023	BRITISH GAS	121042	35.36		29 MAR-16 APR ELECTRICITY
20/04/2023	BRITISH GAS	121043	28.15		29 MAR-16 APR GAS
20/04/2023	Farrington Property Developmen	121044	4,404.00		UNIT 14 W/C 19/04 13 WKS
20/04/2023	ENGAGE SUSSEX	121045	845.53		MAYORS CHARITY DONATION
20/04/2023	SUSSEX PET RESCUE	121046	845.53		MAYORS DONATION PET RESC
20/04/2023	HAVEN COMMUNITY HUB	121047	845.53		MATORS DONATION HAVENS
20/04/2023	JOHN BORTHWICK	BACS	400.00		MAYORS RECEPTION
24/04/2023	HEALTH ASSURED LTD	DD	60.00		EAP - APR/MAY
24/04/2023	Credit Card A/c	CC TFER	266.65		MARCH CC TRANSACTIONS
25/04/2023	Rialtas Business Solutions Ltd	121048	186.02		ALLOTMENT SOFTWARE
25/04/2023	Vitax Limited	121049	2,630.40		FERTILISER
25/04/2023	G Collins & Sons Limited	121050	350.00		MAYORS BADGE - L SYMONDS
25/04/2023	HMRC	121051	7,784.45		APRIL SALARIES

List of Payments made between 01/03/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2023	RIA BINNEY	121052	50.00		R.BINNEY DEPOSIT REUND
25/04/2023	EAST SUSSEX PENSION FUND	121053	7,273.39		APRIL SALARIES
25/04/2023	APRIL SALARIES	APR PAY	24,069.21		APRIL SALARIES
26/04/2023	Northstar IT	DD1	190.80		APC-UPS REPLACEMENT BATTERY
27/04/2023	AMP Services	121054	192.72		BATTERY
27/04/2023	Ricoh Capital Ltd	121055	840.44		01/03-31/03 photocopier rental
27/04/2023	THOMAS DOOR & WINDOW	121056	684.00		ANNUAL DOOR SERVICE
28/04/2023	SOUTHCOAST LOCKSMITHS LTD	121057	268.80		DISCUS PADLOCKS
28/04/2023	EDF	DD2	584.44		DEC-MAR ELECTRICITYN
28/04/2023	EDF	DD3	1,961.59		DEC-MAR ELECTRICITY
28/04/2023	EDF	DD4	3,507.06		DEC-MAR ELECTRICITY

Total Payments 95,688.07

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/03/2023		467,978.69
Current Account	31/03/2023		50,000.00
			<u>517,978.69</u>

Unpresented Cheques (Minus)**Amount**

17/11/2022	205292	MARIA LIDON	3.62
31/01/2023	204620	East Sussex County Council	801.70
31/01/2023	205344	ALEX FITZPATRICK	50.00
07/02/2023	205349	Cinemobile	171.50
14/02/2023	205359	DOWNLAND QUILTERS	100.00
21/02/2023	205367	ANTHONY ALLEN	9.00
07/03/2023	205379	CVS TYRES LTD	443.47
07/03/2023	205383	ST JOHNS	50.00
09/03/2023	205385	CVS TYRES LTD	48.00
14/03/2023	205393	TIANNA KING	50.00
16/03/2023	205395	TOTAL GAS & POWER	258.98
21/03/2023	205397	AVS FENCING SUPPLIES LTD	189.55
21/03/2023	205400	R.J.Meaker Fencing Ltd	44.28
21/03/2023	121001	CHARLOTTE WINDER	50.00
21/03/2023	121003	ANDERTINS MUSIC CO	724.00
21/03/2023	121004	HARRIS FLYNN TRAINING LTD	455.00
21/03/2023	121004	HARRIS FLYNN TRAINING	-455.00
28/03/2023	121005	EAST SUSSEX PENSION FUND	7,195.68
28/03/2023	121006	HMRC	7,765.35
30/03/2023	121007	ZOE MALONE	90.00
30/03/2023	121008	RICHARD EVANS	200.00
31/03/2023	121009	WITH STYLE ENTERTAINMENT	400.00
31/03/2023	121010	GATEWAY CAFE	550.00
31/03/2023	121009	WITH STYLE ENTERTAINMENT	-400.00
31/03/2023	121011	J G BORTHWICK	400.00
31/03/2023	121012	LUCY SYMONDS	150.00
31/03/2023	121013	Business Sream	13.21
31/03/2023	121014	TRAVIS PERKINS Trading Company	385.79
31/03/2023	BACS	HARRIS FLYNN TRAINING	455.00
31/03/2023	121015	GEORGE DYSON	17.67
31/03/2023	121023	GEORGE DYSON	5.94
31/03/2023	121027	Spy AlarmsLtd	225.60
			<u>20,448.34</u>
			497,530.35

Receipts not Banked/Cleared (Plus)

30/03/2023	88.80
31/03/2023	50.00
31/03/2023	20.00
31/03/2023	320.00
31/03/2023	3.90

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	482.70
	<u>498,013.05</u>
Balance per Cash Book is :-	498,013.05
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/03/2023		180,579.90
			<u>180,579.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,579.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,579.90
		Balance per Cash Book is :-	180,579.90
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/04/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	28/04/2023		50,015.00
Current Account	28/04/2023		845,404.99
			<u>895,419.99</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
17/11/2022	205292	MARIA LIDON	3.62
31/01/2023	205344	ALEX FITZPATRICK	50.00
07/02/2023	205349	Cinemobile	171.50
14/02/2023	205359	DOWNLAND QUILTERS	100.00
21/02/2023	205367	ANTHONY ALLEN	9.00
14/03/2023	205393	TIANNA KING	50.00
04/04/2023	BACS	HARRIS FLYNN TRAINING	455.00
20/04/2023	121038	Radius Connect	347.05
20/04/2023	121039	Lewes District Council	900.00
20/04/2023	121040	PRICEWATCH LIMITED T/A LOCAL F	1,788.34
20/04/2023	121041	Wightman & Parrish Ltd	437.65
20/04/2023	121044	Farrington Property Developmen	4,404.00
20/04/2023	121045	ENGAGE SUSSEX	845.53
20/04/2023	121046	SUSSEX PET RESCUE	845.53
20/04/2023	121047	HAVEN COMMUNITY HUB	845.53
25/04/2023	121048	Rialtas Business Solutions Ltd	186.02
25/04/2023	121049	Vitax Limited	2,630.40
25/04/2023	121050	G Collins & Sons Limited	350.00
25/04/2023	121051	HMRC	7,784.45
25/04/2023	121052	RIA BINNEY	50.00
25/04/2023	121053	EAST SUSSEX PENSION FUND	7,273.39
27/04/2023	121054	AMP Services	192.72
27/04/2023	121055	Ricoh Capital Ltd	840.44
27/04/2023	121056	THOMAS DOOR & WINDOW CONTROLS	684.00
28/04/2023	121057	SOUTHCOAST LOCKSMITHS LTD	268.80
			<u>31,512.97</u>
			863,907.02

Receipts not Banked/Cleared (Plus)

28/04/2023	50.00
28/04/2023	20.00
28/04/2023	0.15
28/04/2023	35.00
	<u>105.15</u>
	864,012.17
Balance per Cash Book is :-	864,012.17
Difference is :-	0.00

Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 7th March 2023 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr C Cheta (Vice-Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr S Griffiths.
Town Clerk, Tony Allen.

PF859 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping matters. The Chairman noted that this was the last Committee meeting in the Council term and thanked Committee members and Officers for their input which had created significant improvements in the Council's financial position.

PF860 PUBLIC QUESTIONS.

There were no public questions.

PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

It was resolved to accept apologies from Cllr Duhigg, Cllr Gallagher, Cllr A Goble, Cllr Sanderson & Cllr Symonds; and that Cllr Griffiths substitutes for Cllr Duhigg.

PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

Cllr Griffiths re. Item 870, as a friend of one of the Council's sub-contractors.

PF863 TO ADOPT THE COMMITTEE'S MINUTES OF 24th JANUARY 2023.

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

PF864 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report.

The Finance Officer's reports were received and noted.

Clerk to supply Committee members with a copy of the Warm Havens Agreement and an inventory of income & expenditure for this project.

2. Bank account & Bank Reconciliation statements (for signing).

Received and resolved for signing.

3. Income & Expenditure report.

Received and noted.

4. Balance Sheet.

Received and noted.

5. CIL & S.106 report (income, expenditure & bids).

Received and noted.

6. List of payments (for approval).

It was resolved to approve the January & February 2023 payments amounting to £125,554.09, as scheduled in the meeting papers.

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

Noted that the review meetings for the SLA's with CTLA, Lewes CA & Havens Cars are currently being arranged.

8. To note 2022/23 Earmarked Reserves going forward.

The Finance Officer's report was received and noted.

It was resolved that the following additional EMR's should be included for 2023/24:-

- a. Youth fund (Joff).
- b. Tree planting.
- c. Warm Havens – ring fenced for a future event.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 7th March 2023

9. Funding report for buildings equipment maintenance works.

Received and noted.

The Chairman noted that LDC Officers had indicated permission to proceed with the first phase of the Howard Park project.

PF865 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

It was noted that the hearing loop works in the main hall at Community House had been completed.

It was noted that the planned surveys of Community House remain on-hold as these are being requested as part of the Morrisons redevelopment project.

PF866 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN.

It was noted that there had been no additions/amendments to the Plan since the Committee's last meeting.

PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.

The Parks Officer's report was received and noted.

The Clerk related the background to this item.

It was resolved to approve the specification and for tenders to be sought for presentation to the 'new' Council to progress.

PF868 TO ADOPT A REVISED VOLUNTEER POLICY.

Cllr Seabrook related the background to this item.

It was resolved to adopt this policy.

PF869 TO CONSIDER ROLLING OUT A PHISHING POLICY AS PART OF HAVING A CYBER ESSENTIALS CERTIFICATION

The Deputy Clerk's report was received and noted.

The Clerk related the background to this item.

It was resolved to recommend to the 'new' Council that it adopts a Cyber Essentials Certificate, phishing policy and arranges suitable training for staff and Councillors.

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.

PF870 TO AGREE TENDERING & SPECIFICATION FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.

It was resolved to approve the Specification and for tendering to proceed, subject to the inclusion of all items/aspects as set out in the changing places cleaning specification, such as the bed and hoist.

It was resolved that the Council's current sub-contractor will be asked to carry on with the cleaning of the external Gateway Café toilets in the interim. [Cllr Griffiths abstained from voting].

PF871 AGED DEBT ANALYSIS.

The Finance Officer's report was received and noted.

The Committee expressed its thanks to the Finance officer for the continued reduction in outstanding debts.

PF872 DATE OF NEXT MEETING – TUESDAY 4th JULY 2023 AT 7.30PM.

There being no further business, the meeting closed at 19:58

PEACEHAVEN TOWN COUNCIL

Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 20th April 2023 at 7.30pm

Present:- Cllr S Griffiths, Cllr C Collier, Cllr D Seabrook,

Officers:- Zoe Malone (Finance Officer) Victoria Onis (Committees & Assistant Projects Officer)

One member of the public was in attendance

1 GSC074 CHAIRS ANNOUNCEMENTS

Cllr Griffiths (Vice Chair) chaired the meeting in the absence of Cllr Cheta

2 GSC075 PUBLIC QUESTIONS

There were no public questions.

3 GSC076 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies from Cllr C Cheta and Cllr L Symonds
Cllr A Milliner was absent.

4 GSC077 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

- Cllr Seabrook as a member of the Peacehaven & Telscombe access group and the Friends of Peacehaven & Telscombe Library
- Cllr Griffiths as a member of the Peacehaven & Telscombe access group

5 GSC078 TO APPROVE & SIGN THE MINUTES OF THURSDAY 11TH JANUARY 2023

It was proposed to adopt the minutes as a true record of the proceedings.

6 GSC079 TO APPROVE SERVICE LEVEL AGREEMENTS (SLA) WITH CAB & CTLA

It was resolved that the SLA for CAB and CTLA will be put forward to Full Council.

It was noted that an SLA meeting has not yet been made with Havens Community cars and this is in the process of being scheduled.

Proposed Cllr Collier and Seconded by Cllr Seabrook.

7 GSC080 TO RECEIVE AN UPDATE REGARDING A PROPOSED SERVICE LEVEL AGREEMENT

As noted above

8 GSC081 TO NOTE THE GRANT RECEIPTS FOR SECOND ROUND 2022

The Finance Officer noted that receipts of expenditure have been received from the successful applicants from the second round of 2022. The Committee are welcome to view the receipts if needed

9 GSC082 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 1 2023/2024

ABC Fund

The Grant application papers were noted and discussed

It was resolved to recommend a Grant of £338 towards the purchase of 750 books for local children at £1 each. This project will be run in conjunction with the Duke of Edinburgh Award students at PCS.

Rotary club of Newhaven

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £50 towards an A5 certificate to every school pupil within the area of Newhaven to Rottingdean to celebrate the coronation of King Charles III

Peacehaven Horticultural Society

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £384 towards 12 months room hire at Community House

SCDA

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £750 to help support the Community Supermarket.

South Coast & Sussex Bird Voluntary network

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £338 towards medicine for rescued birds, food, petrol and the distribution of pet food to food banks.

Access group

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £156 towards 10 months room hire at Community House

Seahaven Fibromyalgia

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £417.60 towards 12 months room hire at Community House.

Association of carers

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £400 towards a lunch for volunteers for all they do to support unpaid carers. The lunch will provide the volunteers to share their experiences and build peer connections.

Friends of Peacehaven & Telscombe Library

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £350 towards hall hire and leaflet printing

Newhaven and Lewes District MENCAP

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £750 to reinstate the sensory room at riverdale hall.

Peacehaven Martial Arts

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £728 towards hall hire at The Hub.

Telscombe Raiders Football Club

The Grant application papers were noted and discussed

It was resolved to recommend a grant of £338 towards equipment to support the growth of the club and deliver improved training.

10 GSC083 DATE OF NEXT MEETING 16TH NOVEMBER 2023



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& Chartered Tax Advisors

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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

4 May 2023

Dear Tony

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

Executive summary

Following completion of our year-end internal audit on 4 May 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 21 October 2022. The audits were 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. 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, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

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.

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C	RISK MANAGEMENT AND INSURANCE	✓	✓	4
D	BUDGET, PRECEPT AND RESERVES	✓	✓	4
G	PAYROLL	✓	✓	5
H	ASSETS AND INVESTMENTS	✓	✓	5
I	BANK AND CASH	✓	✓	5
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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
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.	The balances remain at a level where the Fidelity Guarantee level needs to be reviewed and increased.
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.	The general reserve balance at the year-end is below the recommended range.
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...'	Changed as part of the last update.
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.	Evidence of this activity was provided at the year-end review.

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

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

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 section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

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

The system noted above, and the interim internal audit checks, detail 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

At the interim audit, I noted that the Fidelity Guarantee was sufficient 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 year-end balances suggest this is still the case, and in fact the month end balances for April 2023 exceed the £1 million Fidelity Guarantee level, and I recommend the council increases the level at the next insurance review.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

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 accounting records show that the council ended the year with income reported as 114.1% of budget and expenditure reported as 105.3% of budget. The budget performance is reported to the Policy & Finance Committee and Council regularly, and this is evidenced in the minutes of the relevant meetings.

At the end of the financial year, the council held £532,908 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs and am satisfied they are all for legitimate future planned projects of the council.

The council also held £142,690 in the general reserve at the end of the financial year.

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 below the recommended minimum level but represents a strong recovery from the poor position the council was in back in 2018/19.

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

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. The figure for the previous year has been restated as a result of a thorough review of the asset holdings of the council.

The council has no 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

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

Due to the council's budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council holds all funds with Barclays, and it may be prudent to consider an account with an alternate provider to reduce the potential risk in the event the bank had financial difficulties.

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

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	576,378	628,658	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	640,705	687,081	Figure confirmed to central records
3	Total other receipts	285,071	275,278	Agrees to underlying records
4	Staff costs	481,089	531,009	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Verified against PWLB records
6	All other payments	392,407	384,410	Agrees to underlying records
7	Balances carried forward	628,658	675,598	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	622,686	678,846	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	4,920,224 RESTATED	5,035,963	Matches asset register
10	Total borrowings	0	0	Verified against PWLB records
11a	Disclosure note re Trust Funds (including charitable)	N/A	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)		N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

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

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. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

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	2022/23 Proposed
Date AGAR signed by council	10 May 2022	16 May 2023
Date inspection notice issued	10 June 2022	2 June 2023
Inspection period begins	13 June 2022	5 June 2023
Inspection period ends	22 July 2022	14 July 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	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.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	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 published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
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

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	<p>At the interim audit, I noted <i>that the Fidelity Guarantee was sufficient 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.</i></p> <p>The year-end balances suggest this is still the case, and in fact the month end balances for April 2023 exceed the £1 million Fidelity Guarantee level, and I recommend the council increases the level at the next insurance review.</p>	
BUDGET, PRECEPT AND RESERVES	<p>The general reserve balance is below the recommended minimum level but represents a strong recovery from the poor position the council was in back in 2018/19.</p>	

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Peacehaven Town Council

peacehaventowncouncil.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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 assessed 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 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice 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 <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/10/2022 04/05/2023

Name of person who carried out the internal audit

Andy Beams Mulberry & Co

Signature of person who carried out the internal audit



Date

04/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

Peacehaven Town Council

RE-STATED BOX 9

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	576,378	628,658	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	640,705	687,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	285,071	275,278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	481,089	531,009	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	392,407	384,410	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	628,658	675,598	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	622,686	678,846	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	4,920,224	5,035,963	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

04-05-2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Peacehaven Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 28th February 2023 at 7.30pm

Present: Cllr L Symonds (Chair of Council), Cllr D Seabrook (Vice Chair of Council & Committee), Cllr I Sharkey (Chair of Committee), Cllr S Griffiths, Cllr C Gallagher, Cllr C Cheta Cllr R White.

Officers: Kevin Bray (Parks Officer); Tony Allen (Town Clerk).

LA 749 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and related the housekeeping information.

LA 750 PUBLIC QUESTION TIME

A member of the public spoke to the Committee on the following matters:-

- Unauthorised/uninvited access on to his allotment and related problems.
- Allotments security and the need for a new lockable gate.
- Use of public monies to repair the fencing of two properties adjacent to the allotments.

Another member of the public spoke to the Committee on the following matters:-

- Keeping allotment holders in-check regarding the correct cultivation of their plots; previous complaint had not been actioned.
- Need for more swings and facilities for the under-4's in the Big Park.

Another member of the public referring to their recent letter to the Committee, spoke on the following matters:-

- The introduction of the 'two-foot rule' and the consequent reduction in growing space.
- Use of public monies to repair the fencing of two private individuals' properties adjacent to the allotments.
- His rejection of the 'two-foot rule'.

Another member of the public spoke to the Committee on the following matters:-

- Allotments security and the need for a new lockable gate.

Another member of the public referring to his recent letter to the Committee, spoke on the following matters:-

- The painting of a new mural on the rear wall of the skate park and proposed approach.

The Parks Officer read out a letter from another member of the public, relating to adornments on memorial benches.

LA 751 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr D Paul.

Cllr W Veck was also absent.

LA 752 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 753 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH DECEMBER 2022

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

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

LA 754 TO NOTE THE BUDGET UPDATE

The Finance Officer's report was received and noted.

The Parks Officer reported on expected payment for tree planting.

Clerk to speak to the Finance Officer regarding the outstanding funding for the new changing places facility.

LA 755 TO NOTE ACTION PLAN

The Parks Officer's report was received and noted.

Format, content and presentation of the action plan was discussed.

The Clerk reported on the progress of the CCTV project and will chase Insp. Jo Atkinson for a progress report.

LA 756 TO NOTE AND AGREE ALLOTMENT GARDENS POLICY AND PROCEDURES

The TFG report from Cllr Gallagher and the Parks Officer was received and discussed in detail.

Regarding Item 1 of the TFG report, it was resolved that the TFG should revisit these points and provide the Committee with firm recommendations as well as reviewing the content of the FAQ's trial document.

The Parks Officer noted that his team needs clarification on these items in order to be able to enforce the Terms & Conditions.

Cllr Gallagher stated that clarification of such items can be captured in the FAQ's document, for consideration further at the annual review of the allotment policies, Terms & Conditions, etc.

The Committee resolved the following points:-

1. That there should be an Agenda item at each L.A & E Committee meeting to provide an update relating to the Allotments.
2. To have a list of Frequently Asked Questions that will be compiled by the TFG as an aide memoire for all concerned.
3. Allotment information to be in each edition of the E-News for reference.
4. Two Councillors be authorised as liaison between the Allotment tenants and the Council to develop relationship to improve goodwill.

These Councillors will be the Chairman of the LA&E Committee and one Ward Councillor.

It was resolved to approve the new Allotment Policy and appendices which cover all of the rights and responsibilities concerning the Allotments.

It was resolved to approve the enforcement letters in the appendices.

LA 757 TO DECIDE DISPLAYS ON BENCHES

The Parks Officer's report was received and discussed in detail.

The Parks Officer related the background to this item.

It was resolved that standardized flower & vase adornments would be permitted on memorial benches on the following conditions:-

- They do not obstruct the proper function of the bench.
- No plastic or fake flowers to be used; real flowers only.
- Bench owner must maintain the adornments properly.
- The PTC Parks Team has the right to remove dead flowers and unsightly adornments.
- Vases used to be plain and of a size specified by the Parks Officer.

The PTC Memorial Bench Policy to be updated as above.

LA 758 TO AGREE TERMS AND CONDITIONS RELATING TO THE GATEWAY CAFÉ MOBILE CATERING UNIT

It was resolved to agree to these T&C's and to change the wording from 'kiosk' to 'mobile catering unit'.

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

It was noted that the tow hitch on the existing trailer kiosk could be made more visible or covered for the visually impaired.

LA 759 TO APPROVE SKATE PARK ARTWORK

The Parks Officer's report was received and discussed.

It was resolved to have a full proposal prepared for Council for this proposed artwork, on the understanding that the project is fully inclusive and that there is youth input.

LA 760 TO NOTE AMENITY AREAS MANAGEMENT PLAN REPORT

The Parks Officer's report was received and discussed.

All to email comments to the Parks Officer.

Cllr Gallagher noted that elements from the recent Kaner Olette report should be considered for the Management Plans.

Cllr Gallagher noted that she will be proposing the removal of the banner board at the Dell, at the next Council meeting.

LA 761 TO NOTE TREE WORKS UPDATE

The Parks Officer's report was noted.

LA 762 TO NOTE GROUNDSTAFF UPDATE

The Parks Officer's report was noted.

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following items:-

LA 763 TO NOTE ALLOTMENT FENCE REPAIR REPORT

The Deputy Clerk's report was received and discussed in detail.

Cllr Gallagher related the background to the fencing repairs, outstanding items raised by the complainants and the low standard work by one of the contractors used.

The Parks Officer gave a detailed report of the works carried out by both contractors.

The Committee noted the Deputy Clerk's report and resolved that it was satisfied that the works to repair the damage to fences, as actioned by Council following the report of the allotments complaints panel, was now fully completed.

LA 764 TO AGREE ALLOTMENT RESIDENT VISIT REPORT

The Deputy Clerk's report was received and discussed.

It was resolved that allotment visits would be on a pre-arranged basis, to be facilitated by Officers and provided that sufficient notice is given.

It was noted that facilitating these visits will require the significant time of Officers which will include liaising with the allotment plot holder(s).

LA 765 TO DECIDE ALLOTMENT COMPLAINT LETTERS REPORT

Complaint 1.

The Parks Officer's report was received and discussed in detail.

The formal complaints from two people, regarding abusive and intimidating behaviour from an allotment plot holder, were noted and discussed. Applicable allotment Terms & Conditions were highlighted.

The Parks Officer reported that the incident had been witnessed by him and the Deputy Clerk and that, at the time, they had verbally reprimanded the said plot holder regarding the unacceptable behaviour.

It was resolved that the Clerk and the Parks Officer will draft a warning letter to the plot holder concerned, to be agreed and sent by the Committee Chairman.

Complaint 2.

The Parks Officer's report was received and discussed in detail.

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

The complaint from one person, regarding the introduction of the 'two-foot rule' and the consequent reduction in growing space, and the use of public monies to repair the fencing of two private individuals' properties adjacent to the allotments, was noted and discussed.

It was noted that complaint related to Council policies and procedures that had been agreed by the Committee and Council.

It was resolved that the Clerk and the Parks Officer will draft a general letter of reply to the complainant, to be agreed and sent by the Committee Chairman.

It was noted that the 'two-foot rule' came into force when that allotment holder signed their Terms & Conditions.

The Chairman of Council stated that she had not had any private meetings with any residents regarding these matters.

LA 766 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH APRIL 2023

There being no further business, the meeting closed at 21:31.



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 18th April 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Seabrook (Vice Chair), Cllr Griffiths, Cllr Gallagher, Cllr White.

Officers: Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk)

7 members of the public were present.

1 LA 767 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:32, welcomed everyone and went through the building fire procedures, and informed everyone that the next Bingo is 26th April, 2-4pm, and Cinema also 26th April, 7.30pm.

2 LA 768 PUBLIC QUESTION TIME

A member of the public informed the Committee that he was verbally abused at the Allotments on Sunday and now has a crime reference number for this after reporting it to the police.

The Parks Officer responded that we are aware of the incident but cannot comment at this time as it is an ongoing matter.

Another member of the public informed the Committee that he has received a letter from this Committee regarding a formal complaint; the member of the public summarised the incident that the complaint related to and expressed that he was disappointed that he had not been invited to the Committee to speak when the complaint was initially discussed.

A member of the public also commented that the main footpath in the allotments has some very deep ruts and could pose an accessibility problem for persons with disabilities.

3 LA 769 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Paul and Cllr Symonds.

These apologies were **noted**.

Cllr Veck and Cllr Cheta were also absent.

4 LA 770 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 771 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 28TH FEBRUARY 2023

Cllr Griffiths highlighted a spelling error on item LA729 – pervious should be previous.

Proposed By: Cllr Griffiths

Seconded By: Cllr Seabrook

The minutes of the meeting held on 8th November 2022 were **agreed and adopted** subject to the spelling correction.

6 LA 772 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA 773 TO NOTE THE ACTION PLAN UPDATE

Cllr Griffiths highlighted that under the license for the Park Run Container item, the current position update refers to a lease not a license.

Cllr Gallagher highlighted that whilst the action plan has now had the latest projects added to it, the plan would benefit from some more detailed information.

Cllr Griffiths reported that the Permaculture Tree Planting is showing on the Action Plan is complete, however this is incorrect as there are outstanding trees to be planted still.

Cllr Seabrook asked for an update on the status of the Howard Park item.

The Parks Officer responded that he has recently spoken with an Officer from Lewes District Council and that following this there is no further update.

The Committee **noted** the Action Plan update.

8 LA 774 TO AGREE THE ALLOTMENT TFG REPORT

The Parks Officer gave a brief summary to the Committee of the report from the Allotment TFG.

Cllr Griffiths asked who would be responsible for maintaining and mowing the grass in the 2' gap.

The Parks Officer responded that this would be the same as the grass walkways, that tenants would be responsible.

Cllr Seabrook asked about who would be levelling and seeding these gaps, and also whether help would be offered to people needing to move sheds.

The Parks Officer responded that we would endeavor to provide help where possible.

It was proposed that the Committee accept the recommendations in the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr White

The Committee **resolved** to **agree** to this proposal.

9 LA 775 TO NOTE THE ALLOTMENT UPDATE REPORT

The Parks Officer gave a brief summary of the report.

The Committee **noted** the allotment update.

10 LA 776 TO NOTE THE DELL BANNER BOARD REMOVAL

Cllr Gallagher highlighted that this report seems to be based on the Full Council meeting on 21st March, but minutes have not been made available from this meeting yet. There were many reasons why Council resolved to remove the Banner Board, and aesthetics was only a very small part of this, and that it's surprising to see that bookings are in place until Christmas.

The Parks Officer clarified the content of the minutes from Full Council meeting, and who the booking is for in December.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th April 2023

The Committee **noted** the Dell Banner Board Removal

11 LA 777 TO AGREE THE URBAN TREE CHALLENGE FUND REPORT

Cllr Griffiths gave some background and a summary of the report.

The Parks Officer highlighted the amount of staff time and resources needed to water these trees.

Cllr Griffiths responded that there is the option to go out for tender for the watering contract as this is paid for by the fund.

It was proposed to accept the recommendation in the report.

Proposed By: Cllr Griffiths

Seconded By: Cllr White

The Committee **resolved** to **agree** to this proposal.

12 LA 778 TO INFORM COMMITTEE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report.

The Committee **noted** the green infrastructure report.

13 LA 779 TO NOTE COMPLAINTS RECEIVED

The Parks Officer summarised the report of the complaints received.

Cllr Seabrook asked what can be done about dog poo in the green gym, the Committee briefly discussed this.

The Committee **noted** the complaints received.

14 LA 780 TO NOTE WORKS UPDATE

The Parks Officer summarised the report.

The Committee **noted** the works update.

15 LA 781 TO NOTE FOOTBALL FOUNDATION PITCHPOWER FUNDING UPDATE

The Parks Officer summarised the report.

The Committee **noted** the update.

16 LA 782 TO CONFIRM DATE OF NEXT MEETING AS THE 30TH MAY 2023

The next meeting of this Committee was **confirmed** for 30th May 2023.

There being no further business, the meeting closed at 20:10.



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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 14th February 2023 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Karen Bray (Bookings and Information Officer).

No members of the public were in attendance.

1. CCE253 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Next bingo is tomorrow (15th February 2023) 2 – 4pm.
- Next Cinema is next Wednesday 22nd February, film is The Lost King, 7.30pm – tickets £7.
- Warm Havens is taking place every Monday and Wednesday, 09:00 – 12:30.
- The Information Office is also still taking sanitary product donations which has had a very positive response.

2. CCE254 PUBLIC QUESTIONS

No public questions

3. CCE255 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Lucy Symonds, Cllr Job Harris, Cllr Gloria Hill, and Cllr Katie Sanderson.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

4. CCE256 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE257 TO ADOPT THE MEETING MINUTES OF 13TH DECEMBER 2022

Proposed by: Cllr Veck. Seconded by: Cllr Griffiths.
The minutes of the above meeting were **resolved and adopted**.

6. CCE258 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE259 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN

There was a brief discussion on the business plan, and it was felt that most of the points will be for the new Council to action.

It was proposed that the plan be left with the new administration from May 2023, and that any outstanding actions are put on hold and no new projects be started.

Proposed by: Cllr Veck **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

8. CCE260 TO DISCUSS AND APPROVE THE REPORT ABOUT WHETHER TO CONTINUE WARM HAVENS

Cllr Seabrook introduced the item and gave a brief overview of the report.

It was proposed that the Warm Haven finish, as planned, on 1st March 2023.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Veck
The Committee **resolved** to **agree** to this proposal.

There was further discussion by the Committee about the expenditure from Warm Havens, and how much was left from the grant that PTC received.

It was proposed that a final costings report goes to the Policy & Finance Committee for approval before going back to Lewes District Council.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Veck
The Committee **resolved** to **agree** to this proposal.

It was also proposed that the decision is reviewed again in September to decide whether to restart Warm Havens, and that the remain warm clothing that has been donated is passed onto another charity that can use them.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

9. CCE261 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE BINGO REPORT

The Deputy Clerk briefly introduced the report and explained that this item came as a result of a recent Community Events TFG meeting.

It was proposed that we agree to stop running monthly Bingo at Community House in its current format after March, and instead signpost people that want to play to other organisations.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

10. CCE262 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE CINEMA REPORT

Cllr Veck asked some questions about the report, which were answered by the Information and Booking Officer responded to.

It was proposed to refer the matter to the Personnel Committee to look into due to differing contracts, and to accept the recommendation in the report until the Personnel Committee meets.

Proposed by: Cllr Veck **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

11. CCE263 TO DISCUSS THE REMAINING MONIES FROM THE SUMMER FAIR 2022

It was proposed that the remaining monies go to the Mayors fund.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Griffiths

The Committee **resolved** to **agree** to this proposal.

The Committee discussed that it has been a difficult year for raising money for the Mayor's fund for a number of reasons, including:

- Fewer businesses able or willing to provide sponsorship for events
- New Officers in posts
- The death of Her Late Majesty which led to several planned events being cancelled
- Less disposable income in the Community.

12. CCE264 TO DISCUSS SUMMER FAIR AND CREATION OF TFG

The Bookings and Information Officer gave a brief overview of the item and explained the preparation that has already taken place.

It was proposed that we proceed with planning and advertising the Summer fair as a carless event (except for blue badge holders), and that Officers go ahead with organising the event and report back to the next Committee meeting.

Proposed by: Cllr Veck **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

The Committee asked that the next agenda include an item to decide on the arrangements for a Car Boot sale at the fair.

13. THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 11TH APRIL 2023.

The Chair informed the Committee that the planned meeting after next (2nd May 2023), is extremely close to elections and may not be necessary, and that this is something to be discussed at the next meeting.

There being no further business the meeting ended at 20:46.



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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 11th April 2023 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr Lucy Symonds (Chair of Council), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Bookings and Information Officer).

6 members of the public were in attendance.

1. CCE265 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Promoting Peacehaven is taking place this Saturday (15th April 2023) 10am – 12noon, a chance for local groups to Showcase themselves to our Community.
- Mayors Civic Reception is taking place 22nd April 2023, 7.30pm – 10pm.
- Next Cinema is 26th April 2023, 7.30pm, Showing 'A Man Called Otto', tickets £7.
- Next Bingo is 26th April 2023 in the new format, 2pm – 4pm.
- Summer Fair is taking place 8th July 2023.
- Deadline for any submissions to go into the May 2023 eNews is Friday 21st April 2023.

2. CCE266 PUBLIC QUESTIONS

A member of the public asked the Committee why plans for a Car Boot Sale were not included in the initial planning of the Summer fair, as has always been the case previously.

The Deputy Clerk responded that the Car Boot Sale had been discussed at the last meeting of this Committee (item CCE264), which was the initial planning of the Fair, and that the Committee didn't feel that they could make a decision on that night, so resolved to defer the decision, which was subsequently included on the Full Council Agenda on 21st March 2023; by the time this meeting date came around a booking of The Dell for a Car Boot Sale had been provisionally made and advertised, so the item was a moot point.

A member of the public representing Peacehaven Players informed the Committee that this year marks 25 years of the Players, and that they would like to mark this with a plaque in Community House commemorating the milestone.

The Chair responded that this could be discussed further under item CCE276 tonight.

Another member of the public, representing P&P Markets, informed the Committee that they were not aware that they were included in the plans for the Summer Fair, and that they had been told if they were to be involved then they would be restricted with number of vehicles allowed, space, and that they couldn't have any food sellers.

The Deputy Clerk responded that he isn't sure where that information has come from, as these were not matters discussed at Committee, and that the only resolution relating to the Car Boot Sale, as previously highlighted, was to defer any decision on this.

Cllr Seabrook added that there was some discussion about the fact there were too many cars at the Car Boot Sale last year for the space that was available.

The member of the public added that there does seem to have been a break down in communication at some point, and confirmed that if having the Car Boot Sale at Centenary Park on 8th July rather than The Dell is an option then they would like consider this.

Another member of the public commented that the papers for this Committee meeting do not contain reports for some of the agenda items, including some where Councillors are being asked to make a decision, and that this means members of the public do not see the detail of this.

Additionally, the member of the public asked about the Bingo; that at the last meeting of this Committee, it was agreed to stop running Bingo, but that it was now being advertised as carrying on again, despite that a new format has not been agreed as it's on the agenda for this meeting to agree. Also, the previous report about Bingo mentions a significant cost of Officer time to run the Bingo, what is this cost?

The Deputy Clerk responded that with regard to the cost of Officer time, that he would need to speak with the Finance Officer to obtain an accurate cost, but that it fluctuated monthly between around 3 – 9 Officer hours, depending on how many volunteers were available.

Cllr Symonds responded about the new format of the Bingo, that these sessions are valuable to the community for those that do attend, and that at the last session in the previous format there had been pleas for the sessions to carry on. The new format includes being in a different room, not requiring any Officer time, and music at the end.

Cllr Seabrook added that removing Officers from the equation of running the Bingo is not only for financial reasons, but that it is taking those Officers away from their other duties.

The Deputy Clerk further responded about the lack of reports in the papers, that many of the items highlighted as lacking reports were items arising from the previous Full Council minutes.

The Chair added that Full Council papers and minutes are in the public domain and available on the website should anyone want to see that background information.

3. CCE267 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Job Harris and Cllr Katie Sanderson.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

4. CCE268 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE269 TO ADOPT THE MEETING MINUTES OF 14TH FEBRUARY 2023

Proposed by: Cllr Griffiths. Seconded by: Cllr Veck.
The minutes of the above meeting were **resolved and adopted**.

6. CCE270 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE271 TO RECEIVE AN UPDATE ON THE PREPARATIONS FOR THE SUMMER FAIR

The Bookings and Information Officer gave a verbal update on the preparations for the Summer Fair, that around 40 stalls have now booked, that attractions for the Arena space have now been booked, logistical bits such as bins, 2-way radios, and toilets have been booked, and that the Funfair has confirmed attendance, and events are scheduled for the skate park.

Cllr Veck asked about applying for an events licence, and whether we should consider booking First Aid cover for the event.

The Bookings and Information Officer advised that as all staff are First Aid trained we typically provide the First Aid cover in house.

Cllr Griffiths asked whether there would be space available for some craft stalls at the Fair.

The Bookings and Information Officer suggested that there most likely would be, but to direct the enquirers to her to discuss space requirements.

Cllr Veck asked for an update on the expenditure for the Summer Fair so far, which The Bookings and Information Officer responded to.

The Committee **noted** the verbal report.

8. CCE272 TO DECIDE ON MATTERS RELATING TO CAR BOOT FAIR BOOKINGS AT THE DELL

The Deputy Clerk introduced the item and explained the background to this item.

Cllr Seabrook suggested that the Car Boot Sale should be included at the Summer Fair, but that we would need to be mindful of space available.

Cllr Symonds asked for clarification on who usually mans the Car Park entrance for the Car Boot Sale.

The Chair Suspended Standing Orders to allow members of the Public to participate in this item

A member of the public representing P&P Markets advised that they would expect around 90-100 cars for the car boot sale plus a hot dog van, and that visitors would be advised that there is no onsite parking available, that there would be at least 4 stewards at least and would man the entrance.

Another member of the public commented that the Car Boot Sale has previously set up an hour earlier than the rest of the fair which has worked well, and that the Car Boot Sale does bring in additional visitors to the Fair.

There was a lengthy discussion on the practicality of having a Car Boot Sale at an event that has already been agreed to be Car Free for visitors.

The Chair reinstated Standing Orders

Cllr Veck asked for clarification on the status of the booking of The Dell.

The Bookings and Information Officer confirmed that it is a provisional booking, and that no payment has been made or booking forms returned.

Cllr Seabrook suggested that more information is needed before a decision can be made on this item.

It was proposed that this item be deferred to the next meeting of this Committee to allow Officers time to put a report together.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

9. CCE273 TO DISCUSS ANY ACTIONS FOR THE KINGS CORONATION

The Deputy Clerk introduced the item, that this has previously been raised at this Committee and the consensus has been that due to the proximity of the Coronation to Elections, it is impractical for us to host our own Coronation event, but that we would seek to support other local events; the Town Crier has suggested he will attend local street parties to perform some cries, and Community House will be decorated with a Coronation theme.

Cllr Symonds suggested that we could encourage residents to share their photos of local events on Social Media.

Cllr Seabrook suggested that a Coronation Facebook Group could be created.

Cllr Veck suggested that we should make a Coronation edition of the eNews, and that a recorded piece could be created with the Town Crier and Mayor to be shared around the Coronation.

1 Member of the public left at this point

10. CCE274 TO DISCUSS AND AGREE THE NEW FORMAT OF MONTHLY BINGO

Cllr Symonds introduced the item and reiterated the importance of this event for those that do attend, and that the new format would not require any Officer time, aside from some input from The Bookings and Information Officer during the first session to go through how the Bingo runs.

The Chair asked whether we could advertise this new format in the eNews.

Cllr Symonds added that advertising is key to making the Bingo a success, and that she has been along South Coast Road businesses with posters to advertise the event already, but that word of mouth would be the best marketing.

It was proposed that the Committee accept the new format of monthly Bingo.

Proposed by: Cllr Veck **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

11. CCE275 TO RECEIVE A REPORT FROM THE COMMUNITY HOUSE TERMS & CONDITIONS TFG

It was reported that the TFG is yet to meet.

2 members of the public left at this point

12. CCE276 TO DISCUSS UPCOMING CIVIC EVENTS FOR 2023

The Deputy Clerk and The Bookings and Information Officer informed the Committee that we need to start thinking about plans for other events, including a Winter/ Christmas event as Community House is booking up for November/ December already, and suggested some possible ideas.

It was briefly discussed, and requested that the Officers come back to Committee with a report considering the following possible events:

- Childrens Christmas Party
- Adults Christmas Afternoon Tea
- Carol Concert
- Halloween Event
- Sunday Christmas Market

The Committee then discussed the possibility of a Plaque to recognise 25 years of Peacehaven Players.

Cllr Veck declared an interest in this item as a Patron of the Peacehaven Players

It was proposed that Committee agree to have a plaque in Community House, subject to confirmation of the size and location, in liaison with Peacehaven Players, to be agreed with the Town Clerk or Deputy Clerk.

Proposed by: Cllr Symonds **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

1 member of the public left at this point

13. CCE277 TO DISCUSS AND AGREE THE PROCESS FOR A GIFT FOR THE MAYOR & DEPUTY MAYOR ON COMPLETION OF A FULL TERM OF OFFICE FROM NEXT YEAR

The Deputy Clerk introduced this item, that the current Mayor's Handbook requires a very specific Past Mayors Badge to be produced which is very costly.

The Chair added that some alternative options have been discussed to recognise the work that the Mayor does put into the role.

Cllr Griffiths commented that the Past Mayors Badge is a way to show a Past Mayor when attending events and meetings.

Cllr Seabrook suggested that any wording needs to be more specific than just 'a gift'.

Cllr Symonds agreed that the Past Mayors badge is a good option, but that the cost is excessive and was surprised by how much it is.

The Chair Suspended Standing Orders to allow members of the Public to participate in this item

A member of the public commented that the jeweller who makes the Past Mayors Badge also designed the Mayoral Chain, and the Past Mayors badge is a replica link from the chain, and felt that the badge can be worn at meetings and events, and is an important protocol to carry on.

The Chair reinstated Standing Orders

Cllr Veck suggested that a decision on this item be deferred to the next meeting to allow more information on an alternative Past Mayors Badge to be gathered.

14. CCE278 TO ADOPT THE REVISED MAYORS HANDBOOK FOR 2023/24

Cllr Seabrook and Cllr Griffiths highlighted some small amendments needed to the handbook

It was proposed that the Committee adopt the revised Mayors Handbook, as amended.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

15. CCE279 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR EITHER 2ND MAY OR 27TH JUNE

It was proposed that the next meeting take place on 2nd May 2023.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

There being no further business the meeting ended at 21:56.



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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 2nd May 2023 at 7.00pm

Present: Cllr Lynda Duhigg (Chair), Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths, Cllr Katie Sanderson.

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Information and Community Facilities Officer).

4 members of the public were in attendance.

1. CCE280 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:59, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Former Cllr. Reigna Mitchell has passed away – a minutes silence will be held for her at the next Full Council Meeting.
- Next Cinema – showing Allelujah is 24th May at 7.30pm, tickets £7.
- Next Bingo – 24th May in the Anzac Room, 2-4pm.
- Deadline for June eNews content – 22nd May 2023.
- Summer Fair is 8th July 2023, 11am – 4pm.

2. CCE281 PUBLIC QUESTIONS

A member of the public informed the Committee that they have attempted to book Community House for an event on 25th November, but has been advised that until this Committee has decided on dates for Winter events the booking would not be able to be taken. Could this Committee please agree for the booking to go ahead.

The Chair advised the member of the public that this would be discussed tonight as part of agenda item CCE288.

Another member of the public raised that at the last meeting of this Committee there was a discussion about a Mayoral Gift, and what the outcome of this was.

The Deputy Clerk responded that the wording of the Mayor's Handbook was agreed at the last meeting to include that an Outgoing Mayor would receive a Past Mayors badge and a gift – Officers are in the process of procuring the Past Mayors badge.

The member of the public further asked whether the current Mayor will be presented with something.

The Deputy Clerk responded that yes, the current Mayors gift has been organised in line with the 2022/23 Mayors Handbook.

The member of the public further asked whether anything is being done to recognise the contribution of long serving Councillors who are stepping down this month.

The Deputy Clerk responded that nothing has been discussed or agreed at Committee about this, but that recognition and thanks from the Mayor formed part of the recent Civic Reception, and that he will further discuss the question with the Town Clerk.

Another member of the public raised a point regarding the booking of The Dell on 8th July for a car boot sale, that they are aware this matter came to a Full council meeting, but were not aware of a resolution being made as Councillors did not have enough information to be able to make a decision. Do the Council have a policy for events like this, and do we have Risk Assessments, Health and Safety information, and an impact assessment including the impact on the A259 for this event.

The Deputy Clerk responded that the Council does have an Outdoor Events Policy that is being followed for this booking, albeit being overdue for a review, and that Officers are currently in ongoing discussions about the Health and Safety information and other required information from the hirer about the event.

3. CCE282 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Job Harris and Cllr Lucy Symonds.

Cllr Sue Griffiths is substituting for Cllr Job Harris.

Cllr Hill was also absent.

4. CCE283 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE284 TO ADOPT THE MEETING MINUTES OF 11TH APRIL 2023

Proposed by: Cllr Griffiths. Seconded by: Cllr Veck.

The minutes of the above meeting were **resolved and adopted**.

6. CCE285 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE286 TO NOTE COMMUNICATION REGARDING THE CAR BOOT SALE AT THE SUMMER FAIR

The Deputy Clerk informed the Committee that the letter in the papers is a communication received from the Car Boot Sale organisers, that they would like to proceed with a Car Boot sale at the Dell on 8th July, not at Centenary Park.

Cllr Seabrook stated that with regard to comments about the Car Boot sale made during Public Questions, he has attended many Car Boot sales run by this hirer, and that they have all been run well and with no issues, and that we just need to make sure we get the last few bits of paperwork in place.

The Committee **noted** the communication.

8. CCE287 TO RECEIVE A VERBAL UPDATE ON THE PLANNING OF THE SUMMER FAIR

The Information & Community Facilities Officer gave a verbal update on the planning of the Summer Fair, including a brief run through of some of the bookings taken for the fair so far.

Cllr Seabrook asked how many bookings there were in total, and how many were left.

The Information & Community Facilities Officer responded that around 45 had booked so far and that there is capacity for up to another 40.

Cllr Seabrook asked whether there are plans for a procession to open the Summer Fair.

The Deputy Clerk responded that the procession last year was the Mayors decision as a way to open the event, and that until we have a Mayor elected for 2023/24 we won't know how they want to open the event.

The Chair added her thanks to the Information and Community Facilities Officer for all of her hard work on this event.

9. CCE288 TO DECIDE ON A WINTER EVENT

The Deputy Clerk and the Information & Community Facilities Officer introduced the item and highlighted the importance of agreeing a date due to limited availability in December.

There was a brief discussion on the possible events that could be run.

It was proposed that we agree that a Childrens Party takes place on 15th December, a Carol Concert on 24th November, and an Adults Afternoon Tea on 20th December.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Sanderson
The Committee **resolved** to **agree** to this proposal.

There was a brief discussion on options for Halloween events.

Cllr Veck suggested that a Halloween Kids party, similar to the successful Christmas party might be a good option.

The Information & Community Facilities Officer reported that there were limited dates available, but that the 27th October was free for this.

The Chair asked that the 27th October be provisionally booked for the Kids Halloween Party.

It was proposed that the Committee allow a booking for a Christmas Market from a hirer to go ahead on 25th November.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

10. CCE289 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 27TH JUNE 2023

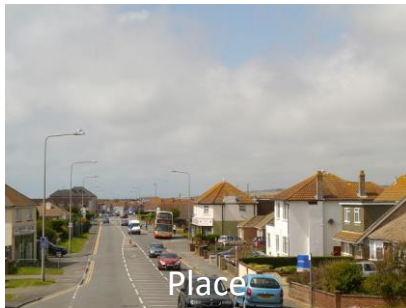
It was proposed that the next meeting take place on 25th May 2023.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Veck
The Committee **resolved** to **agree** to this proposal.

There being no further business the meeting ended at 19:34.

OUR VISION:

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



Community Business
Plan
2023 - 2027



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

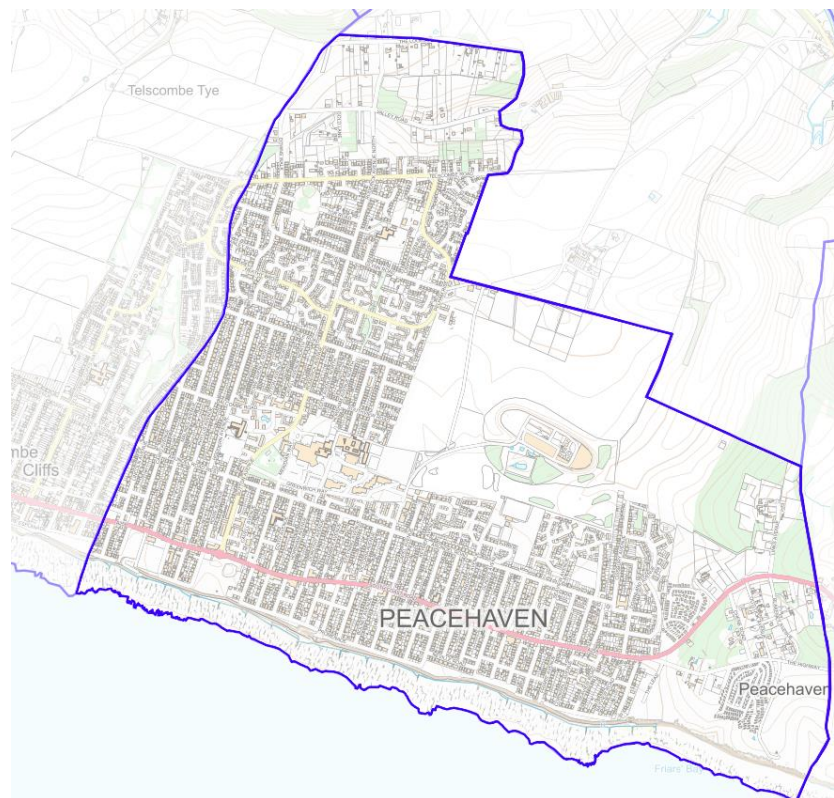
Introduction

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



Events



Community market/car boots



Planning



Capital projects



Community representation and leadership



Grants



Business Partnerships



Play areas



Environment



Civic & Ceremonial



Hire/Lease of facilities



Tourist Information



Community garden & orchard



Notice boards & banners



Park & asset maintenance

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



Leisure and Tourism

Peacehaven is a beautiful place to live, offering a wide choice of opportunities to explore the area

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

Police and Crime

The community is experiencing a less visible police presence due to neighbourhood policing changes. To ensure the Town is resilient to crime:

- 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

Housing & Planning

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:

- 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

Business

To support our local businesses, PTC will endeavour to:

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

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

