

PEACEHAVEN TOWN COUNCIL

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

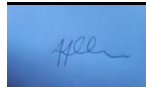
TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Councillors on this Committee - EX OFFICIO Cllr. L Symonds (Chair of Council), Cllr D Seabrook (Vice Chair of Council), Cllr. C Collier (Chair of Committee), Cllr. A Goble, Cllr. C Cheta, Cllr. C Gallagher, Cllr L Duhigg, Cllr A Milliner.

18th January 2023

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY 24th JANUARY 2023 at 7:30pm** in the Anzac Room, Community House



Tony Allen, Town Clerk

AGENDA

PF842 CHAIRMAN'S ANNOUNCEMENTS

PF843 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF844 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF845 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF846 TO ADOPT THE COMMITTEE'S MINUTES OF 22nd NOVEMBER 2022

PF847 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report.
2. Bank account & Bank Reconciliation statements (for signing).
3. Income & Expenditure report.
4. Balance Sheet.
5. CIL & S.106 report (income, expenditure & bids).
6. List of payments (for approval).
7. Review of external contracts, SLA's & their ongoing authorisations.
8. Funding report for buildings equipment maintenance works.
 - a. To approve additional expenditure required for the repair of the Community House heating/air conditioning system.

PF848 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

PF849 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

PF850 TO DISCUSS THE POSSIBILITY OF EMCOR RETURNING TO THE FIELDS & ROBSONS ROOMS WITH PTC STAFF MOVING BACK TO THE MAIN OFFICE.

PF851 TO DISCUSS AND DECIDE ON WHETHER OTHER OUTLETS CAN BE ACCOMMODATED WITHIN COMMUNITY HOUSE DURING THE MORRISONS REDEVELOPMENT.

PF852 TO ADOPT AN UPDATED GRANTS POLICY.

PF853 TO APPROVE A CAR PARKING SOLUTION FOR CENTENARY PARK.

PF854 TO NOTE UPGRADE OF CREATIVE AND E-FLIP SOFTWARE FOR MARKETING/ PTC USE.

PF855 TO NOTE THE UPDATED VOLUNTEER POLICY.

PF856 TO SET UP A TFG TO REVIEW THE COUNCIL'S COMPLAINTS POLICY.

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

PF857 AGED DEBT ANALYSIS.

PF858 DATE OF NEXT MEETING – TUESDAY 7th MARCH 2023 AT 7.30PM.

Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 22nd November 2022 at 7.30pm in Community House

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

PF820 CHAIRMAN'S ANNOUNCEMENTS

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

PF821 PUBLIC QUESTIONS

There were no public questions.

PF822 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr C Collier and Cllr A Goble.

PF823 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Seabrook, re. Item PF837 as a member of the Community Orchard group.

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

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

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

1. Finance Officer's report

The Finance Officer's report was received and noted.

2. Bank account & Bank Reconciliation statements (for signing)

Received and resolved for signing.

3. Income & Expenditure report

Received and noted.

Cllr Seabrook noted that, at two-thirds of the way through the current financial year, the salaries budget was c. 50% spent; however this did not include the recent cost-of-living pay award, which when accounted for puts the salaries expenditure on target.

4. Balance Sheet

Received and noted.

5. CIL & S.106 report

Received and noted.

6. List of payments (for approval)

It was resolved to approve the October 2022 payments amounting to £87,601.22, as scheduled in the meeting papers.

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

No items for discussion.

8. Funding report for buildings equipment maintenance works.

Received and noted.

PF826 TO APPROVE THE 2023/24 BUDGET

The Finance Officer introduced this item and referred to the circulated draft budget papers, which contained two options' giving either a 5% or 10% increase in Precept requirement.

It was noted that, to achieve the 5% option, salary increases were set at 4% and £10K provision for play equipment and provision for tree planting/works had been removed.

It was resolved to recommend a net budget of £749,113 to Council, representing a %5 increase in Precept requirement.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 22nd November 2022

In taking this decision, the Committee took into account the following factors:-

- Financially difficult times for Peacehaven residents.
- Rising energy costs.
- Salary increases were an unknown factor and reserves could support additional funding in this area.
- The increase in monetary terms was c. 60p per household.
- Other authorities will likely be increasing their own Council Tax requirements, so it was important to keep the Town Council's element as low as possible.

The Clerk noted the following:-

- The latest Band D Tax Base figure is awaited.
- Caution re the possible reliance on reserves to support salary costs.
- Salary cost-of-living, pensions and National Insurance increases are not controlled by the Town Council.

PF827 TO APPROVE THE HIRE CHARGES FOR 2023/24

It was noted that the proposed increases were the lowest that were practical and were included in the Draft Budget figures.

It was resolved to adopt the figures quoted on the spreadsheet circulated with the meeting papers.

Finance Officer to look into Commercial hire charging 'On Request', how these charges are determined, and send a report to the CCE Committee.

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

The Clerk noted that this was an excellent audit report and the Finance Officer was thanked for her hard work.

Actions quoted for further improvement were noted.

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

The Clerk 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.

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

The Clerk noted that, as actioned by the Committee, the Plan was being reviewed and updated by Committees and updates would be seen by the Committee as they arise.

PF831 TO ADOPT UPDATED HEALTH & SAFETY POLICY STATEMENT

It was resolved to adopt this policy as drafted.

PF832 TO ADOPT UPDATED SAFEGUARDING POLICY

It was resolved to defer discussion of this policy until after the safeguarding training had been completed from which there may be further updates.

Cllr Seabrook noted that the policy for The Orchard, was very comprehensive and worth using in developing the Council's policy

PF833 TO ADOPT UPDATED EQUALITY & DIVERSITY POLICY

It was resolved to adopt this policy as drafted.

PF834 TO ADOPT UPDATED INVESTMENT POLICY

It was resolved to adopt this policy with an amendment to include the following:-

"To exclude investments based in fossil fuels as far as is reasonably practicable".

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 22nd November 2022

PF835 TO ADOPT UPDATED EMAIL POLICY

It was resolved to adopt this policy as drafted.

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

The Clerk related the background to this item and the contract hire costs involved.

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

It was resolved to proceed and purchase this vehicle under contracted terms, as set out at the recent meeting of Council.

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

The Clerk noted that the draft minutes of the Grants Sub-Committee meeting would be with the papers for the next Council meeting.

The circulated report of grants proposed by the Sub-Committee was discussed.

The Finance Officer reported that the Sub-Committee was unable to approve the grant for The Orchard as the number of meeting members voting became inquorate, as one Councillor had declared an interest and could not vote.

It was resolved to approve a grant of £272 grant for The Orchard.

It was resolved to approve all the other grants as recommended by the Sub-Committee.

PF838 TO RECEIVE A PROPOSAL FROM PEACEHAVEN PLAYERS

The Finance Officer related the background to this item.

It was resolved to allow a £200 discount towards the room hire fees for the Peacehaven Players Christmas production for 2022.

PF839 TO APPROVE THE FINANCIAL RISK ASSESSMENT

It was resolved to adopt this risk assessment.

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

PF840 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

The Finance Officer reported on progress in reducing these debts.

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

There being no further business, the meeting closed at 20:39.

Agenda Item:	PF 847-1
Committee:	Policy and Finance
Date:	24 January 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 at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 9 (December 2022) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 December 2022. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 94.6% of the budgeted expenditure has been spent so far, and 110.6% of the budgeted income has been received as at the end of month 9 (December 2022)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2023, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

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

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 December 2022
- Bank reconciliation statement for cashbook 1 – 31 December 2022
- Bank reconciliation statement for cashbook 2 – 31 December 2022
- Credit Card reconciliation statement – 30 November 2022
- Detailed income and expenditure month 9 (December 2022)
- Detailed balance sheet month 9 (December 2022)

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/12/2022		499,131.33
Current Account	31/12/2022		50,000.00
			<u>549,131.33</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
12/04/2022 122928 EMMA BUDD	50.00
10/05/2022 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
24/05/2022 204997 LAUREN HOPKINS	50.00
14/06/2022 205036 WENDY VECK	11.58
19/07/2022 205098 DANIELLE MCDONALD	50.00
20/09/2022 205186 RICHARD EVANS	100.00
19/10/2022 205234 MICHELLE HAU	50.00
08/11/2022 205276 AGGIE ILOWSKI	50.00
08/11/2022 205277 FIONA ROSS	50.00
17/11/2022 205292 MARIA LIDON	3.62
30/11/2022 205305 BRITISH GAS	21.78
30/11/2022 205306 BRITISH GAS	27.18
30/11/2022 205310 CATERCRAFT SUPPLIES LTD	420.00
06/12/2022 205321 L&N CONSULTANCY LIMITED	180.00
06/12/2022 205324 COUNTY OFFICE SUPPLIES LTD	35.36
06/12/2022 205330 ROTARY CLUB OF NEWHAVEN	200.00
06/12/2022 205333 PEACEHAVEN CARERS WELLBRING	275.00
06/12/2022 205336 FAMILY SUPPORT WORK	500.00
06/12/2022 205338 COMMUNITY ORCHARD	272.00
09/12/2022 204566 RITE INDUSTRIAL DOORS	273.00
09/12/2022 204567 Heatcraft And Ventilation Ltd	921.41
13/12/2022 204571 Radius Connect	306.00
13/12/2022 204572 Brighton Permaculture Trust	4,000.00
13/12/2022 204576 EAST SUSSEX PENSION FUND	4,784.40
13/12/2022 204577 ENGLISH WOODLANDS	262.12
15/12/2022 204574 R.J.Meaker Fencing Ltd	307.20
	<u>13,344.25</u>
	535,787.08

Receipts not Banked/Cleared (Plus)

31/10/2022	0.90
16/12/2022	29.40
16/12/2022	50.00
16/12/2022	36.00
19/12/2022	12.96
20/12/2022	34.94
21/12/2022	16.80
21/12/2022	43.20
23/12/2022	50.00
30/12/2022	460.60

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
30/12/2022	3.95	
		<u>738.75</u>
		536,525.83
	Balance per Cash Book is :-	536,525.83
	Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/12/2022		180,356.06
			<u>180,356.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,356.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,356.06
		Balance per Cash Book is :-	180,356.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/10/2022		-219.18
Z Malone CC	28/10/2022		-309.54
			<u>-528.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-528.72
<u>Receipts not Banked/Cleared (Plus)</u>			
22/11/2022 OCT CC		528.72	
			<u>528.72</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 November 2022
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
28 Oct 2022 311005130862	ASDA SUPERSTORE BRIGHTON GBR UNITED KINGDOM))) GROCERY STORES, SUPERMARKETS	6.30
28 Oct 2022 311055184222	BOOKER LIMITED BRIGHTO BRIGHTON GBR UNITED KINGDOM))) CATERERS	46.16
10 Nov 2022 111152692012	AMZNMKTPLACE AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	93.57
10 Nov 2022 111155504432	POST OFFICE COUNTER PEACEHAVEN UNITED KINGDOM))) POSTAGE STAMPS	7.95
18 Nov 2022 211185297862	NUCO TRAINING LTD. ST AUSTELL GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	60.59
23 Nov 2022 241152692012	AMZNMKTPLACE AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	81.96
25 Nov 2022 281155184222	BOOKER LIMITED BRIGHTO BRIGHTON GBR CATERERS	217.46
7 new purchases / cash advances. Total of spending.		£513.99

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

Summary Box

The information contained in this table summarises the key product features not displayed elsewhere on the statement and is not intended to replace any terms and conditions.

Interest Free Period	Maximum of 56 days for purchases if you pay your balance in full and on time each month.									
Interest Charging information	<p>The periods over which interest is charged are as follows:</p> <p>Purchases – If the balance is not repaid in full, interest on the outstanding balance is charged from the date the transaction is charged to your account (posting date) until payment is received.</p> <p>Cash withdrawals – From the date the transaction is charged to your account (posting date) until it is paid in full.</p> <p>If your balance is not paid in full, interest will be charged on the total balance, not just on the outstanding balance after payment.</p> <p>Interest will be charged daily. By repaying more of your balance, or by making your repayments sooner, you will pay less interest.</p>									
Allocation of payments	If you do not pay your balance in full we will apply payments we receive to reduce higher interest rate balances before lower interest rate balances. For further details, please refer to your credit card terms and conditions.									
Minimum repayment	<p>You must pay at least the minimum payment every month. This will be the higher of:</p> <ul style="list-style-type: none"> • £5, or the full balance if less than £5 • an amount equal to any interest, account fees or Default Charges added to your Account since your last statement plus 1% of the statement balance excluding interest billed that month. <p>If you only make your minimum repayment each month it will take you longer and cost you more to clear your balance.</p>									
Fees	<p>We will charge an annual fee, per card, at account opening and on each anniversary of your account opening.</p> <table> <tr> <td>Google AdWords Business Credit</td> <td>£0.00</td> </tr> <tr> <td>Gold Card with Introductory Balance Transfer</td> <td>£0.00</td> </tr> <tr> <td>Gold Card</td> <td>£32.00</td> </tr> <tr> <td>Platinum Card</td> <td>£78.00</td> </tr> </table>		Google AdWords Business Credit	£0.00	Gold Card with Introductory Balance Transfer	£0.00	Gold Card	£32.00	Platinum Card	£78.00
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Exchange Rate	<ul style="list-style-type: none"> • Visa: http://www.visaeurope.com/en/cardholders/exchange_rates.aspx • MasterCard: https://www.mastercard.com/global/currencyconversion/index.html 									
Non Sterling transaction fee	2.99% of transaction (no minimum)									
Cash Fee	3% (min. £3)									
Default charges	<table> <tr> <td>Late payment</td> <td>£12</td> </tr> <tr> <td>Over credit limit</td> <td>£12</td> </tr> <tr> <td>Returned payment</td> <td>£12</td> </tr> </table> <p>You can avoid paying additional charges by staying within your credit limit and ensuring that your monthly payments are received on time.</p>		Late payment	£12	Over credit limit	£12	Returned payment	£12		
Late payment	£12									
Over credit limit	£12									
Returned payment	£12									
Estimated Interest (as shown on the front of your statement)	This is an estimate of next month's interest, based on the minimum payment reaching us on the payment due date. It is for guidance only and could vary, depending on a number of factors including when your payment reaches us, the amount that you repay and if there is a change to your interest rate (please refer to your Terms and Conditions for details of these changes).									
<p>For full details of your account please see your Credit Card Agreement. This information is available in large print, Braille or audio format by calling 0800 008 008.</p>										

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702) and adheres to the Lending Code which is monitored and enforced by the Lending Standards Board. Registered in England No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

STATEMENT FOR A E ALLEN

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

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 November 2022
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
16 Nov 2022 171155504432	HTTP://WWW.BEARINGSRUS 01484515054 INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	17.92
16 Nov 2022 171155184222	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	30.00
17 Nov 2022 211185481472	WWW.RICHERSOUNDS.COM 03339000093 CABLE,SATELLITE & OTHER TV/RADIO SERVICE	699.00
18 Nov 2022 211155504432	WWW.NOTJUSTAPS.CO.UK 02089223073 MISCELLANEOUS HOUSE FURNISHING SPECIALITY STORES	18.75
4 new purchases / cash advances. Total of spending.		£765.67

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

Summary Box

The information contained in this table summarises the key product features not displayed elsewhere on the statement and is not intended to replace any terms and conditions.

Interest Free Period	Maximum of 56 days for purchases if you pay your balance in full and on time each month.									
Interest Charging information	<p>The periods over which interest is charged are as follows:</p> <p>Purchases – If the balance is not repaid in full, interest on the outstanding balance is charged from the date the transaction is charged to your account (posting date) until payment is received.</p> <p>Cash withdrawals – From the date the transaction is charged to your account (posting date) until it is paid in full.</p> <p>If your balance is not paid in full, interest will be charged on the total balance, not just on the outstanding balance after payment.</p> <p>Interest will be charged daily. By repaying more of your balance, or by making your repayments sooner, you will pay less interest.</p>									
Allocation of payments	If you do not pay your balance in full we will apply payments we receive to reduce higher interest rate balances before lower interest rate balances. For further details, please refer to your credit card terms and conditions.									
Minimum repayment	<p>You must pay at least the minimum payment every month. This will be the higher of:</p> <ul style="list-style-type: none"> • £5, or the full balance if less than £5 • an amount equal to any interest, account fees or Default Charges added to your Account since your last statement plus 1% of the statement balance excluding interest billed that month. <p>If you only make your minimum repayment each month it will take you longer and cost you more to clear your balance.</p>									
Fees	<p>We will charge an annual fee, per card, at account opening and on each anniversary of your account opening.</p> <table> <tr> <td>Google AdWords Business Credit</td> <td>£0.00</td> </tr> <tr> <td>Gold Card with Introductory Balance Transfer</td> <td>£0.00</td> </tr> <tr> <td>Gold Card</td> <td>£32.00</td> </tr> <tr> <td>Platinum Card</td> <td>£78.00</td> </tr> </table>		Google AdWords Business Credit	£0.00	Gold Card with Introductory Balance Transfer	£0.00	Gold Card	£32.00	Platinum Card	£78.00
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THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 31 December 2021

Business Current Accounts

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

Business Savings Accounts

Active Saver	£564,046.57
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Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£180,181.95
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Sort Code 20-49-76 • Account No 83521656








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

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

Your Business Current Account

At a glance

25 - 31 Dec 2021

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			50,000.00
29 Dec	 Cheque Issued Ref: 204874	2,344.75		47,655.25
	 Cheque Issued Ref: 204875	131.90		47,523.35
	 Cheque Issued Ref: 204876	780.57		46,742.78
	Giro Transfer From Account 30701211		3,257.22	50,000.00
30 Dec	 Cheque Issued Ref: 120796	238.69		49,761.31
	 Cheque Issued Ref: 204886	900.00		48,861.31
	 Cheque Issued Ref: 204890	50.00		48,811.31
	Giro Direct Credit From Dimensions UK Ref: 12525		649.99	49,461.30
	Giro Transfer From Account 30701211		538.70	50,000.00
31 Dec	 Cheque Issued Ref: 204865	115.47		49,884.53
	Giro Transfer From Account 30701211		115.47	50,000.00
31 Dec	Balance carried forward			50,000.00
	Total Payments/Receipts	4,561.38	4,561.38	

Start balance	£50,000.00
Money out	£4,561.38
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£4,561.38
End balance	£50,000.00

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

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

Bank of England Base Rate Information

Rate effective from 16 Dec 2021 was 0.250%

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

Interest

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

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

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

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

Online

barclays.co.uk

On the phone

0345-717-1819

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

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:


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

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

Follow us

 www.facebook.com/barclaysbusinessuk

 www.twitter.com/barclaysbizchat

 youtube.com/BarclaysUK

 www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

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

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

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

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

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

Getting information from Barclays

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

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

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

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

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

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	687,081	687,081	0			100.0%	
1010 CIL Income	113,065	0	(113,065)			0.0%	113,065
1011 Groundwork UK	1,005	0	(1,005)			0.0%	63
1013 Income from Photocopying	177	0	(177)			0.0%	
1016 Housing Benefit Claims LDC	15,873	15,200	(673)			104.4%	
1040 Warm Havens Grant	1,007	0	(1,007)			0.0%	
1050 Allotment Rent	195	0	(195)			0.0%	
1094 Other Customer & Client Receipt	60	0	(60)			0.0%	
1100 Interest Received	350	200	(150)			174.9%	
1309 Other Income	150	1,000	850			15.0%	
General Administration :- Income	818,962	703,481	(115,481)			116.4%	113,128
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
General Administration :- Direct Expenditure	21,180	21,000	(180)	0	(180)	100.9%	(32)
4001 Salaries	322,988	406,640	83,652		83,652	79.4%	
4002 Employer N.I Contributions	31,065	42,640	11,575		11,575	72.9%	
4003 Employer Pension Contributions	51,951	75,228	23,277		23,277	69.1%	
4004 Overtime	1,721	1,000	(721)		(721)	172.1%	
4011 Training	533	5,000	4,467		4,467	10.7%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	1,087	500	(587)		(587)	217.4%	583
4302 Purchase of Materials	94	500	406		406	18.7%	
4306 Printing	3,229	5,000	1,771		1,771	64.6%	
4307 Stationery	580	500	(80)		(80)	115.9%	
4310 Professional Fees - Consultanc	715	2,000	1,285		1,285	35.8%	
4311 Professional Fees - Legal	3,001	2,000	(1,001)		(1,001)	150.0%	2,255
4312 Professional Fees - Other	1,122	2,000	879		879	56.1%	
4314 Audit Fees	1,933	3,000	1,067		1,067	64.4%	
4315 Insurance	11,502	10,500	(1,002)		(1,002)	109.5%	
4321 Bank Charges	80	100	20		20	80.4%	
4322 BACS Charges	71	200	129		129	35.5%	
4323 PDQ Charges	531	800	269		269	66.4%	
4325 Postage	1,929	1,000	(929)		(929)	192.9%	
4326 Telephones	3,511	6,000	2,489		2,489	58.5%	
4327 Computers	12,456	15,000	2,544		2,544	83.0%	480
4333 Members Allowance	3,000	3,500	500		500	85.7%	
4334 Members Training	33	1,500	1,467		1,467	2.2%	

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Grants	8,919	1,017	(7,902)		(7,902)	876.9%	8,372
4342 Subscriptions	4,107	5,500	1,393		1,393	74.7%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4900 Miscellaneous Expenses	120	0	(120)		(120)	0.0%	
4999 Write Off	(89)	0	89		89	0.0%	
General Administration :- Indirect Expenditure	466,186	600,625	134,439	0	134,439	77.6%	11,689
Net Income over Expenditure	331,596	81,856	(249,740)				
6000 plus Transfer from EMR	11,720						
6001 less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	230,251						
110 Civic Events							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	789	0	(789)				0
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	32	500	468		468	6.5%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	32	3,170	3,138	0	3,138	1.0%	0
4331 Mayor's Allowance	653	1,500	847		847	43.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	389	1,000	611		611	38.9%	
4336 Civic Service	47	500	453		453	9.3%	
4338 Remembrance Services	314	1,100	786		786	28.6%	
4339 London Bridge	185	500	315		315	37.1%	
Civic Events :- Indirect Expenditure	1,588	5,800	4,212	0	4,212	27.4%	0
Net Income over Expenditure	(831)	(8,970)	(8,139)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	2,620	4,000	1,380			65.5%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	2,720	8,500	5,780			32.0%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	15	0	(15)		(15)	0.0%	
Marketing :- Direct Expenditure	15	200	185	0	185	7.4%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4328 Website	3,082	3,250	168		168	94.8%	
4329 Advertising	689	1,000	311		311	68.9%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	3,771	4,750	979	0	979	79.4%	0
Net Income over Expenditure	(1,066)	3,550	4,616				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	2,576	0	(2,576)			0.0%	
Neighbourhood Plan :- Income	2,576	0	(2,576)				0
4337 Neighbourhood Plan	7,892	5,000	(2,892)		(2,892)	157.8%	660
Neighbourhood Plan :- Indirect Expenditure	7,892	5,000	(2,892)	0	(2,892)	157.8%	660
Net Income over Expenditure	(5,316)	(5,000)	316				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(4,656)						
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	213	600	387		387	35.5%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	213	1,850	1,637	0	1,637	11.5%	0
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	366	1,092	726		726	33.6%	
4171 Grounds Maintenance Costs	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	19,143	11,156	(7,987)	0	(7,987)	171.6%	9,312
Net Expenditure	(19,356)	(13,006)	6,350				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,044)						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	4,277	6,000	1,723		1,723	71.3%	
4203 Fuel	5,752	5,500	(252)		(252)	104.6%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	720	900	180		180	80.0%	
Grounds Team General Exp :- Indirect Expenditure	11,039	13,000	1,961	0	1,961	84.9%	0
Net Expenditure	(11,039)	(13,000)	(1,961)				

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Sports Park							
1025 Rent & Service Charge	15,455	13,845	(1,610)			111.6%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	4,040	3,000	(1,040)			134.7%	
1061 S/P Court Hire	3,936	5,406	1,470			72.8%	
Sports Park :- Income	29,813	26,751	(3,062)			111.4%	0
4101 Repair/Alteration of Premises	124,499	0	(124,499)	(124,499)		0.0%	124,435
4111 Electricity	1,255	5,000	3,745	3,745		25.1%	
4131 Rates	2,345	2,345	(0)	(0)		100.0%	
4160 Changing Places Costs	494	0	(494)	(494)		0.0%	
4161 Cleaning Costs	5,481	8,000	2,519	2,519		68.5%	
4164 Trade Refuse	3,177	4,500	1,323	1,323		70.6%	
4171 Grounds Maintenance Costs	5,584	10,000	4,416	4,416		55.8%	
Sports Park :- Indirect Expenditure	142,835	29,845	(112,990)	0	(112,990)	478.6%	124,435
Net Income over Expenditure	(113,022)	(3,094)	109,928				
6000 plus Transfer from EMR	124,435						
Movement to/(from) Gen Reserve	11,413						
315 Big Park							
4101 Repair/Alteration of Premises	17,645	5,000	(12,645)	(12,645)		352.9%	16,332
4102 Maintenance of Buildings	0	500	500	500		0.0%	
4111 Electricity	528	500	(28)	(28)		105.6%	
4112 Gas	237	300	63	63		79.1%	
4121 Rents	14,680	15,000	320	320		97.9%	
4131 Rates	5,240	4,716	(524)	(524)		111.1%	
4166 Skip Hire	776	1,000	224	224		77.6%	
4173 Fertilisers & Grass Seed	5,168	6,000	832	832		86.1%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306	1,306		62.7%	
Big Park :- Indirect Expenditure	46,467	36,516	(9,951)	0	(9,951)	127.3%	16,332
Net Expenditure	(46,467)	(36,516)	9,951				
6000 plus Transfer from EMR	16,332						
Movement to/(from) Gen Reserve	(30,135)						
316 Gateway Cafe							
1025 Rent & Service Charge	6,884	8,823	1,940			78.0%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	13,063	14,823	1,760			88.1%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

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	398	3,000	2,602		2,602	13.3%	
4102 Maintenance of Buildings	41	0	(41)		(41)	0.0%	
4111 Electricity	4,380	6,000	1,620		1,620	73.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	810	972	162		162	83.3%	
Gateway Cafe :- Indirect Expenditure	7,517	12,972	5,455	0	5,455	58.0%	0
Net Income over Expenditure	5,545	1,851	(3,694)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	475	2,445	1,970			19.4%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,906	7,545	639			91.5%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	240	2,000	1,760		1,760	12.0%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	4,095	2,500	(1,595)		(1,595)	163.8%	1,595
Parks & Open Spaces :- Direct Expenditure	4,901	7,500	2,599	0	2,599	65.3%	1,595
4101 Repair/Alteration of Premises	3,742	5,000	1,258		1,258	74.8%	2,900
4141 Water Services	4,320	5,000	680		680	86.4%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,621	4,000	1,379		1,379	65.5%	
4301 Purchase of Furniture/Equipmen	14,736	5,000	(9,736)		(9,736)	294.7%	15,126
Parks & Open Spaces :- Indirect Expenditure	25,654	21,000	(4,654)	0	(4,654)	122.2%	18,026
Net Income over Expenditure	(23,648)	(20,955)	2,693				
6000 plus Transfer from EMR	19,620						
Movement to/(from) Gen Reserve	(4,028)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	15,742	16,646	904			94.6%	
The Hub :- Income	15,732	16,646	914			94.5%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,322	2,000	678		678	66.1%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	8,286	8,000	(286)	0	(286)	103.6%	3,900
Net Income over Expenditure	7,013	8,146	1,133				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	10,913						
360 Community House							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	5,557	6,120	563			90.8%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	3,520	7,280	3,760			48.4%	
1076 C/H Main Hall	11,145	18,280	7,135			61.0%	
1077 C/H Anzac Room	8,369	9,065	696			92.3%	
1078 C/H Main Kitchen	883	892	9			99.0%	
1079 C/H Anzac Kitchen	837	500	(337)			167.5%	
1080 C/H Foyer	719	1,642	923			43.8%	
1081 C/H Equipment Hire	791	928	137			85.3%	
1090 Storage Income	553	0	(553)			0.0%	
1091 Cinema Income	3,643	4,500	857			81.0%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	37,905	61,037	23,132			62.1%	0
4167 Cinema Costs	2,504	1,000	(1,504)		(1,504)	250.4%	
4175 Music Licence	740	1,250	510		510	59.2%	
Community House :- Direct Expenditure	3,244	2,250	(994)	0	(994)	144.2%	0
4101 Repair/Alteration of Premises	8,082	7,000	(1,082)		(1,082)	115.5%	
4102 Maintenance of Buildings	5,240	5,000	(240)		(240)	104.8%	
4111 Electricity	8,748	10,000	1,252		1,252	87.5%	
4112 Gas	4,468	6,000	1,532		1,532	74.5%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	15,719	15,800	82		82	99.5%	
4141 Water Services	1,148	8,000	6,852		6,852	14.4%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	976	1,000	24		24	97.6%	
4162 Cleaning Materials	731	1,000	269		269	73.1%	
4163 Personal Hygiene	1,746	2,500	754		754	69.8%	

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Uniform	271	600	329		329	45.1%	
Community House :- Indirect Expenditure	47,976	78,400	30,424	0	30,424	61.2%	520
Net Income over Expenditure	(13,315)	(19,613)	(6,298)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(12,795)						
<u>430 Summer Fair</u>							
1045 Event Sponsorship	1,169	500	(669)			233.8%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	
1094 Other Customer & Client Receipt	1,235	800	(435)			154.4%	
Summer Fair :- Income	3,554	2,800	(754)			126.9%	0
4329 Advertising	139	900	761		761	15.5%	
4500 Event Staff Overtime	2,369	1,150	(1,219)		(1,219)	206.0%	
4900 Miscellaneous Expenses	1,045	1,200	155		155	87.1%	
Summer Fair :- Indirect Expenditure	3,554	3,250	(304)	0	(304)	109.4%	0
Net Income over Expenditure	0	(450)	(450)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
<u>450 Mayoral Charity Events</u>							
1045 Event Sponsorship	623	0	(623)			0.0%	
1055 Mayoral Events	416	0	(416)			0.0%	
Mayoral Charity Events :- Income	1,039	0	(1,039)				0
Net Income	1,039	0	(1,039)				

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	933,060	843,383	(89,677)			110.6%	
Expenditure	821,926	868,944	47,018	0	47,018	94.6%	
Net Income over Expenditure	<u>111,133</u>	<u>(25,561)</u>	<u>(136,694)</u>				
plus Transfer from EMR	186,499						
less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	<u>184,568</u>						

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	9,655
4,960	VAT Control A/c	23,430
50	Deposit Aqua	50
441,980	Current Bank A/c	531,027
180,186	Reserve Account	180,356
520	Petty Cash	520
0	PAYE	0
0	Pension Control	5

641,172

745,043

641,172 Total Assets**745,043****Current Liabilities**

8,024	Creditors	0
1,220	Mayor's Appeal	2,205
823	Accruals	0
0	NIC	0
2,447	Deposits Received	3,047

12,514

5,252

628,658 Total Assets Less Current Liabilities**739,792****Represented By**

131,155	General Reserves	316,047
10,000	Vehicle Reserve	10,000
3,000	Tree Works	1,405
1,269	Staff training	1,269
999	Elections	999
17,500	Service Charges	17,500
8,836	Covid-19 Recovery Reserves	465
650	Noticeboards	650
1,000	Office Move	0
530	Monument & War Memorial	530
4,000	P/H Youth Task Group	4,000
319,507	CIL	269,142
59,080	Big Park	59,080
7,000	Hub Improvements	3,100
5,000	Climate Change	5,000
519	Sponsorship	227

18/01/2023

Peacehaven Town Council

11:43

Balance Sheet as at 17/01/2023

31/03/2022

31/03/2023

3,914	Professional Fees - Legal	1,595
2,300	Neighbourhood Plan	1,640
52,399	Capital Receipts Reserve	47,142
<u>628,658</u>		<u>739,792</u>

The above statement represents fairly the financial position of the authority as at 17/01/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Agenda Item:

Committee: Policy & Finance

Date: 24th January 2023

Title: CIL Report Update

Report Authors: Zoe Malone

Purpose of Report: To note the current CIL position

Summary of recommended actions

To note the current CIL position and committed expenditure.

Introduction

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

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

The current amount in our CIL account is **£269,141.89**

See below for expenditure so far this financial year;

CIL Expenditure 2022/23			
Supplier	Description	Amount	Comments
Joseph Ash	Gates for gym	2,900.00	
GTA Civils	Drawings for PID (Part of Bridleway BID)	500.00	
Wicksteed	Roundabout for Firle Road Playground	10,451.46	
Rise	Changing Places toilet at Big Park	29,000.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
GW Solutions	Bus Shelter for Sutton Avenue	9,312.00	
Rise	Changing Places toilet at Big Park	36,250.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
ChromaVision	CCTV installation at Big Park	9,616.73	
Rise	Changing Places toilet Big Park	7,250.00	Total cost is £72,500, of which Rise will pay £45,000. PTC to fully pay and receive partial payment back from Rise.
MIW	Water fountain at Big Park	4,423.83	
GTA Civils	Topographical Survey for Big Park Path	2,645.00	
Hobart	Drainage for CP Toilet	2,756.00	

Hobart	Water Fountain Pipe	£2,020.00	
Hobart	Bridlepath Resurface	£44,755.00	LDC to repay £30,000 as per agreed CIL Bid
GTA Civils	Drainage & Bridleway Design	£500.00	Part of the Second CIL Bid
GTA Civils	Topographical Survey	£700.00	Part of the Second CIL Bid
GTA Civils	Topographical Survey	£350.00	Part of the Second CIL Bid
		£163,430.02	

Analysis

This shows funds spent from our CIL pot so far this financial year. Please note that changing places toilet has been fully paid for by PTC and £45,000 has been invoiced to Rise. We have also invoiced £30,000 to LDC for the agreed CIL Bid to resurface the Bridlepath. Therefore £75,000 will be added back to the current balance.

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2022/23			
Supplier	Description	Amount	Comments
Morrisons	Building Survey	5,000.00	On hold pending discussions with Morrisons on centre development
ESHRC	Hearing Loop	950.00	
LDC	Gateway Café Lease	800.00	Final version to be adopted at Full Council 7 th Feb.
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	6,000.00	LDC to make improvements therefore costs may be lower than expected.
N/A	Big Park pathway resurface- CIL BID	25,097.00	Hobart quote approx. £27,000 to do the works. Will need to go out to tender. GTA Civils currently undergoing surveys of the area.
		£38,847	

Analysis

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

106 Monies

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

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

Implications

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

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

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	LISA HAYWARD	BACS	1,100.00		OCTOBER CONSULTANCY
04/11/2022	Barclays	DD	3.00		BACS CHARGES
04/11/2022	Northstar IT	DD1	1,436.00		NOVEMBER SUPPORT
04/11/2022	02	DD2	144.72		OCTOBER MOBILES
07/11/2022	The Fuelcard People	DD	13.20		CARD CHARGES
08/11/2022	KANER OLETTE	205251	2,677.58		FEASIBILITY STUDY
08/11/2022	Lewes District Council	205252	180.00		LICENCE FEE FOR CH
08/11/2022	M.D.J Light Brothers Ltd	205253	348.00		SKIP HIRE
08/11/2022	East Sussex Security	205254	222.00		DETECTOR REPLACEMENTS
08/11/2022	AVS FENCING SUPPLIES LTD	205255	157.54		OVAL FENCE REPAIRS
08/11/2022	L&N CONSULTANCY LIMITED	205256	594.00		OCTOBER CONSULTANCY
08/11/2022	GTA CIVILS & TRANSPORT	205257	3,174.00		TOPOGRAPHICAL SURVEY
08/11/2022	Acacia Groundcare Equipment Re	205258	839.40		FLAIL/SCARIFIER
08/11/2022	Double Nine Ltd / Merlin Workw	205259	1,148.77		UNIFORM
08/11/2022	MIW WATER COOLER EXPERTS	205260	5,308.60		WATER FOUNTAIN BIG PARK
08/11/2022	Rigby Taylor	205261	231.48		BOWLING GREEN
08/11/2022	CHANDLERS BUILDING SUPPLIES	205262	70.86		HUB GUTTER REPAIRS
08/11/2022	CASTLE WATER	205263	7.66		OCTOBER WATER
08/11/2022	R.J.Meaker Fencing Ltd	205264	24.82		POST MIX
08/11/2022	HAGS-SMP LTD	205265	166.56		SEESAW REPAIRS
08/11/2022	Trade UK	205266	33.97		EXTENSION LEAD / TOILET SEAT
08/11/2022	LEXISNEXIS	205267	164.99		LOCAL COUNCIL BOOK
08/11/2022	GASTON MALLIA	205268	500.00		DESIGN OF DOCUMENT
08/11/2022	AMP Services	205269	5,608.90		BATTERIES FOR VEHICLES
08/11/2022	Heatcraft And Ventilation ltd	205270	7,813.76		BOILER REPAIRS
08/11/2022	SECRETARY OUTSOURCE	205271	50.00		NHP MINUTES
08/11/2022	HATTIE PENDRY	205272	50.00		H.PENDRY DEPOSIT REFUND
08/11/2022	CATHY JONES	205273	50.00		C.JONES - DEPOSIT REFUND
08/11/2022	JADE GRIFFITHS	205274	158.00		J. GRIFFITHS
08/11/2022	JOHNNY RICHIE	205275	100.00		MAGIC SHOW
08/11/2022	AGGIE ILOWSKI	205276	50.00		A.ILOWSKI - REFUND DEPOSIT
08/11/2022	FIONA ROSS	205277	50.00		F.ROSS DEPOSIT REFUND
08/11/2022	LAILA BARAKAT	205278	50.00		L.BARAKAT DEPOSIT REFUND
08/11/2022	KINGSLEY ROOFING	205279	4,680.00		KINGSLEY ROOFING
08/11/2022	LUCY SYMONDS	205280	105.90		MAYORAL EXPENSES
08/11/2022	HARROD UK LTD	204561	169.95		MUGA REPAIRS
08/11/2022	EDF	204562	472.82		OCTOBER ELECTRICITY
08/11/2022	CATHY JONES	205273	-50.00		C/ JONES CANCEL CHQ
08/11/2022	AGGIE ILOWSKI	205276	-50.00		CANCEL CHQ
10/11/2022	Barclays	DD1	62.00		OCT PDQ
11/11/2022	MILITARY WORLD	BACS	100.00		REMEMBRANCE SERVICE
14/11/2022	The Fuelcard People	DD	36.36		fuel
15/11/2022	ENVIRONMENT AGENCY	DD	171.00		EA ANNUAL CHARGES
17/11/2022	Wightman & Parrish Ltd	205281	229.13		BLUE ROLL FOR CHANGING PLACES
17/11/2022	Aquarius Solutions	205282	250.00		SAFEGUARDING TRAINING
17/11/2022	SOUTHCOAST LOCKSMITHS LTD	205283	42.34		RADAR KEY & KEYS
17/11/2022	East Sussex Security	205284	126.00		INTRUDER ALARM

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2022	Business Sream	205285	309.08		JUNE-NOV WASTE
17/11/2022	The Royal British Legion	205286	75.00		POPPIES
17/11/2022	Radius Connect	205287	306.00		NOVEMBER PHONES
17/11/2022	Trade UK	205288	27.87		BANNER SCREWS / HUB TOILET SEA
17/11/2022	CUTTTS MARINE	205289	115.80		MAROONS 13/11/2022
17/11/2022	Caroline Reid	205290	609.00		NOVEMBER CLEANING
17/11/2022	DAVID FENSOME	205291	100.00		COMEDY NIGHT REFUND
17/11/2022	MARIA LIDON	205292	3.62		BALANCE REFUND
17/11/2022	HELEN BROPHY	205293	50.00		H.BROPHY DEPOSIT
17/11/2022	SUSSEX MAYORS ASSOC	205294	30.00		D/SEABROOK MEAL
17/11/2022	GEORGE DYSON	205295	9.50		G.DYSON EXPENSES
21/11/2022	The Fuelcard People	DD	108.89		GY06 PPX FUEL
22/11/2022	GTA CIVILS & TRANSPORT	205296	600.00		DRAINAGE & BRIDLEWAY DESIGN
22/11/2022	Madison Web Solutions Limited	205297	2,244.00		2 HR TRAINING
22/11/2022	M.D.J Light Brothers Ltd	205298	213.12		SKIP HIRE
22/11/2022	HOBARD PAVING COMPANY	205299	59,437.20		PATHWAY & FOUNTAIN PIPE
22/11/2022	U-Benders	205300	297.12		PLUMBER CALL OUT
22/11/2022	SUE MOSCATELLI	205301	7.99		TRAVEL COSTS
22/11/2022	MRS MLEFKARDI	205302	100.00		LEFKARDI DEPOSIT REFUND
22/11/2022	REBECCA KING	205303	50.00		R.KING DEPOSIT REFUND
22/11/2022	CASEY BOYCE	205304	50.00		C.BOYCE DEPOSIT REFUND
22/11/2022	Credit Card A/c	OCT CC	528.72		NOVEMBER DD
24/11/2022	PHS Group	DD1	763.97		QUARTERLY HYGIENE
25/11/2022	NOVEMBER SALARIES	NOV PAY	37,484.39		NOVEMBER SALARIES
25/11/2022	Barclays	DD	50.00		BACS OVER LIMIT CHARGES
29/11/2022	EDF	DD	168.04		AUG - NOV STREET LIGHTING
30/11/2022	BRITISH GAS	205305	21.78		11 NOV - 16 NOV GAS
30/11/2022	BRITISH GAS	205306	27.18		11 NOV - 16 NOV ELECTRICITY
30/11/2022	Rigby Taylor	205307	42.00		LANCROP
30/11/2022	GB SPORT & LEISURE	205308	356.40		GATE MOTORS FOR BP
30/11/2022	Spy AlarmsLtd	205309	129.60		SMOKE ALARMS FOR CAFE
30/11/2022	CATERCRAFT SUPPLIES LTD	205310	420.00		SERVICE TO CATERING EQUIP
30/11/2022	CVS TYRES LTD	205311	301.07		TRACTOR INNER TUBE
30/11/2022	B & S CHAINS Ltd	205312	96.00		ZIP WIRE PARTS
30/11/2022	Wightman & Parrish Ltd	205313	57.00		GREEN SACKS
30/11/2022	Trade UK	205314	11.69		BOLTS FOR DELL SWING
30/11/2022	CASTLE WATER	205315	2,032.94		NOVEMBER WATER - WITH READING
30/11/2022	CATHY NORCOTT JONES	205316	50.00		C.N.JONES - DEPOSIT
30/11/2022	HMRC	205318	16,833.69		NOVEMBER SALARIES
30/11/2022	EAST SUSSEX PENSION FUND	205317	13,589.48		NOVEMBER SALARIES
30/11/2022	BRITISH GAS	205306	-27.18		CANCEL LOST CHEQUE
30/11/2022	BRITISH GAS	205305	-21.78		CANCEL LOST CHQ
05/12/2022	The Fuelcard People	DD	32.90		GY06 PPX FUEL;
05/12/2022	Barclays	DD1	3.00		BACS FILE CHARGES
06/12/2022	GTA CIVILS & TRANSPORT	205319	1,260.00		TOPOGRAPHICAL SURVEY
06/12/2022	Trade UK	205320	177.14		BIG PARK WATER FOUNTAIN PARTS
06/12/2022	L&N CONSULTANCY LIMITED	205321	180.00		NOVEMBER CONSULTANCY

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2022	Cinemobile	205322	820.75		23 NOV - FISHERMAN FRIEND
06/12/2022	Madison Web Solutions Limited	205323	648.00		PREMIUM HOSTING
06/12/2022	COUNTY OFFICE SUPPLIES LTD	205324	35.36		STATIONARY
06/12/2022	R.J.Meaker Fencing Ltd	205325	37.95		BIG PARK REPAIRS
06/12/2022	Farrington Property Developmen	205326	4,404.00		UNIT 14 RENT W/C 19/10/22
06/12/2022	LISA HAYWARD	205327	1,540.00		L.HAYWARD- NOV CONSULT
06/12/2022	ANNE BOTT	205328	1,226.00		PTC INVESTIGATION REPORT
06/12/2022	THE DEANS SENIOR TEA CLUB	205329	300.00		THE DEAN - GRANT
06/12/2022	ROTARY CLUB OF NEWHAVEN	205330	200.00		ROTARY CLUB - GRANT
06/12/2022	1st PEACEHAVEN RAINBOW	205331	325.01		RAINBOWS - GRANT
06/12/2022	SEAHAVEN RESPONDERS	205332	500.00		SEAHAVEN RESPOND - GRANT
06/12/2022	PEACEHAVEN CARERS	205333	275.00		CARERS WELLBEING- GRANT
06/12/2022	ABC FUND	205334	300.00		ABC FUND GRANT
06/12/2022	PEACEHAVEN HEIGHTS PTA	205335	400.00		PEACEHAVEN HEIGHTS GRANT
06/12/2022	RELEASE COUNSELLING	205337	500.00		RELEASE CONSELLING - GRANT
06/12/2022	FAMILY SUPPORT WORK	205336	500.00		FAMILY SUPPORT GRANT
06/12/2022	COMMUNITY ORCHARD	205338	272.00		ORCHARD - GRANT
06/12/2022	SUSSEX COMMUNITY ASSC	205339	300.00		SCDA - GRANT
06/12/2022	EDF	205340	973.17		NOVEMBER ELECTRICITY
06/12/2022	Northstar IT	DD2	1,436.00		MONTHLY SUPPORT - DEC
06/12/2022	JASMINE FOOT	204564	50.00		J.FOOT REFUND
06/12/2022	SARAH SMITH	204563	50.00		S.SMITH REFUND
06/12/2022	SARAH SMITH	204563	-50.00		CX CHQ
06/12/2022	PEACEHAVEN CARERS	205333	-275.00		CANCEL CHQ - PD ONLINE
07/12/2022	02	DD3	144.72		NOVEMBER MOBILES
07/12/2022	TOTAL GAS & POWER	DD4	321.20		OCTOBER GAS
09/12/2022	Caroline Reid	204565	609.00		DECEMBER CLEANING
09/12/2022	RITE INDUSTRIAL DOORS	204566	273.00		CALL OUT FOR ROLLER SHUTTER
09/12/2022	Heatcraft And Ventilation ltd	204567	921.41		SERVICE HEATING EQUIP
09/12/2022	KANER OLETTE	204568	2,553.60		FEASIBILITY STUDY
12/12/2022	Barclays	DD	62.00		NOVEMBER PDQ`
12/12/2022	The Fuelcard People	DD1	147.52		HK66WMJ FUEL
12/12/2022	RYE OIL	BACS	184.70		304030
13/12/2022	SUSAN JONES	204569	50.00		S.JONES DEPOSIT REFUND
13/12/2022	AMP Services	204570	68.34		CHAINSAW CHAIN
13/12/2022	Radius Connect	204571	306.00		DECEMBER PHONES
13/12/2022	Brighton Permaculture Trust	204572	4,000.00		PLANTING OF 30 TREES
13/12/2022	Wightman & Parrish Ltd	204573	316.58		CLEANING COSTS
13/12/2022	HMRC	DEC PAY	8,931.13		NOVEMBER SALARIES
13/12/2022	EAST SUSSEX PENSION FUND	204576	4,784.40		DECEMBER SALARIES
13/12/2022	ENGLISH WOODLANDS	204577	262.12		QUEENS TREE / HP TREES
15/12/2022	R.J.Meaker Fencing Ltd	204574	307.20		ALLOTMENT FENCE REPAIR
19/12/2022	JOHN BORTHWICK	BACS	160.00		XMAS PARTY
21/12/2022	PHS Group	DD	23.17		LOW RISK WASTE COLLECTION
23/12/2022	DECEMBER SALARIES	DEC PAYROL	26,467.09		DECEMBER SALARIES
23/12/2022	Credit Card A/c	NOV CC	1,279.66		NOVEMBER CC PURCHASES
28/12/2022	The Fuelcard People	DD1	94.37		GY06 PPX FUEL

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>245,220.98</u>		

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

Annual Servicing Record			7,871.00	
Supplier	Description of works	Due	Price	Comments
Catercraft	Servicing of catering & refrigeration equipment	01/08/22	350.00	
Heatcraft	Annual maintenance & service	01/02/23	1,145.00	New agreement for 2023 signed
Thomas Doors	Servicing of internal doors at CH	01/06/23	570.00	
Audience Seating	Servicing of theatre chairs	01/01/23	621.00	To be serviced Jan 2023
Safeis	Fire Risk Assessment - CH	01/05/23	217.00	
Safeis	Fire Risk Assessment - Café	01/05/23	195.00	
Safeis	Fire Risk Assessment - Hub	01/05/23	195.00	
Chris Bartholomew	Clean & services Café WC Fans	01/04/23	39.00	
Chris Bartholomew	Emergency Light test - HUB	01/04/23	183.00	Can bring in house with Dan to test
Chris Bartholomew	Emergency Light test - Café	01/04/23	183.00	Can bring in house with Dan to test
Chris Bartholomew	EICR Report - Hub	11/04/27	504.00	Last done April 22
Chris Bartholomew	EICR Report - CH	20/07/24	2,836.00	Last done July 21
Chris Bartholomew	EICR Report - café	19/07/24	833.00	Last done July 21

HeatCraft

Heating, Ventilation, Air Conditioning, Plumbing

Peacehaven Town Council
Town Council Office, Meridian
Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

Elizabeth House, 50 - 52 St. Richards Road,
Portslade, Brighton, East Sussex BN41 1PA
Tel: 01273 419005

Email: service@heatcrafthandv.com

Quote

Your Order Number Dan	Job Number J02PAH	Quote Date (tax point) 14/10/2022	Quote Number J02PAH
Site Details	Community House,Peacehaven,BN10 8BB		
Issue Reported :	x2 Carrier packaged chiller units not running. unable to access York control panel to turn cooling on. manually switched to cooling on relay inside ventilation panel. both compressors run after time delay, but condenser fans do not. traced to faulty fan speed controllers and relays to be replaced inside both units. left units isolated to prevent compressors overheating.		
Work Required :	Arrive on site Remove x2 faulty Fan speed controllers and x2 relays Supply and install x2 new fan speed controllers and x2 relays Test on completion. <u>Please note further faults maybe found once this work has been carried out.</u>		
Quantity	Description	Net	Vat @ 20%
1.00	Labour x2 Engineers	1210.00	242.00
1.00	Parts x2 FAN SPEED CONTROLLERS x2 230v RELAYS	1014.85	202.97
Sub Total		2224.85	444.97
TOTAL Due			2669.82

- Please note that this does not include the cost of our original call out.
- If further materials are found to be required, a new quotation will follow.

Action Plan – Policy & Finance Committee

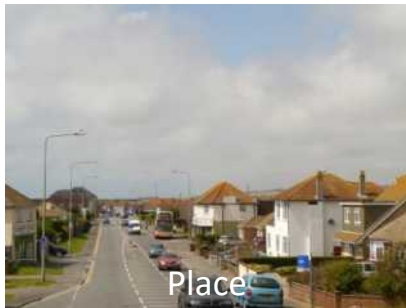
Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u>	Town Clerk			31 st Oct 2022
2	<p><u>INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE</u></p> <p>From the Committee's meeting of 14th June 2022:-</p> <p>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE</p> <p>The Clerk referred to his report, noting three elements to this project:-</p> <ol style="list-style-type: none"> 1. Internal mechanical & electrical survey of Community House. 2. External building & fabric survey of Community House. 3. Insurance valuation of Community House. <p>The quotes received were discussed.</p> <p>It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.</p>	Town Clerk			

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
3	TO ADOPT UPDATED SAFEGUARDING POLICY	<p><u>From Committee meeting 22-11-2022</u></p> <p>PF832 TO ADOPT UPDATED SAFEGUARDING POLICY</p> <p>It was resolved to defer discussion of this policy until after the safeguarding training had been completed from which there may be further updates.</p> <p>Cllr Seabrook noted that the policy for The Orchard, was very comprehensive and worth using in developing the Council's policy</p>				

OUR VISION:

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



Community & Business
Plan
2022/2023



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



Hire/Lease of facilities



Tourist Information



Civic & Ceremonial



Notice boards & banners



Park & asset maintenance



Community garden & orchard

What are the Council's priorities

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

The Council's corporate priorities are:

GROWING THE ECONOMY SUSTAINABLY

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

VALUING THE ENVIRONMENT

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

EMPOWERING AND SUPPORTING THE COMMUNITY

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

SUPPORTING RESIDENTS IN NEED

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

HELPING CHILDREN AND YOUNG PEOPLE

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

IMPROVE THE QUALITY OF LIFE FOR RESIDENTS AND VISITORS TO PEACEHAVEN

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



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

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

Business Plan



What the business plan can deliver for Peacehaven

Finance

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

Environment & Climate Change

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



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

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

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



Place

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

Community

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

What the business plan can deliver for Peacehaven



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



Agenda Item: PF850

Committee: P&F

Date: 24th January 2023

Title: Emtor

Report Authors: Zoe Malone

Purpose of Report: To discuss & agree on Emtor returning to F&R Rooms

Summary of recommended actions

To discuss the possibility of Emtor returning to the Fields & Robsons Rooms with PTC staff moving back to the main office.

Introduction

Emtor have approached PTC to move back to the Fields & Robsons Room as working from home is not working for them as a business. When Emtor vacated in August 21, PTC made steps to move office staff to the Fields & Robsons room which was successfully actioned in July 2022.

Speaking with the office staff, whilst the office space is brighter and more spacious, there is a disconnect between the Officers and the main office.

Analysis & Recommendations

When Emtor vacated the offices in August 21 they were paying £977.50 per month. I propose we increase the monthly rental to £1,000 = £12,000 per year annual income.

Gas & Electricity usage within the Fields & Robsons Room will be payable by Emtor. This is currently managed by ESCC and they can invoice accordingly.

Emtor to pay any costs associated with PTC staff moving back to the main office.

T&C's to be drawn up and signed to provide us and them with some security.

The Finance Officer has spoken with Emtor regarding the above proposal to ensure the financial costs can be met and Emtor have asked for PTC to proceed with a proposal.

Implications

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

<u>Financial</u>	This will provide an extra £12,000 per year income for the council with no additional costs as the utilities will be paid for by Emtor.
<u>Legal</u>	T&C's will be drawn up & signed
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	

<u>Climate</u>	

Appendices/Background papers

Agenda Item: PF851
Committee: P&F
Date: 24th January 2023
Title: Greetings Shop relocation
Report Authors: Zoe Malone
Purpose of Report: To discuss & agree on greetings hiring F&R Rooms

Summary of recommended actions

To discuss and decide on whether we can accommodate Greetings within the Community House building during the Morrisons redevelopment.

Introduction

Greetings have approached PTC to ask if they can hire the F&R room during the construction process. Their business is located within the Meridian Centre and is very popular with the local residents.

Greetings have also suggested the possibility that they house the Post Office which is currently not being relocated during the reconstruction. This will assist local residents, especially with the loss of three banks over the last three years. Greetings are in talks with the Post Office about this through Morrisons.

Greetings have implied that Morrisons do not expect to include a Post Office in their new build.

There are two other post offices within Peacehaven & Telscombe.

Analysis & Recommendations

We have received interest from Emcor for the same room who can afford to pay more and are not a retail business so liabilities will be lower.

It's not feasible to hire the Charles Neville or copper room as this would mean that caretakers would need to be in every Saturday and possibly Sundays during peak seasons to allow the business to open.

Greetings can afford £5,000 per annum and would need to arrange their own insurances etc. They would also have to pay for electricity & gas on top of the annual rent. If this an option we want to consider then we need to understand the insurance and liability risks of having an independent retailer within our building.

Implications

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

<u>Financial</u>	This will provide an extra £5,000 income not currently budgeted for
<u>Legal</u>	T&C's will be drawn up & signed
<u>Environmental and sustainability</u>	

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

Appendices/Background papers



Peacehaven Town Council Grant Application Policy and Guidelines

1. INTRODUCTION

The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development of various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

There are two types of grant available:

- a) Small Grants** for grants up to £750 in any one financial year.
- b) Grants to cover room hire / outdoor hire of Peacehaven Town Council premises.**

2. ORGANISATIONS THAT CAN APPLY

Grants will only be awarded to organisations that directly benefit the Residents of Peacehaven.

The following organisations may apply to the Town Council for a Grant.

- Registered Charitable organisations based in Peacehaven
- Regional / National Registered Charitable Organisations but only local branches
- Not for profit Organisations; Community interest organisations and community interest companies
- Voluntary / Community groups

Applications from Commercial organisations and individuals will not be considered.

3. WHAT WILL BE CONSIDERED

- a) Need – There should be clear evidence of the need for the project. Aims and Objectives must be clear.
- b) Environment – to be in line with the Town Council Environmental Policies.
- c) Financial Management – Be able to demonstrate sound financial management. Ideally last year's set of accounts should be provided. Applications from groups who are financially indebted to the Council may not be considered.
- d) Co-Funding – Where other funding is required, the grant is conditional on the other funding also being available.
- e) Self-help measures – Projects where self-help measures have been put in place are more attractive.
- f) All eligible applications will be assessed on their individual merits against clear and consistent criteria. Any award made may not necessarily be for the full amount applied for.
- g) Applications for projects that are the statutory responsibility of other authorities will also not be considered.
- h) Applications for projects or activities already delivered (entirely or otherwise) will not be considered
- i) Funding cannot be used for any activity that may be partisan or propagate a religious belief.
- j) Retrospective applications will not be considered
- k) Those projects which simply replace existing facilities without significant improvement will also not be considered.

4. HOW TO APPLY

- Grants are considered by the Grants Sub-Committee which is held twice a year in April and November
- To apply for a Grant, you must use the current application form available from the Town Council.
- Applications must be submitted by the published deadline and accompanied by all supporting documentation
- Grant applications can be submitted electronically to the Town Clerk grants@peacehaventowncouncil.gov.uk or by hard copy to the council offices at Community House, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB
- Incomplete or incorrect forms will be returned so that full information is provided to the Grants Sub Committee. If you need help completing the application form, please contact the Town Clerk.

5. IF YOU ARE SUCCESSFUL

- If you are successful, you will be notified by the Council in writing.
- Will be paid by Cheque or BACS to the organisation specified on the application form. The Council will not make payments to individuals.
- The Council will publicise the availability of grants through its newsletter and website and will detail in its Annual Report, website and through social media the grant payments it has made and to whom.
- The funding may only be used for the purposes set out in the grant application.
- If it transpires that funding cannot be utilised for the agreed purpose, you must notify the Council at the earliest opportunity.
- Support from Peacehaven Town Council through the award of a grant must be acknowledged where appropriate on any publicity and promotional material including posters, advertisements, press releases and leaflets.
- Room hire grants will be credited to your account each time you use a room.

6. ON COMPLETION OF THE PROJECT

- Confirmation that the project has been completed is to be given by the “Project End Date” using the **Grants return form** provided on approval.
- The payment is made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.
- On completion of the money any one not spent must be returned to the Council.
- The Council reserves the right to reclaim any grant monies not being used for the purposes specified on the application form.
- Should the organisation disband during the period of the grant, the council may ask for return of all or part of the monies.

Adopted by Peacehaven Town Council ////
To be reviewed ///

Agenda Item: PF853

Committee: Policy and Finance

Date: January 2023

Title: Car parking solution for Centenary Park

Report Authors: Kevin Bray

Purpose of Report: To decide

Introduction

Since the construction of the new pathway at Centenary Park, it has been observed that during busy time cars are now parking over the new pathway blocking to route for pedestrians etc.

Background

A report was sent to the L, A&E committee and they made the decision that a soil bank seeded with wildflowers and wooden bollards with solar lighting placed at the dropped curbed areas, this was to be costed up and a report sent to P&F

Analysis

The proposed work would be carried out by the groundstaff producing a bank approximately 40 cm high along the roadside curb seeded with wildflowers. I could not source the Oak wooden bollards with built in solar lighting, but we can buy these separately and attach them to the posts. Posts to be 1.5 meters apart to allow for wheelchair and horse access

Materials required: 20 tonnes of topsoil, 13 Oak posts 150mm x 150mm, 8 solar lights, Cement and fixings

Conclusions

The total cost of materials is £1700+vat, I suggest a contingency of £300 should be added to bring the total cost to £2000+vat to be paid for from PTC CIL funds

Recommendations

The committee are asked to decide the following

1. To agree to spend £2000 on the car parking solution
2. To fund this from PTC CIL funds

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	PTC CIL fund
<u>Legal</u>	
<u>Environmental and sustainability</u>	Use of wood and soil with wildflower seeding
<u>Crime and disorder</u>	Preventing illegal parking
<u>Social value</u>	Preventing parking on the footpath to allow pedestrians to access the park safely at all times
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Natural products used

Appendices/Background papers





Browser tabs: Solid Oak Bollard | Timber Bollards | solar PIR lights fo | [4 Pack] 140LED | Parish Online | XMAP PRINT | horse gates - Go |

Address: https://parishonline.xmap.cloud/maps#map=20.940175625100128/541835.89/101142.47/0

Map Interface: VIEW PRINT TABLE TOOLS CREATE

Search: Type to search AddressBase

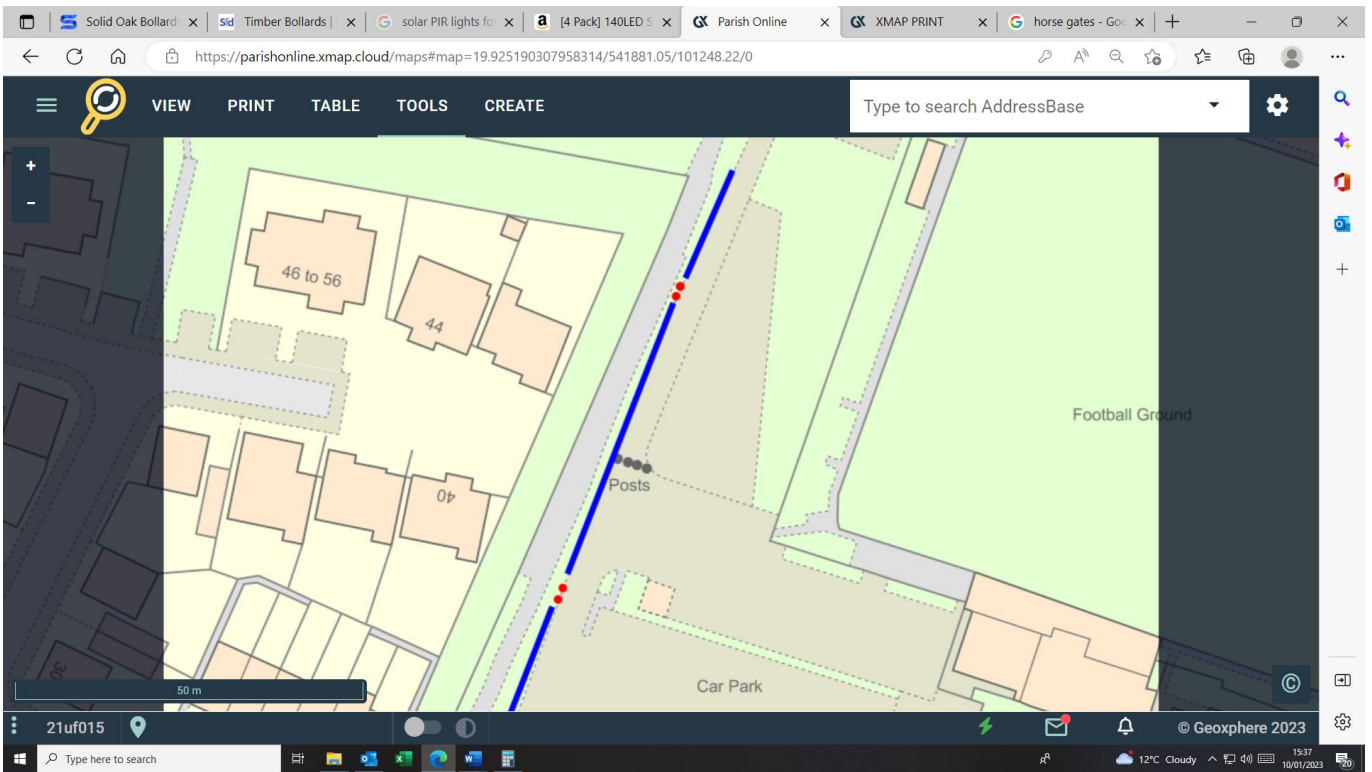
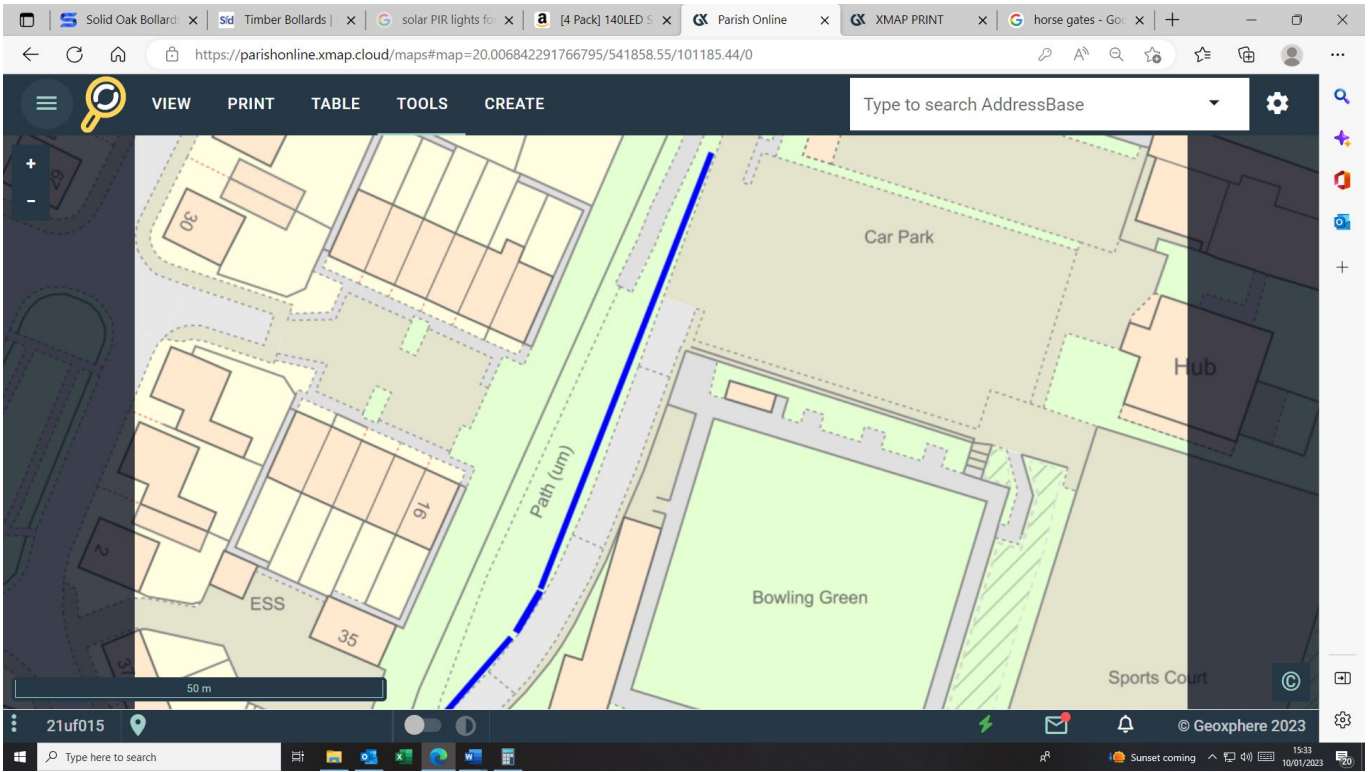
Map Labels: ESS, 35, 41, 43, 40, 1, Sports Pavilion

Scale: 20 m

Coordinates: 21uf015 541808.90, 101136.96

© Geosphere 2023

System Tray: 15:30 10/01/2023



Key

Soil banking



Bollards



Agenda Item: PF854
Committee: P&F
Date: 13th January 2023
Title: To note upgrade of creative and e-flip software for Marketing/ PTC use
Report Authors: Events, Amenities and Projects Officer
Purpose of Report: To note upgrade of creative and e-flip software for Marketing / PTC Use

Summary of recommended actions:

To note the upgrade to a Pro Account in Canva, the software used for all PTC creatives and a monthly subscription to an E-Flip package to enhance the E-News from a pdf to magazine style.

Background

The Marketing Department of PTC has been using the basic tools of Canva, which is free, but lacks many features, images and makes it very difficult to design creatives that stand out and create impact. The monthly E-News has historically always been created in a PDF format, which when uploaded to the PTC website, creates a scrolling document of sometimes over 30 pages and very difficult to read or even refer back to an article

Recommendations

The recommendation is to upgrade the Canva creative account to Pro at a cost of £14.99 a month and to subscribe to a monthly 'Paperturn' account, at a cost of £17.10 a month, to convert the E-News PDF to an E-Flip magazine. Both of these subscriptions can be cancelled without notice and will be reviewed when a report is created to implement a new website platform and the adoption of superior creative packages such as Adobe. Features would then be incorporated into any new website builds.

Implications

There are no implications

<u>Financial</u>	Total of £32.09 from the marketing website budget on a monthly basis
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Peacehaven Town Council



Volunteer Handbook

Welcome!

Thank you for volunteering your time to support Peacehaven Town Council.

Peacehaven Town Council is committed to using community volunteers to help with leisure and amenity activities in and around our town.

PTC is committed to the Health and Safety of our volunteers.

This document sets out how we may use volunteers around the town, how they may be kept safe and well, and any other useful information for volunteers.

We also value feedback, so please do let us know your experiences with Peacehaven Town Council.



VOLUNTEERS

Contacting us

By phone: 01273 585493

By email: info@peacehaventowncouncil.gov.uk

By post: Community House, Meridian Way, Peacehaven. BN10 8BB

Introduction

Peacehaven Town Council (PTC) is committed to using Community Volunteers to help with Leisure and Amenity Activities in and around Peacehaven.

PTC is committed to the Health and Safety of our volunteers.

This Policy sets out how PTC may use volunteers around the Town and how they may be kept safe and well.

General Policy

Peacehaven is a busy South Coast Town and has a number of areas of open land and parks that require maintenance and repair.

There are a number of Community Groups in Peacehaven who wish to assist the Town Council in the repair and maintenance of our parks and open areas.

Peacehaven Town Council organises a number of civic events during the year. It is necessary to seek assistance from volunteers to help with these events.

There is general maintenance and repair that is required throughout the Town. There are a number of community groups who wish to assist with this.

Volunteers may be deployed by Officers of Peacehaven Town Council on Community Projects. Deployment of volunteers must be for the benefit of the Community and should not involve any payment, remuneration or inducement.

Volunteers may be supervised by Officers of PTC.

On occasions it will be necessary that supervision of volunteers be completed by other members from Community Groups and Organisations. On such occasions a Team Leader or Supervisor will be identified. Each Team Leader or Supervisor is to be approved by an Officer of PTC. Each Team Leader or Supervisor is to be assessed to ensure they have the necessary training, experience or expertise to fulfil the role. The Team Leader or Supervisor will ensure that PTC Volunteer health and safety Policy is followed.

Health and Safety

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To consult with volunteers, members and partners on matters affecting their health and safety.
3. To provide and maintain safe work environments, plant and equipment.
4. To ensure safe handling of hazardous substances, such as weed killer
5. To ensure that volunteers, members and partners are competent to complete their tasks and where necessary to provide information, supervision or training to allow this.

Responsibilities

1. A Team Leader or PTC Officer will be identified for each deployment of volunteers within the Town.
2. Volunteers, members and partners remain responsible for their own safety within direction, supervision and guidance given by Team Leaders or PTC Officers. Volunteers will

Cooperate with colleagues, mentors and supervisors.

Not interfere with anything provided to safeguard health and safety.

Take reasonable care of their own and others health and safety

Report all concerns in relation to health and safety to supervisors or mentors.

3. Volunteers will adhere to Health and safety Policies and direction given by Team leaders or PTC Officers.

4. Whilst PTC has a duty of care to those volunteering to complete work on behalf of the Council it remains the responsibility of each volunteer to act in a way that ensures their safety and the safety of those around them. PTC reserves the right to remove volunteers from specific tasks, areas or situations where it is felt necessary for safety reasons.

Arrangements

1. Risk assessments will be completed prior to the deployment of volunteers around the Town.

2. Where tasks are being carried out with Supervision by Peacehaven Town Council Officers a risk assessment will be completed by PTC Officers.

3. Where tasks are to be completed without direct supervision by Officers of PTC then a risk assessment will be completed by the team leader and submitted to PTC either verbally or in writing.

4. Risk assessments will include

- Areas in which the work is to be completed.
- Activities to be completed by the volunteers.
- Risks posed to the Public as a result of the work being completed.

5. Volunteers are responsible for identifying any maintenance requirements of plant or equipment which they are using.

6. Supervisors and Team Leaders are responsible for ensuring that maintenance procedures are followed and that any problems are reported to PTC, as appropriate.

7. Supervisors will satisfy themselves, as far as is practicable, that all plant and equipment is safe and suitable for its intended use before the commencement of work.

8. Accidents and illness will be reported to Supervisors and Team Leaders as soon as is practicable. Accidents and illness are to be reported to Officers of PTC where they shall be documented. Accidents and illness should be reported to HSE when required under current legislation and guidance.

9. The names of volunteers are to be recorded and passed to PTC Officers. When possible this should be completed before work is commenced. If this is not possible names are to be supplied as soon as is possible after the work is completed.

Agreement

By completing the attached form "Volunteer to Peacehaven Town Council" you agree to abide by the information in this Handbook.

Peacehaven Town Council reserves the right at any time to refuse participation in an event or project entirely at their discretion.

Peacehaven Town Council also reserves the right to withdraw any person during an event or project at any time should the Volunteer not conform to the standards set by the Town Council policies or procedures – all of which are available on the Peacehaven Town Council website.



Volunteer to Peacehaven Town Council

Your Details

Your Name:			
Your Address:			
	Postcode:		
Your Phone Number:			
Your Email Address:			

Emergency Contact Details

Emergency Contact Name:			
Relationship:			
Phone Number:			

Consent

I would like to be registered as a Volunteer of Peacehaven Town Council	YES / NO
I would like to Volunteer for one event only and then be removed as a Volunteer	YES / NO
If yes, name of Event Volunteering for:	
I would like to be contacted when Volunteering opportunities arise	YES / NO
I would like to be added to the email distribution list for the monthly eNews	YES / NO

I agree that subject to the above stated conditions, Peacehaven Town Council may register me as a Volunteer until such time as I request to be removed as a Volunteer, which can be done at any time by writing to the Town Clerk.

I agree to represent Peacehaven Town Council to the best of my ability, not for political or financial gain, and will adhere to the conditions set out in the Volunteer Handbook.

Signature:		Date:	
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Office Use Only

Date Received:		Form Checked By:	
Added to database:		Added to eNews:	
Volunteer Badge Issued:		Badge Returned:	