

PEACEHAVEN TOWN COUNCIL

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

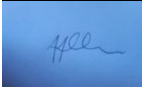
TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

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 I Sharkey, Cllr L Duhigg, Cllr A Milliner, Cllr K Sanderson.

1st March 2023

Dear Committee Member,

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



Tony Allen, Town Clerk

AGENDA

PF859 CHAIRMAN'S ANNOUNCEMENTS.

PF860 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

PF863 TO ADOPT THE COMMITTEE'S MINUTES OF 24th JANUARY 2023

PF864 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. To note 2022/23 Earmarked Reserves going forward.
9. Funding report for buildings equipment maintenance works.

PF865 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

PF866 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN.

PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.

PF868 TO ADOPT A REVISED VOLUNTEER POLICY.

PF869 TO CONSIDER ROLLING OUT A PHISHING POLICY AS PART OF HAVING A CYBER ESSENTIALS CERTIFICATION

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.

PF870 TO AGREE TENDERING & SPECIFICATION FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.

PF871 AGED DEBT ANALYSIS.

PF872 DATE OF NEXT MEETING – TUESDAY 4th JULY 2023 AT 7.30PM.



PEACEHAVEN TOWN COUNCIL

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

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

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 24th January 2023 at 7.30pm.

Present: Cllr Chris Collier (Chair of Committee), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Sue Griffiths. Cllr Lynda Duhigg, Cllr Alan Milliner.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Zoe Malone (Finance Officer).

No members of the public were in attendance.

1. PF842 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures.

2. PF843 PUBLIC QUESTIONS

There were no public questions.

3. PF844 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Symonds, and Tony Allen (Town Clerk).

These apologies were **noted** by the Committee.

Cllr Griffiths is substituting for Cllr Symonds.

Cllr Goble was also absent.

These absences were **noted** by the Committee.

4. PF845 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

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

Proposed By: Cllr Gallagher

Seconded By: Cllr Sharkey

The minutes were **agreed** and **adopted**.

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

1. Finance Officer's report:-

The Finance Officer gave a brief verbal report which the Committee **noted**.

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

Proposed By: Cllr Griffiths **Seconded By:** Cllr Sharkey

The Committee **agreed** to the signing of the Bank account and Bank Reconciliation.

3. Income & Expenditure report:-

There was a brief discussion about the maintenance charges from the Meridian Centre.

The Committee **noted** the Income & Expenditure report.

4. Balance Sheet:-

The balance sheet was received and **noted**.

5. CIL & S.106 report (income, expenditure & bids):-

Cllr Seabrook asked some questions about the successful CIL bid for Howard Park and when we would be able to start work on the assigned project.

The Committee **noted** the report.

6. List of payments (for approval):-

Cllr Gallagher asked for some further clarification on what the item titled 'batteries for vehicles' were for specifically.

It was clarified that the batteries were for the Grounds Team new electric equipment.

It was proposed to approve the November & December 2022 payments amounting to £245,220.98, as scheduled in the meeting papers.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Cheta

The Committee **approved** the November & December 2022 payments.

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

The Committee **noted** that there were no reviews currently required.

8. Funding report for buildings equipment maintenance works:-

The Committee received and **noted** the report.

a) To approve additional expenditure required for the repair of the Community House heating/air conditioning system.

The Finance Officer gave an overview of the works required and a brief discussion followed about the works that will be required anyway in the future as part of the Meridian Centre redevelopment.

It was proposed that the Committee accept the recommendation to approve the additional expenditure, with the condition that it is not spent until the new financial year.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

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

The Committee highlighted that there appears to be an error on the first item on the Action plan, which refers to a Committee meeting on 7th December 2010.

The action plan was otherwise **noted**.

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

It was **noted** that there had been no additions/amendments to the Plan since the Committee's last meeting.

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

Cllr Seabrook suggested that this item and item PF851 could be discussed together.

The Chair felt it best to keep the items separate as item PF851 applies to a number of tenants of the Meridian Centre and may need further information before coming back to Committee.

There was a lengthy discussion about the risks and benefits associated with Staff moving back to the main office and EMCOR returning to the Fields and Robson Room.

It was proposed that subject to the Terms & Conditions being worded carefully to address concerns around the risks of EMCOR returning, and that these Terms & Conditions are approved by Council before being signed, that the Committee approve the recommendation in the Finance Officers Report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

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

There was a brief conversation about support that the Town Council could offer to current tenants, but was felt that more information is needed, and it was proposed that the item be deferred to the next meeting of the Committee, and that the Committee Chair and Finance Officer speak to the tenants and produce a report with recommendations for Committee to consider.

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

11. PF852 TO ADOPT AN UPDATED GRANTS POLICY.

Cllr Griffiths highlighted a clerical error of the last page of the policy (paragraph 6, sentence 3) which doesn't make sense.

It was proposed that the policy be approved and adopted, subject to the correction.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

12. PF853 TO APPROVE A CAR PARKING SOLUTION FOR CENTENARY PARK.

It was proposed that the Committee accept the recommendation in the report and approve the car parking solution.

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

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

The Committee **noted** the report.

14. PF855 TO NOTE THE UPDATED VOLUNTEER POLICY.

It was proposed that the Committee note the updated policy and set up a TFG to review the volunteer policy.

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

Cllr Seabrook and Cllr Griffiths will form the TFG to review the volunteer policy.

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

The Committee highlighted that a TFG was set up at the Full Council Meeting on 6th December 2022, which consists of Cllrs Sharkey, Gallagher, and Sanderson.

CONFIDENTIAL

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

16. PF857 AGED DEBT ANALYSIS.

The Committee agreed that there was no discussion needed on this item.

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

There being no further business the meeting ended at 20:27.

Agenda Item:	PF
Committee:	Policy and Finance
Date:	7 March 2023
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

This style of briefing note was first provided to members in August 2019 and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 10 (January 2023) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 January 2023 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

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

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

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

Detailed income and expenditure

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 98% of the budgeted expenditure has been spent so far, and 112.1% of the budgeted income has been received as at the end of month 11 (February 2023)

Detailed balance sheet

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

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

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

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

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

Implications

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

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

Appendices/Background papers

- Barclays Bank account summary balances – 31 January 2023
- Bank reconciliation statement for cashbook 1 – 31 January 2023
- Bank reconciliation statement for cashbook 2 – 31 January 2023
- Credit Card reconciliation statement – 31 January 2023
- Detailed income and expenditure month 11 (February 2023)
- Detailed balance sheet month 11 (February 2023)

STATEMENT FOR Z MALONE

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

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 January 2023
Page number: 1 of 1
Monthly spend limit: £1,000.00

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

Date	Description	Amount
05 Jan 2023 060155184223	MOWER MAGIC LINCOLN GBR HARDWARE STORES	54.72
12 Jan 2023 130105272463	NET WORLD SPORTS INTERNET GBR MISCELLANEOUS AND RETAIL STORES	23.59
12 Jan 2023 130105130863	HALFORDS E.COMM REDDITCH GBR AUTOMOTIVE PARTS, ACCESSORIES STORES	13.98
17 Jan 2023 180155541963	WWW.EASTBOURNETHEATRES EASTBOURNE THEATRICAL PRODUCERS (EXCEPT MOTION PICTURES), TICKET AGENCIES	228.00
20 Jan 2023 230105272463	BOOKER LTD - 38537454 WELLINGBOROUGHGBR GROCERY STORES, SUPERMARKETS	295.80
5 new purchases / cash advances. Total of spending.		£616.09



Date: 28/02/2023

Peacehaven Town Council

Page 1

Time: 11:19

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 5 - Credit Card A/c**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/01/2023		0.00
Z Malone CC	28/01/2023		-616.09
			<hr/>
			-616.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			-616.09
<u>Receipts not Banked/Cleared (Plus)</u>			
22/02/2023 CCJAN		616.09	
			<hr/>
			616.09
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/01/2023		482,414.85
Current Account	31/01/2023		50,000.00
			<hr/> 532,414.85

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
14/06/2022 205036 WENDY VECK	11.58
20/09/2022 205186 RICHARD EVANS	100.00
17/11/2022 205292 MARIA LIDON	3.62
06/12/2022 205338 COMMUNITY ORCHARD	272.00
10/01/2023 204591 BRITISH GAS	64.23
10/01/2023 204592 BRITISH GAS	27.18
17/01/2023 204604 LUCY FORD	50.00
17/01/2023 204606 Radius Connect	306.00
24/01/2023 204608 CASTLE WATER	90.66
24/01/2023 204609 EH TREECARE LTD	1,152.00
24/01/2023 204610 BLT DIRECT	176.39
24/01/2023 204611 Rialtas Business Solutions Ltd	599.99
24/01/2023 204612 SIMON LODGE	50.00
24/01/2023 204613 SAMANTHA CORK	50.00
24/01/2023 204614 HMRC	8,694.55
25/01/2023 204615 EAST SUSSEX PENSION FUND	7,204.59
26/01/2023 204616 BRITISH GAS	88.12
26/01/2023 204617 BRITISH GAS	115.44
31/01/2023 204618 R.J.Meaker Fencing Ltd	146.95
31/01/2023 204619 Lewes District Council	1,152.45
31/01/2023 204620 East Sussex County Council	801.70
31/01/2023 205341 EH TREECARE LTD	1,308.00
31/01/2023 205342 Audience Systems Ltd	745.20
31/01/2023 205343 Trade UK	39.99
31/01/2023 205344 ALEX FITZPATRICK	50.00
31/01/2023 205345 LUCY SYMONDS	58.60
31/01/2023 205346 TOTAL GAS & POWER	152.65
	<hr/> 23,511.89
	508,902.96

Receipts not Banked/Cleared (Plus)

27/01/2023	28.75
	<hr/> 28.75
	508,931.71
Balance per Cash Book is :-	508,931.71
Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/01/2023		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 31/01/2023
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	28/12/2022		0.00
Z Malone CC	28/12/2022		-781.87
			<hr/> -781.87
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-781.87
<u>Receipts not Banked/Cleared (Plus)</u>			
23/01/2023 CC DEC		781.87	
			<hr/> 781.87
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

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%	9,000
1010 CIL Income	113,065	0	(113,065)			0.0%	113,065
1011 Groundwork UK	(63)	0	63			0.0%	63
1013 Income from Photocopying	262	0	(262)			0.0%	
1016 Housing Benefit Claims LDC	15,873	15,200	(673)			104.4%	
1040 Warm Havens Grant	645	0	(645)			0.0%	
1094 Other Customer & Client Receipt	676	0	(676)			0.0%	
1100 Interest Received	350	200	(150)			174.9%	
1309 Other Income	150	1,000	850			15.0%	
General Administration :- Income	818,038	703,481	(114,557)			116.3%	122,128
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	388,726	406,640	17,914		17,914	95.6%	
4002 Employer N.I Contributions	36,982	42,640	5,658		5,658	86.7%	
4003 Employer Pension Contributions	62,918	75,228	12,310		12,310	83.6%	
4004 Overtime	1,757	1,000	(757)		(757)	175.7%	
4011 Training	1,657	5,000	3,343		3,343	33.1%	41
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	103	500	397		397	20.6%	
4306 Printing	3,366	5,000	1,634		1,634	67.3%	
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	1,302	2,000	699		699	65.1%	
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	74	200	126		126	37.0%	
4323 PDQ Charges	602	800	198		198	75.2%	
4325 Postage	1,933	1,000	(933)		(933)	193.3%	
4326 Telephones	3,806	6,000	2,194		2,194	63.4%	
4327 Computers	13,890	15,000	1,110		1,110	92.6%	480
4333 Members Allowance	3,000	3,500	500		500	85.7%	
4334 Members Training	33	1,500	1,467		1,467	2.2%	
4341 Grants	8,800	1,017	(7,783)		(7,783)	865.3%	8,372

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4342 Subscriptions	4,607	5,500	893		893	83.8%	
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	552,484	600,625	48,141	0	48,141	92.0%	11,730
Net Income over Expenditure	244,373	81,856	(162,517)				
6000 plus Transfer from EMR	11,761						
6001 less Transfer to EMR	122,065						
Movement to/(from) Gen Reserve	134,070						
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	727	1,500	773		773	48.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	394	1,000	606		606	39.4%	
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	1,667	5,800	4,133	0	4,133	28.7%	0
Net Income over Expenditure	(910)	(8,970)	(8,060)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	2,660	4,000	1,340			66.5%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	2,760	8,500	5,740			32.5%	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
4328 Website	3,123	3,250	127		127	96.1%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	826	1,000	174		174	82.6%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	3,949	4,750	801	0	801	83.1%	0
Net Income over Expenditure	(1,204)	3,550	4,754				
<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	523	1,092	569		569	47.9%	
4171 Grounds Maintenance Costs	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	19,300	11,156	(8,144)	0	(8,144)	173.0%	9,312
Net Expenditure	(19,512)	(13,006)	6,506				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,200)						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	4,719	6,000	1,281		1,281	78.7%	
4203 Fuel	6,001	5,500	(501)		(501)	109.1%	
4204 Road Fund License	580	600	20		20	96.7%	
4305 Uniform	800	900	100		100	88.8%	
Grounds Team General Exp :- Indirect Expenditure	12,100	13,000	900	0	900	93.1%	0
Net Expenditure	(12,100)	(13,000)	(900)				

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

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	16,483	13,845	(2,638)			119.1%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	4,960	3,000	(1,960)			165.3%	
1061 S/P Court Hire	5,536	5,406	(130)			102.4%	
Sports Park :- Income	33,362	26,751	(6,611)			124.7%	0
4101 Repair/Alteration of Premises	49,499	0	(49,499)		(49,499)	0.0%	79,435
4111 Electricity	2,135	5,000	2,865		2,865	42.7%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	494	0	(494)		(494)	0.0%	
4161 Cleaning Costs	6,090	8,000	1,910		1,910	76.1%	
4164 Trade Refuse	4,235	4,500	265		265	94.1%	
4171 Grounds Maintenance Costs	6,544	10,000	3,456		3,456	65.4%	
Sports Park :- Indirect Expenditure	71,343	29,845	(41,498)	0	(41,498)	239.0%	79,435
Net Income over Expenditure	(37,982)	(3,094)	34,888				
6000 plus Transfer from EMR	79,435						
Movement to/(from) Gen Reserve	41,453						
315 Big Park							
4101 Repair/Alteration of Premises	18,456	5,000	(13,456)		(13,456)	369.1%	17,066
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	681	500	(181)		(181)	136.1%	
4112 Gas	366	300	(66)		(66)	122.1%	
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	47,560	36,516	(11,044)	0	(11,044)	130.2%	17,066
Net Expenditure	(47,560)	(36,516)	11,044				
6000 plus Transfer from EMR	17,066						
Movement to/(from) Gen Reserve	(30,495)						
316 Gateway Cafe							
1025 Rent & Service Charge	7,572	8,823	1,251			85.8%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	13,751	14,823	1,072			92.8%	0

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

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%	
4111 Electricity	6,179	6,000	(179)		(179)	103.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,614	1,500	(114)		(114)	107.6%	
4326 Telephones	891	972	81		81	91.7%	
Gateway Cafe :- Indirect Expenditure	9,398	12,972	3,574	0	3,574	72.4%	0
Net Income over Expenditure	4,353	1,851	(2,502)				
330 Parks & Open Spaces							
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	2,200	2,445	245			90.0%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	8,406	7,545	(861)			111.4%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	2,290	2,000	(290)		(290)	114.5%	
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	6,951	7,500	549	0	549	92.7%	1,595
4101 Repair/Alteration of Premises	3,801	5,000	1,199		1,199	76.0%	2,900
4141 Water Services	4,546	5,000	454		454	90.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,633	4,000	1,367		1,367	65.8%	
4301 Purchase of Furniture/Equipmen	15,248	5,000	(10,248)		(10,248)	305.0%	15,637
Parks & Open Spaces :- Indirect Expenditure	26,462	21,000	(5,462)	0	(5,462)	126.0%	18,537
Net Income over Expenditure	(25,006)	(20,955)	4,051				
6000 plus Transfer from EMR	20,132						
Movement to/(from) Gen Reserve	(4,874)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	17,604	16,646	(958)			105.8%	
The Hub :- Income	17,594	16,646	(948)			105.7%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,995	2,000	5		5	99.7%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 Gas	145	2,000	1,855		1,855	7.3%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	9,105	8,000	(1,105)	0	(1,105)	113.8%	3,900
Net Income over Expenditure	8,056	8,146	90				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	11,956						
360 Community House							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	6,098	6,120	22			99.6%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	4,397	7,280	2,883			60.4%	
1076 C/H Main Hall	13,277	18,280	5,003			72.6%	
1077 C/H Anzac Room	9,866	9,065	(801)			108.8%	
1078 C/H Main Kitchen	893	892	(1)			100.1%	
1079 C/H Anzac Kitchen	1,013	500	(513)			202.5%	
1080 C/H Foyer	775	1,642	867			47.2%	
1081 C/H Equipment Hire	847	928	81			91.3%	
1090 Storage Income	597	0	(597)			0.0%	
1091 Cinema Income	4,157	4,500	343			92.4%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	43,808	61,037	17,229			71.8%	0
4167 Cinema Costs	3,076	1,000	(2,076)		(2,076)	307.6%	
4175 Music Licence	740	1,250	510		510	59.2%	
Community House :- Direct Expenditure	3,816	2,250	(1,566)	0	(1,566)	169.6%	0
4101 Repair/Alteration of Premises	8,076	7,000	(1,076)		(1,076)	115.4%	
4102 Maintenance of Buildings	6,428	5,000	(1,428)		(1,428)	128.6%	
4111 Electricity	12,341	10,000	(2,341)		(2,341)	123.4%	
4112 Gas	5,177	6,000	823		823	86.3%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	15,719	15,800	82		82	99.5%	
4141 Water Services	1,239	8,000	6,761		6,761	15.5%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	976	1,000	24		24	97.6%	
4162 Cleaning Materials	996	1,000	4		4	99.6%	
4163 Personal Hygiene	2,412	2,500	88		88	96.5%	
4305 Uniform	271	600	329		329	45.1%	
Community House :- Indirect Expenditure	54,482	78,400	23,918	0	23,918	69.5%	520
Net Income over Expenditure	(14,490)	(19,613)	(5,123)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(13,970)						

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Summer Fair							
1045 Event Sponsorship	1,169	500	(669)			233.8%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	
1094 Other Customer & Client Receipt	1,235	800	(435)			154.4%	
Summer Fair :- Income	3,554	2,800	(754)			126.9%	0
4329 Advertising	139	900	761		761	15.5%	
4500 Event Staff Overtime	2,369	1,150	(1,219)		(1,219)	206.0%	
4900 Miscellaneous Expenses	1,045	1,200	155		155	87.1%	
Summer Fair :- Indirect Expenditure	3,554	3,250	(304)	0	(304)	109.4%	0
Net Income over Expenditure	0	(450)	(450)				
440 Christmas Market							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
450 Mayoral Charity Events							
1045 Event Sponsorship	571	0	(571)			0.0%	
Mayoral Charity Events :- Income	571	0	(571)				0
Net Income	571	0	(571)				
Grand Totals:- Income	945,208	843,383	(101,825)			112.1%	
Expenditure	851,936	868,944	17,008	0	17,008	98.0%	
Net Income over Expenditure	93,273	(25,561)	(118,834)				
plus Transfer from EMR	142,786						
less Transfer to EMR	122,065						
Movement to/(from) Gen Reserve	113,994						

31/03/2022

31/03/2023

Current Assets

13,475	Debtors Control	35,382
4,960	VAT Control A/c	2,519
50	Deposit Aqua	50
441,980	Current Bank A/c	508,583
180,186	Reserve Account	180,356
520	Petty Cash	520
0	PAYE	0
0	Pension Control	5

641,172

727,414

641,172 Total Assets**727,414****Current Liabilities**

8,024	Creditors	0
1,220	Mayor's Appeal	2,487
823	Accruals	0
0	NIC	0
2,447	Deposits Received	2,997

12,514

5,483

628,658 Total Assets Less Current Liabilities**721,931****Represented By**

131,155	General Reserves	245,472
10,000	Vehicle Reserve	10,000
3,000	Tree Works	1,405
1,269	Staff training	1,228
999	Elections	9,999
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	313,408
59,080	Big Park	59,080
7,000	Hub Improvements	3,100
5,000	Climate Change	5,000
519	Sponsorship	227

01/03/2023

Peacehaven Town Council

11:13

Balance Sheet as at 28/02/2023

31/03/2022		31/03/2023
	3,914 Professional Fees - Legal	1,595
	2,300 Neighbourhood Plan	1,640
	52,399 Capital Receipts Reserve	46,631
	<u>628,658</u>	<u>721,931</u>

The above statement represents fairly the financial position of the authority as at 28/02/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Agenda Item:

Committee: Policy & Finance

Date: 7 March 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 **£313,407.89**

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
Speedy Solutions	Bollards for Carpark	734.00	Bollards to prevent parking on new pathway
LDC	Changing Places Grant	-45,000.00	Agreed funding of £45,000 from LDC for CP Toilet
		£164,164.02	

Analysis

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.
Various	Parking project	1,266	For bollards & soil – bollards have been purchased – awaiting soil purchase
		£40,113	

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 01/01/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/01/2023	Trade UK	204579	107.84		PAINT FOR TRACTOR
04/01/2023	EDF	204580	583.29		OCT ELECTRIC REVISED
04/01/2023	Business Sream	204581	15.05		120CT-19 DEC WASTE
04/01/2023	CVS TYRES LTD	204582	698.91		HK66 WMJ REPAIRS
04/01/2023	LUCY SYMONDS	204583	20.25		MILEGAE
04/01/2023	TRAVIS PERKINS Trading	204584	33.32		CP MAINTENANCE
04/01/2023	Ernest Doe & Sons Ltd	204585	296.83		VEHICLE MAINTENANCE
04/01/2023	GeoXphere Ltd - Parish Online	204586	270.00		ANNUAL SUBS
04/01/2023	SUE MOSCATELLI	204587	17.10		REFUND MONTHLY FEE
04/01/2023	CASTLE WATER	204588	202.65		DECEMBER WATER
04/01/2023	Northstar IT	DD2	1,436.00		MONTHLY SUPPORT - JAN
05/01/2023	02	DD	144.72		DEC BILLING
06/01/2023	SARAH SMITH	BACS	50.00		S.SMITH REFUND
06/01/2023	TOTAL GAS & POWER	DD1	585.77		NOVEMBER GAS
09/01/2023	Barclays	DD1	3.00		COM CHARGES
09/01/2023	fuelcard	DD	13.20		correct date error
10/01/2023	SIEMENS FINANCIAL SERVICES	204589	335.83		FRANKING MACHINE LEASE RENTAL
10/01/2023	R.J.Meaker Fencing Ltd	204590	9.90		PALISIDES
10/01/2023	BRITISH GAS	204591	64.23		BAL UP TO 30/11
10/01/2023	BRITISH GAS	204592	27.18		BAL UP TO 30/11
10/01/2023	REBECCA COYNE	204593	50.00		R.COYNE - REFUND
10/01/2023	HANNAH RAWCASTLE	204594	50.00		H.RAWCASTLE - REFUND
10/01/2023	Barclays	DD2	62.00		pdq charges - dec
12/01/2023	RYE OIL	BACS	234.00		HYDRAULIC OIL
13/01/2023	Pitney Bowes LTD	DD3	200.00		FRANKING MACHINE TOP UP
16/01/2023	The Fuelcard People	dd	32.90		GY06PPX
17/01/2023	BLT DIRECT	204595	176.39		FLOOD LIGHT
17/01/2023	Lewes District Council	204596	50.00		ANNUAL LOAN CONTRIBUTION
17/01/2023	KANER OLETTE	204597	1,276.80		FEASIBILITY SERVICES
17/01/2023	Trade UK	204598	58.30		CHAINSAW OIL / SMOOTH BLACK PA
17/01/2023	Codec Facilities Ltd	204599	964.49		BENCH
17/01/2023	Caroline Reid	204600	609.00		JAN CLEANING
17/01/2023	Farrington Property Developmen	204601	4,404.00		UNIT 14 W/C 18 JAN
17/01/2023	Business Sream	204602	133.25		WASTE 09NOV-11JAN
17/01/2023	SUE MOSCATELLI	204603	15.00		CHAMBER BREAKFAST
17/01/2023	LUCY FORD	204604	50.00		L.FORD REFUND
17/01/2023	Ricoh Capital Ltd	204605	834.97		QUARTERLY RENTAL PHOTOCOPIES
17/01/2023	Radius Connect	204606	306.00		JAN TELEPHONES
17/01/2023	Spy AlarmsLtd	204607	681.00		QUARTERLY MAINTENANCE OCT-DEC
19/01/2023	The Fuelcard People	DD	13.20		FUELCARD
19/01/2023	fuelcard	DD	-13.20		date error
23/01/2023	Credit Card A/c	CC DEC	781.87		DECEMBER CC
23/01/2023	The Fuelcard People	DD	119.62		HK66 WMJ
23/01/2023	HEALTH ASSURED LTD	DD1	60.00		EAP MONTHLY FEE
24/01/2023	CASTLE WATER	204608	90.66		NOVEMBER WATER
24/01/2023	EH TREECARE LTD	204609	1,152.00		TREE SURGERY
24/01/2023	BLT DIRECT	204610	176.39		MUGA LIGHT

List of Payments made between 01/01/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/01/2023	Rialtas Business Solutions Ltd	204611	599.99		ANNUAL SUPPORT / MAINTENANCE
24/01/2023	SIMON LODGE	204612	50.00		S.LODGE REFUND
24/01/2023	SAMANTHA CORK	204613	50.00		S.CORK REFUND
24/01/2023	HMRC	204614	8,694.55		HMRC JAN SALARIES
25/01/2023	EAST SUSSEX PENSION FUND	204615	7,204.59		EAST SUSSEX PENSION FUND
25/01/2023	JANUARY SALARIES	JAN PAY	26,131.11		JANUARY SALARIES
25/01/2023	JANUARY SALARIES	JAN PAY1	-26,131.11		JANUARY SALARIES
25/01/2023	JANUARY SALARIES	JAN PAY2	26,130.11		JANUARY SALARIES
26/01/2023	BRITISH GAS	204616	88.12		17 DEC-16 JAN UNIT 14
26/01/2023	BRITISH GAS	204617	115.44		17 DEC-16 JAN UNIT 14
27/01/2023	EDF	DD	3,215.50		SEPT - 17 DEC ELECTRICITY
27/01/2023	EDF	DD1	706.49		18SEP - 17 DEC 22
30/01/2023	The Fuelcard People	DD1	31.90		gy06 ppx FUEL
31/01/2023	R.J.Meaker Fencing Ltd	204618	146.95		MAINTENANCE OF BIG PARK
31/01/2023	Lewes District Council	204619	1,152.45		01/01-31/03 WASTE COLLECTIONS
31/01/2023	East Sussex County Council	204620	801.70		CAR PARK LIGHTING REPAIRS
31/01/2023	EH TREECARE LTD	205341	1,308.00		TREE SURGERY FIRLE ROAD
31/01/2023	Audience Systems Ltd	205342	745.20		FULL SERVICE OF THEATRE SEATIN
31/01/2023	Trade UK	205343	39.99		BOOTS FOR AH
31/01/2023	ALEX FITZPATRICK	205344	50.00		A.FITZPATRICK REFUND
31/01/2023	LUCY SYMONDS	205345	58.60		MAYORS ALLOWANCES
31/01/2023	TOTAL GAS & POWER	205346	152.65		DECEMBER GAS
31/01/2023	TOTAL GAS & POWER	DD	850.75		DECEMBER GAS
06/02/2023	The Fuelcard People	DD	100.78		GY06 PPX FUEL
06/02/2023	02	DD1	144.72		JAN BILLING MOBILES
06/02/2023	Barclays	DD2	3.00		BACS FILES CHARGES
07/02/2023	SUE MOSCATELLI	205347	40.50		PAPERTURN
07/02/2023	GEORGE DYSON	205348	9.50		SUE LEAVING CARD/FLOWERS
07/02/2023	CASTLE WATER	205354	200.57		jan water
07/02/2023	Cinemobile	205349	171.50		MRS HARRIS GOES TO PARIS
07/02/2023	R.J.Meaker Fencing Ltd	205350	16.46		EPINAY PARK REPAIRS
07/02/2023	Trade UK	205351	37.26		MICHAEL RIPLEY
07/02/2023	EDF	205352	1,944.10		DEC/JAN ELECTRIC
07/02/2023	Society Of Local Council Clerk	205353	450.00		CILCA - GEORGE DYSON
07/02/2023	CASTLE WATER	205355	25.14		DEC-JAN BILLING
09/02/2023	Northstar IT	DD3	316.80		TREND WFBS RENEWAL
09/02/2023	EDF	DD4	2,367.32		SEP - DEC ELECTRIC
10/02/2023	Barclays	DD5	77.77		JAN PDQ CHARGES
13/02/2023	The Fuelcard People	DD	13.20		FUEL CARD CHARGES
14/02/2023	ESALC Limited	205356	192.00		APPRAISAL TRAINING X4
14/02/2023	Caroline Reid	205357	609.00		FEB CLEANING
14/02/2023	KANER OLETTE	205358	1,330.56		FEASIBILITY STUDY
14/02/2023	DOWNLAND QUILTERS	205359	100.00		D.QUILTERS REFUND
14/02/2023	Hugh Page Sussex Ltd	205360	16.55		BLADES FOR MOWER
14/02/2023	DVLA	205361	290.00		TAX HK66 WMJ
14/02/2023	Radius Connect	205362	306.00		FEB PHONES
15/02/2023	Northstar IT	DD1	1,404.83		FEB MONTHLY SUPPORT

List of Payments made between 01/01/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2023	HEALTH ASSURED LTD	DD	60.00		FEB-MAR EAP
21/02/2023	BRITISH GAS	205363	44.91		17JAN-16 FEB ELECTRICITY
21/02/2023	BRITISH GAS	205364	47.40		17JAN-16 FEB GAS
21/02/2023	Cinemobile	205365	400.75		MRS HARRIS GOES TO PARIS
21/02/2023	Mulberry &Co	205366	365.00		CILCA SUPPORT - G.DYSON
21/02/2023	ANTHONY ALLEN	205367	9.00		PARKING COSTS
22/02/2023	EDF	DD1	164.63		STREET LIGHTS - NOV-JAN
22/02/2023	SPEEDY STREET SOLUTIONS	BACS	880.80		BOLLARDS FOR CARPARK
22/02/2023	Credit Card A/c	CCJAN	616.09		JANUARY CC
23/02/2023	PHS Group	DD2	799.27		FEB - MAY HYGIENE
24/02/2023	Wightman & Parrish Ltd	205368	417.44		CLEANING SUPPLIES / BIN BAGS
24/02/2023	CVS TYRES LTD	205369	327.38		OIL
24/02/2023	DANIEL ORI	205370	50.00		D.ORI - REFUND
24/02/2023	AMP Services	205371	614.24		batteries
24/02/2023	FEBRUARY SALARIES	FEB PAY	25,422.36		FEBRUARY SALARIES
28/02/2023	HMRC	205372	8,190.10		FEBRUARY SALARIES
28/02/2023	EAST SUSSEX PENSION FUND	205373	7,196.49		FEBRUARY SALARIES
28/02/2023	LOUISE FLYNN	205374	50.00		L.FLYNN REFUND
28/02/2023	Trade UK	205375	53.98		BOOTS / RODS
Total Payments			<u>125,554.09</u>		

Agenda Item:**Committee: Policy & Finance****Date: 7 March 2023****Title: Earmarked Reserves****Report Authors: Zoe Malone****Purpose of Report: To note the proposed items for earmarking**

Summary of recommended actions

To note and approve the proposed items for earmarking for next year

Introduction

At the end of the financial year, account codes are looked at and decided whether the unspent amounts will be spent in the next financial year. This could be due to a late bill arriving, delays from a supplier or committee approval delays. Some items we budget for annually to allow a build up of funds over three or four years so the amounts are not too impactful on the precept in any one year.

Background

To ensure the new budget is kept on track and is not supporting expenditure from a previous years forecast we propose to earmark the following codes to allow for any late expenditure or unexpected fees

Analysis

Account Code	Nominal	description
1045	450	Barn Dance Sponsorship
4122	360	Service Charges
4851	200	Noticeboard
4011	100	Training
4852	200	Monument & war memorial
4334	100	Members Training
1040	100	Warm Havens grant
4112	355	Gas
4310	100	Professional Fees

If we do not earmark these funds then they will get swept up in the general reserves and we may go over budget next financial year to fund these areas. The general reserves currently, assuming the above will be earmarked will be approx. £35,000.

****These figures could change if any expenditure is applied to these codes between now and year end****

Implications

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

<u>Financial</u>	Earmarking should only apply to items we foresee being purchased and not put by “just in case”
<u>Legal</u>	N/A
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

Annual Servicing Record			7,871.00	
Supplier	Description of works	Due	Price	Comments
Catercraft	Servicing of catering & refrigeration equipment	01/08/22	350.00	Service completed
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	Service completed 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

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u>	At the Committee's meeting on 7 th December 2020, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950. Work is in hand. Completion of Main Hall loop repairs.	Town Clerk			31 st Oct 2022
2	<u>INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE</u>	From the Committee's meeting of 14 th June 2022:- PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE The Clerk referred to his report, noting three elements to this project:- <ol style="list-style-type: none"> 1. Internal mechanical & electrical survey of Community House. 2. External building & fabric survey of Community House. 3. Insurance valuation of Community House. The quotes received were discussed. It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.	Town Clerk			

Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
3	TO ADOPT UPDATED SAFEGUARDING POLICY	<p><u>From Committee meeting 22-11-2022</u></p> <p><u>PF832 TO ADOPT UPDATED SAFEGUARDING POLICY</u></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>				

Agenda Item: PF867
Committee: Policy and Finance
Date: 07/03/2023
Title: Specification for the Hub feasibility study
Report Authors: Parks Officer
Purpose of Report: to approve.

Introduction

The Hub is located in Centenary Park and constructed around 1980, it is a hall with toilets, a kitchenette and changing rooms facility.

Background

The building is in need of repair and updating and the L&A committee recommended a TFG was set up to look at getting a feasibility study carried out and a budget was set for this by the P&F committee.

Analysis

After many meetings the TFG came up with the parameters for the study to cover so the Parks officer with the expert help of Nancy Astley produced the specification document attached below.

Conclusions

Once the specification is agreed this will be sent out to architects so they can tender for the project.

Recommendations

The committee are asked to approve the specification document.

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?	
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

The feasibility study specification document



Request for a fee quotation to carry out feasibility study for the Hub building located at Centenary Park Peacehaven

Peacehaven Town Council are looking to appoint an experienced architect firm to carry out a feasibility study on "The Hub" community building and neighbouring lands at Centenary Park, Peacehaven. The community building is currently used to host a variety of local community activities including nursery and sports clubs, but needs repair and maintenance, and the Town Council would like to take this opportunity to look at the future of this building and land, its cost effectiveness and possible future development.

In particular the Council would like to explore and cost and income generation for four different scenarios.

1. The demolition of the building and not rebuilding.
2. Refurbishment of the current building to enable the building to comply with building regs, and energy efficiency.
3. To rebuild/extend the existing building, allowing a greater number of users/facilities and increase income.
4. To demolish and build a larger leisure/community facility incorporating the neighbouring football club and grounds and bowls club and grounds.

Peacehaven Town Council own all the land, and The Hub building has been assessed by Lewes District Council through the Neighbourhood plan as being viable for development up to three storeys in height. The site assessment options can be found [here](#).

As it is a Council building, it is important that the community and key stakeholders are involved in the option analysis, and therefore the town council would like architects to be able to provide a community consultation event as part of the feasibility study to enable views to be brought forward and captured as part the project.

Ultimately the end report will then be used to generate funding through grants and loans to enable the project to proceed.

Key Stakeholders include,

Peacehaven Town Council

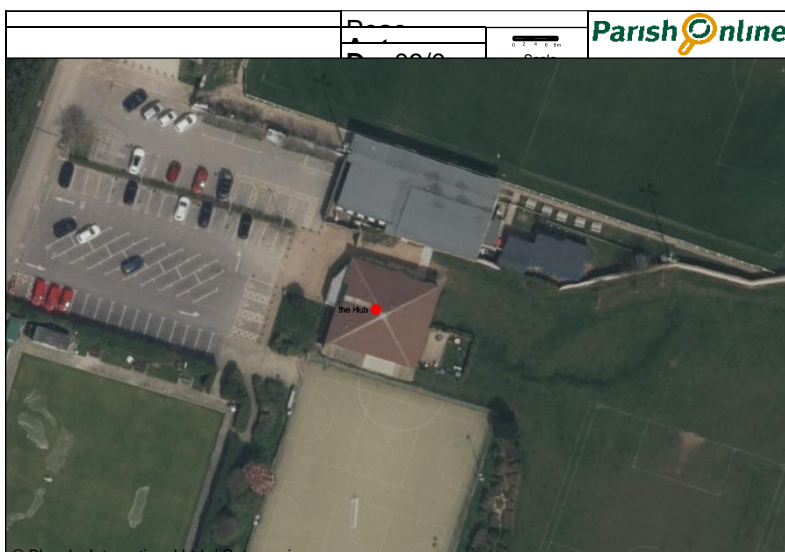
Peacehaven and Telscombe Football Club

Peacehaven and Telscombe Bowls Club,

Gateway Café

CATS Club

Wild Monkeys Nursery



The vision

Peacehaven Town Council aims to be sustainable, with clean air and an environment providing a good quality of life for all inhabitants and visitors.

The objectives

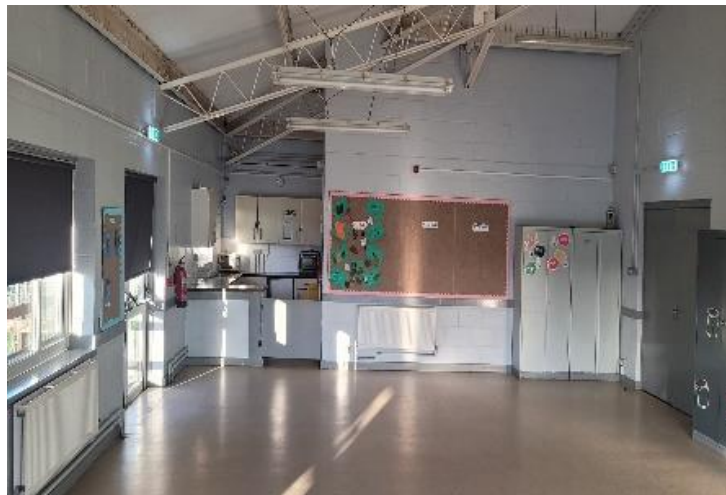
The Town Council are looking to provide a community facility which is cost effective, energy efficient, and is community asset for years to come.

The Budget

The Council has set a budget of £25,000 for the feasibility study.

Closing date for costed expressions of interest:

Completion of feasibility study:





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 support with leisure, amenities and civic events in the town.

Peacehaven Town Council is committed to treating everyone with dignity and respect, will ensure the safety and wellbeing of all volunteers and abides by the legal requirements of the Equality Act 2010.

This document sets out how we work with volunteers around the town, how they will be kept safe and other useful information for volunteers.

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



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 has many opportunities to volunteer both in our green spaces and at community events.

There are a number of community groups in Peacehaven who can assist the Town Council in the care of our parks and open areas. This can include litter picking, tree planting and maintaining the Community Garden.

Peacehaven Town Council organises a number of civic events throughout the year which provide many volunteering opportunities to ensure their success such the Summer Fair held in Centenary Park.

Volunteers may be supervised on occasions by Council Officers or by experienced volunteers from Community Groups and Organisations. On such occasions a Team Leader will be identified. Each Team Leader will be approved by an Officer of Town Council and will have the necessary training, experience or expertise to fulfil the role. The Team Leader is responsible for ensuring that Health and Safety Policy is followed.

Health and Safety

1. A risk assessment will be provided for all volunteer activities to ensure adequate control of the health and safety risks.
2. Each volunteer will receive health and safety information at the start of each activity.
3. To ensure that volunteers are competent to complete their tasks and where necessary to provide information, supervision or training to allow this.

Responsibilities of Volunteers

1. A Team Leader or Council Officer will be identified for each volunteering activity.
2. Volunteers remain responsible for their own safety within direction, supervision and guidance given by Team Leaders or PTC Officers. Volunteers will
 - Cooperate with colleagues and team leaders.
 - 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 the team leaders.
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 activities 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 and agreed prior to volunteering activities around the Town.
2. Risk assessments will include
 - Area in which the work is to be completed.
 - Activities to be completed by the volunteers.
 - Risks posed to the volunteers and the public both during and after the activity.
 - Precautions and Control Measures to be put in place
3. Volunteers are responsible for identifying any maintenance requirements of equipment they are using.
4. Team Leaders are responsible for ensuring that equipment is maintained and safe to use before commencement of the work. Any problems are reported to PTC as appropriate.
5. Accidents and illness will be reported to Team Leaders as soon as is practicable. Accidents and illness are to be reported to Officers of PTC. Accidents and illness should be reported to HSE in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Volunteers must complete a volunteer application form. When possible, this should be completed before work is commenced. Team leaders should have blank copies available.

Agreement

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

Peacehaven Town Council also reserves the right to remove a volunteer during an activity 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.

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.



Peacehaven Town Council Volunteer Application Form

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:	
Are you happy for us to publish any photos/video taken on the day that might include you?	YES / NO
Are there any physical or mental health issues we should be aware of? Please list below.	YES / NO
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:	
------------	--	-------	--

Office Use Only

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

Agenda Item: PF869
Committee: Policy & Finance
Date: 7th March 2023
Title: Cyber Essentials certification
Report Authors: Deputy Town Clerk
Purpose of Report: To decide

Introduction

Over the past few months there have been a number of Spam/ Scam/ Phishing emails that have got through the current filters that PTC has. The advice of NorthStar, our IT provider, is that we should consider putting a Cyber Essentials Certification into place to bolster the security of our system.

Background

Cyber Essentials is an effective, Government backed scheme that will help you to protect an organisation, whatever its size, against a whole range of the most common cyber-attacks.

Certification gives peace of mind that defences are in place to protect against the vast majority of common cyber-attacks simply because these attacks are looking for targets which do not have the Cyber Essentials technical controls in place.

Analysis

Whilst there is currently no specific requirement for us to have a Cyber essentials certification, NorthStar have advised us that they expect it to become a requirement and that we should be prepared for it soon either way.

Putting this into place now will give us added security and peace of mind in light of the recent spam/ scam emails that have been sent to users of our email systems.

The cost of NorthStar implementing this for us would be £1495+VAT, which includes all third-party costs, however, the certification does have to be renewed annually.

Conclusions

Going ahead with a Cyber essentials certification will reassure residents and partners that we are working to secure our IT against cyber-attack, demonstrate a promise that we have cyber security measures in place, and give a clear picture of our organisation's cyber security level, although there is a cost to consider associated with this.

Recommendations

To decide whether to approve NorthStar to go ahead with implementing a cyber essentials certification for Peacehaven Town Council.

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?	£1495+VAT per year.
--	---------------------

<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	Currently not a legal requirement, although some Government contracts already require Cyber Essentials certification.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	N/A
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Will ensure security of IT users, including anyone we engage with via email.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	N/A

Procurement Policy Note – Cyber Essentials Scheme

Action Note 09/14 25/May 2016

Issue

1. PPN 09/14 pointed to steps Government was taking to further reduce the levels of cyber security risk in its supply chain. In consultation with industry Government developed the Cyber Essentials Scheme (referred to throughout this document as Cyber Essentials). Cyber Essentials is for all organisations, of all sizes, and in all sectors. Government widely encourages its adoption and made it mandatory for Central Civil Government contracts advertised after 1 October 2014 which feature characteristics involving handling of personal information and provision of certain ICT products and services. Details are set out in Annex A.
2. Cyber Essentials defines a set of controls which, when properly implemented, provide organisations with basic protection from the most prevalent forms of threat coming from the internet.
3. Cyber Essentials covers the basics of cyber security in an organisation's enterprise or corporate IT system. There are two levels of certification – Cyber Essentials and Cyber Essentials Plus. Cyber Essentials Plus is more rigorous as it requires vulnerability tests to be performed as part of the certification.
4. MOD was not included in the original scope of PPN 09/14 on the basis it planned to mandate its own Cyber Security Model (CSM) for all new contracts from early 2015. However MoD has subsequently asked to be brought into the scope of this policy, and apply to new contracts from the date hereof. This updated PPN implements that change and supersedes PPN 09/14 although the remainder of the content of PPN 09/14 is otherwise unchanged.

Dissemination and Scope

5. The contents of this Procurement Policy Note ("PPN") apply to all Central Government Departments including Non-Ministerial Departments, Executive Agencies and Non-Departmental Public Bodies including MoD ("in-scope organisations"). Please circulate this

document within your organisation, drawing it to the attention of those with a purchasing role.

6. Other contracting authorities (e.g. in local government and the wider public sector) may choose to apply the measures set out in this PPN.

7. Private sector organisations can also apply Cyber Essentials in their dealings with private sector supply chain providers

Timing

8. This PPN applies to relevant procurements advertised after the date hereof.

Action

9. In-scope organisations must apply the requirements set out in Annex A to relevant procurements. Relevant procurements are defined at paragraph 2 of Annex A. A series of links are provided at Annex B and FAQs are provided at Annex C.

Background

11. Two levels of certification are available:

- Cyber Essentials certification is awarded on the basis of a validated self- assessment. An organisation undertakes their own assessment of their implementation of the Cyber Essentials control themes via a questionnaire, which is approved by a senior executive such as the CEO. The questionnaire is then verified by an independent Certification Body to assess whether an appropriate standard has been achieved, and certification can be awarded. This option offers a basic level of assurance and can be achieved at low cost.
- Cyber Essentials Plus offers a higher level of assurance through the external testing of the organisation's cyber security approach. Cyber Essentials Plus comprises remote and on site vulnerability testing to check whether the controls claimed actually defend against basic hacking and phishing attacks. It is therefore the more rigorous assessment and should be used when risk is assessed as higher. Given the more resource intensive nature of this process, it is likely that Cyber Essentials Plus will cost more than the foundation Cyber Essentials certification.

12. Cyber Essentials was developed by Government and industry to fulfil two functions. Firstly it provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats, within the context of the Government's 10 Steps to Cyber Security. Secondly through the Cyber Essentials Assurance Framework it offers a mechanism for organisations to demonstrate to customers, investors, insurers and others that they have taken these essential precautions.

13. Cyber Essentials offers a sound foundation of basic hygiene measures that all types of organisations can implement and potentially build upon. Government believes that implementing these measures can significantly reduce an organisation's vulnerability. However, it does not offer a silver bullet to remove all cyber security risk; for example, it is

not designed to address more advanced, targeted attacks and hence organisations facing these threats will need to implement additional measures as part of their security strategy. What Cyber Essentials does do is define a focused set of controls which will provide cost-effective, basic cyber security for organisations of all sizes.

14. The Cyber Essentials Assurance Framework, leading to the awarding of Cyber Essentials and Cyber Essentials Plus certificates for organisations, was designed in consultation with SMEs, including the Federation for Small Business, to be 'light-touch' and achievable at low cost. The two options give organisations a choice over the level of assurance they wish to gain and the cost of doing so. It is important to recognise that certification only provides a snapshot of the cyber security of the organisation at the time of assessment, while maintaining a robust cyber security stance requires additional measures such as a sound risk management approach, as well as on-going updates to the Cyber Essentials control themes, such as patching. This scheme offers the right balance between providing additional assurance of an organisation's commitment to implementing cyber security to third parties, while retaining a simple and low cost mechanism for doing so.

Annexes

A. Overview of key Cyber Essentials Scheme requirements

B. Useful links

C. Frequently asked questions

Contact

10. Enquiries relating to this PPN should be should be directed to the Crown Commercial Service Helpdesk on 0345 410 2222 or email info@crowncommercial.gov.uk

ANNEX A – Overview of key Cyber Essentials Scheme requirements

1. It is mandatory for suppliers to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out in paragraph 2 below, less those exemptions listed at paragraphs 9-12. The requirements can be found at:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

2. Any of the following characteristics will necessitate the requirements prescribed by Cyber Essentials:

- i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.
- ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.
- iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.

3. In addition to the above Cyber Essentials could also be used in any category of Government procurement on a case-by-case basis if a contracting authority considers this appropriate. Such a use requires that a cyber security risk is identified which would not be managed by any of the existing security requirements and where the use of Cyber Essentials is a relevant and proportionate way to manage this. Examples could include:

- i) Where data is held or accessed outside of the UK/EC
- ii) Where data is subject to the US-EU Safe Harbor process
- iii) Where data is regularly held in a separate Disaster Recovery location
- iv) Escrow and Disaster Recovery suppliers with access to customer data

4. The contracting authority must select either Cyber Essentials or Cyber Essentials Plus standards for suppliers depending upon the level of assurance required. It should be noted that Cyber Essentials was developed because neither ISO27001 nor other considered standards were sufficiently prescriptive to defeat common internet based threats. In some higher risk procurements it is likely that Cyber Essentials Plus will not provide sufficient assurance on its own and additional, broader, security requirements will be specified, e.g. ISO27000 series.

5. These types of contract are likely to be from the following categories of supplier:

- i) Professional services – this includes commercial, financial, legal, HR and business services (who handle data).
- ii) ICT – IT Managed or Outsourced services and ICT Services (who run systems that store data).

6. As a guide to how the policy should be applied, the following contract examples would be judged to be in scope:

- i) Curriculum vitae writing services to support over 1,000 individuals back into the labour market. Data held by the supplier will include name, address, telephone number, date of birth, email address and National Insurance number.
- ii) Car hire services for ten thousand members of staff. Data held by the supplier will include name, work address, work email, home address (optional) and driving licence number.
- iii) Contact centre services for advice, guidance and signposting over 100,000 individuals. Data held by the supplier will include name, address, postcode, telephone number, National Insurance number and limited financial details.

7. Conversely, the following contract examples would be judged to be out of scope:

- i) Communications and marketing planning services for a specific departmental product or service which would not require access to personal data.
- ii) Driving instructor services for 10 individuals with very limited access to personal data involved and delivered by a sole trader whose use of IT is limited and incidental to the service being delivered.

Exemptions

8. Under the detailed circumstances that follow at paragraphs 9-12 it is not necessary to apply the requirements specified under Cyber Essentials for procurements which are otherwise in scope.

9. The Government Digital Service is responsible for the management of a number of schemes which already include comprehensive cyber security obligations. Suppliers operating under the following schemes are therefore exempt from having to conform to the requirements of Cyber Essentials:

- i) G-Cloud: Cloud services procured through G-Cloud are assessed against Government's Cloud Service Security Principles.
- ii) Digital Services Framework (DSF): DSF suppliers have been technically and commercially evaluated to provide a comprehensive choice for agile projects.
- iii) Public Sector Network (PSN): PSN services are currently accredited against the network's security standards. In the future, PSN services will be assessed against Government's Network Security Principles.
- iv) ID Assurance Framework: Being able to provide your identity online easily, quickly and safely is recognised as a key enabler of internet use by the Government and its users. Providers of public services such as national and local governments, major internet companies, online retailers, banks and others have to address business and security issues around identity proofing and username/password fallibility to mitigate the financial and administrative implications of identity fraud and compromise of personal data.
- v) Assisted Digital: Assisted Digital is support for people who can't use online services independently.

10. Suppliers conforming to the ISO27001 standard where the Cyber Essentials requirements, at either basic or Plus levels as appropriate, (see paragraph 1 above) have been included in the scope, and verified as such, would be regarded as holding an equivalent standard to Cyber Essentials. Therefore suppliers in this situation are exempt, provided that the certification body (likely to be a consultancy) carrying out this verification is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.

11. Procurements that follow the requirements outlined in the Supplier Assurance Framework and during this process fully cover Cyber Essentials requirements. The Supplier Assurance Framework is at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255915/Supplier_Assurance_Framework_Good_Practice_Guide.pdf.

Accordingly such procurements are exempt from having to separately undertake Cyber Essentials.

12. Contracts may be exempt where use of Cyber Essentials can be demonstrated to be either not relevant or clearly disproportionate, such as where a cyber security risk is assessed as very low. In such cases it is suggested that a decision audit trail is recorded.

ANNEX B – Useful links

1. Cyber Essentials website providing further details:

www.cyberstreetwise.com/cyberessentials

2. Cyber Essentials Common questionnaire and Cyber Essentials Plus common test specification:

<http://www.cesg.gov.uk/servicecatalogue/cyber-essentials/Pages/Scheme-Library.aspx>.

These are the default questions and tests to be applied by certification bodies, unless an alternative arrangement has been agreed with CESG through their accreditation body.

3. Cyber Essentials Assurance Framework:

<https://www.cyberstreetwise.com/cyberessentials/files/assurance-framework.pdf>

4. Details of accreditation bodies are available at:

<https://www.cyberstreetwise.com/cyberessentials>

ANNEX C – Frequently asked questions

Q1 Why should Cyber Essentials be used in Government's supply chain?

- To manage cyber security risk in Government's supply chain
- To allow Government's suppliers to use a recognisable scheme to demonstrate to other potential customers that they take cyber security seriously; and
- It is simple, low cost to achieve and presents a minimal barrier to entry to the Government supply chain.

Q2 What technical areas does Cyber Essentials cover?

- Boundary firewalls and internet gateways
- Secure configuration
- Access control
- Malware protection
- Patch management

Q3 When should I discuss with/notify suppliers of any applicable Cyber Essentials requirement?

Ideally this should be discussed with potential suppliers in the pre-procurement stage where you are shaping your overall project requirements. Any applicable Cyber Essentials requirements must be specified in the Contract Notice under the Open procedure, and consideration should be given to highlighting any Cyber Essentials requirement in Contract Notices for other procedures to provide bidders with the longest possible time to seek certification.

Q4 How do suppliers know who to approach to undertake the certification process?

This service is provided by Government approved certification bodies which are currently accredited through the Certified Register of Ethical Security Testers (CREST), Information Assurance for Small and Medium Sized Businesses (IASME) and QG Business Solutions Ltd. Additional accreditation and certification bodies will be appointed as the Cyber Essentials Scheme develops.

Details of accreditation bodies are available at:

<https://www.cyberstreetwise.com/cyberessentials>

Q5 At what point is the supplier required to demonstrate possession of the Cyber Essentials certificate?

Evidence of holding a Cyber Essentials certificate (whether basic level or Plus) is desirable before contract award, but essential at the point when data is to be passed to the supplier. Under exceptional circumstances Departments may wish to make a risk-based decision and allow a contract to commence if a Cyber Essentials certification of a supplier business is either incomplete or not current.

Q6 How much will it cost a supplier to become Cyber Essentials certified?

The cost for smaller companies to be Cyber Essentials certified is expected to range between £200 and £400 at basic level, and between £1000 and £3000 at Plus level. It is possible that costs may reduce in future. Up-to-date information on costs can be found on the web pages of certification bodies, links to which can be found at

<http://www.cyberstreetwise.com/cyberessentials>

Q7 How often will Cyber Essentials certification need to be renewed?

Suppliers should hold a Cyber Essentials Certificate that is no more than 12 months old. As Cyber Essentials provides assurance of compliance only at the time of testing, certified organisations that do not regularly patch their ICT or do not control secure configuration may become non-compliant in substantially less than one year. The requirement to certify at more regular intervals should be risk based and determined on a case by case basis, subject to the requirements of the contract.

Q8 What does the scope of Cyber Essentials cover?

By default Cyber Essentials applies to the legal entity providing the goods/services rather than any wider corporate entity an organisation may be a part of. However organisations can reduce the scope of certification to only part of the legal entity. Conditions for this are given in the Assurance Framework at

<https://www.cyberstreetwise.com/cyberessentials/files/assurance-framework.pdf>

Contracting authorities should be aware that a supplier may share a client's information with a 3rd party such as a cloud service provider. Cyber Essentials does not ensure that the security of the 3rd party is in scope of certification. Contracting authorities are therefore advised to check the scope of a Cyber Essentials certificate and consider whether the risks of information sharing justify requiring Cyber Essentials certification with any 3rd party.

Q9 How does Cyber Essentials fit in with/complement existing security requirements?

- There is an existing set of information assurance and cyber security requirements that the Government has in place for suppliers. In some circumstances Cyber Essentials will be used in areas not covered by these requirements or it will be used alongside these requirements, or used as part of them.
- The Model Services Contract is a document used across Government to ensure consistency of requirements for contracts with ICT, BPO and FM providers exceeding £10 million in value. Schedule 2.4 of the Model Contract addresses security management. Within this schedule paragraph 6.1 requires that "The Supplier shall conduct relevant Security Tests from time to time." In such circumstances, where the Authority's requirements referred to in paragraph 6.1 are greater than the level of assurance provided under the Cyber Essentials or Cyber Essentials Plus, then those specific requirements will take precedence over the requirement to hold Cyber Essentials or Cyber Essentials Plus. A Cyber Essentials Plus certificate would only qualify as demonstrating sufficient evidence if it covered all the Authority's requirements. However, even under those circumstances, it is possible that a

supplier could have to renew their Cyber Essentials Plus certificate several times within a 12 month period when demonstrating they comply with paragraph 6.1. The reason for this is that the Cyber Essentials Scheme provides a snapshot only and the frequency of testing is a judgement of the rate of ICT change in the organisation, confidence in the organisation to maintain patching and secure configurations, and the level of assurance required. For some contracts this may justify testing several times a year.

- The Security Policy Framework (SPF) describes the mandatory security outcomes that all Government organisations and 3rd parties handling Government information must achieve. These outcomes describe the necessary measures for information and technology, personnel and physical security. The Cyber Essentials Scheme covers some of the technical security measures.
- The ISO27001 standard is widely used but few companies who conform to this standard will automatically conform to Cyber Essentials. This is because it is not usual for all of the 5 technical controls in Cyber Essentials to be included in the scope for an ISO27001 implementation. It is also unlikely that any of these controls will have been tested as they would be under Cyber Essentials Plus. Therefore most businesses with ISO27001 will have to adopt Cyber Essentials in addition to ISO27001.
- HADRIAN is a self-assessment tool which assesses how compliant the supply chain is with Government security requirements including the SPF and Government legislation (such as the Data Protection Act). The HADRIAN tool is aligned to ISO 27001:2013. Suppliers answer questions on aspects of their security infrastructure including governance, personnel security, physical security, risk management, IT security, data handling, security training and business continuity. The results provide the user with a comprehensive and holistic understanding of the supplier's security regime and whether suppliers handle information and assets in accordance with Government security requirements. The HADRIAN question set is continually being reviewed and enhanced. The next version will have broader coverage of new and emerging risks and will include additional questions on high priority areas such as cyber defence.

Q10 Are there alternatives to demonstrating compliance with Cyber Essentials technical requirements other than through gaining the certificate?

Yes. According to EU Law a supplier is not obliged to use Cyber Essentials. A supplier need only demonstrate to the satisfaction of the contracting authority that they meet Cyber Essentials requirements. Normally this should be verified by a technically competent and independent 3rd party. To demonstrate that Cyber Essentials Plus requirements have been met it is required in all cases that verification is provided by a technically competent and independent 3rd party.

Gaining the Cyber Essentials certificate is the easiest way to demonstrate that the requirements have been met; however other forms of evidence are acceptable. Aside from

a supplier falling under one or more of the stated exemptions Cyber Essentials certification is likely to be the cheapest way to achieve this.