

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

PEACEHAVEN TOWN COUNCIL  
ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/01/2020

28/04/2020

DD/MM/YY

Mark Mulberry BA (hons) FCCA CTA

Signature of person who carried out the internal audit

SIM REQUIRED

Date

28/04/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26th May 2020

and recorded as minute reference:

C608.a.iv

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

peacehaventowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

PEACEHAVEN TOWN COUNCIL  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	442,150	289,780	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	428,340	536,289	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,713	373,241	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	406,633	460,021	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	438,790	325,704	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	289,780	413,585	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	242,934	404,923	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,247,765	3,252,557	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

27/05/2020

Date

I confirm that these Accounting Statements were approved by this authority on this date:

26/05/2020

as recorded in minute reference:

C608.a ✓

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of **PEACEHAVEN TOWN COUNCIL – ES0070**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

16/08/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to £ headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a re basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Peacehaven Town Council

County area (local councils and parish meetings only): East Sussex

Financial year ending 31 March 2020

Prepared by (Name and Role): Andy Beams, Finance Officer

Date: 31/03/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current	209,994.48	
Saver	50,000.00	
Business Premium	<u>180,015.21</u>	
		440,009.69

Petty cash float (if applicable) 520.00

Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)

204650	-50.00
120062	-145.54
120098	-50.00
120102	-26.00
120120	-609.10
120126	-732.85
120127	-20.10
120128	-3,246.75
120138	-168.65
120149	-55.10
120151	-50.00
120159	-1,177.15
120160	-413.01
120161	-28.29
120162	-96.50
120163	-198.91
120164	-32.99
120165	-8.10
120166	-6,044.49
120167	-6,323.49
120168	-145.00
120169	-82.43
120170	-10.47
120171	-61.20
120172	-234.71
120173	-282.00
120174	-762.00
120175	-220.00
120176	-12,169.55
120177	-1,196.70
120178	-179.16
120179	-143.88
120180	-106.80
120181	-8.76
[add more lines if necessary]	-96.50
120182	-50.00
120183	-97.43
120184	-283.36
120185	
	<u>-35,606.97</u>

Add: any un-banked cash as at 31/3/20

0.00

Net balances as at 31/3/20 (Box 8) 404,922.72

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Peacehaven Town Council

County area (local councils and parish meetings only):

East Sussex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>413,584.58</b>
Deduct: Debtors (enter these as negative numbers)		
Debtors Control	(20,169.05)	
VAT Control	(5,991.18)	
Deposit Aqua	(50.00)	
	<u>(26,210.23)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
<b>Total deductions</b>		<u>(26,210.23)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Mayor's Appeal	12,632.44	
Accruals	3,994.43	
	<u>16,626.87</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Deposits Received	921.50	
	<u>921.50</u>	
<b>Total additions</b>		<u>17,548.37</u>
<b>Box 8: Total cash and short term investments</b>		<u><u><b>404,922.72</b></u></u>

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
<b>Earmarked reserves:</b>			
Elections	8,000		
Purchase Reserve	20,000		
P/H Youth Task Group	4,000		
CIL	157,463		
Big Park	69,080		
Pavilion Roof & Boiler	7,000		
Neighbourhood Plan	3,806		
Capital receipts	57,839		
		327,188	
<b>General reserve</b>	86,397		
		86,397	
<b>Total reserves (must agree to Box 7)</b>			<b>413,585</b>

## Explanation of variances – pro forma

Name of smaller authority: **Peacehaven Town Council**  
County area (local councils and **East Sussex**)

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	442,150	289,780				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	428,340	536,289	107,949	25.20%	YES		Due to successive years of underbudgeting and failing to react to overspending during the year, the council agreed to a substantial increase in the precept to balance the budget
3 Total Other Receipts	254,713	373,241	108,528	41.00%	YES		Significant increases on previous year: Water bill refund (£60,000), CIL (£50,000), Utilities (£4,000), Events (£2,500), IT (£5,000). Significant reductions on previous year: Office costs (-£6,000), Grounds Maintenance (£7,000)
4 Staff Costs	406,633	460,021	53,388	13.13%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	438,790	325,704	-113,086	25.77%	YES		Council embarked upon a program of cost reductions making several small gains. Also, resolved water leak issue, which had cost £10,000 in previous year
7 Balances Carried Forward	289,780	413,585			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	242,934	404,923				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	3,247,765	3,252,557	4,792	0.15%	NO		
10 Total Borrowings			0	0.00%	NO		

**Rounding errors of up to £2 are tolerable**

**Variances of £200 or less are tolerable**

## Contact details

Name of smaller authority: **Peacehaven Town Council**

County Area (local councils and parish meetings only): **East Sussex**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Tony Allen	Cllr Claude Cheta
Address	Meridian House Meridian Way Peacehaven East Sussex BN10 8BB	Meridian House Meridian Way Peacehaven East Sussex BN10 8BB
Daytime telephone number	01273 585493	07869 069332
Mobile telephone number	07963 660532	07869 069332
Email address	townclerk@peacehaventowncouncil.gov.uk	cllrclaudecheta@peacehaventowncouncil.gov.uk



TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

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

8<sup>th</sup> January 2020

Members of Peacehaven Town Council are summoned to the Council meeting to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven, on Tuesday 14<sup>th</sup> January 2020 at 7.30pm.

Tony Allen  
Town Clerk

## A G E N D A

### GENERAL BUSINESS

- 1 C558 MAYOR'S REPORT & ANNOUNCEMENTS
- 2 C559 YOUTH MAYOR REPORT
- 3 C560 MAYOR ELECTION FOR 2020/21
- 4 C561 PUBLIC QUESTION TIME
- 5 C562 TO CONSIDER APOLOGIES FOR ABSENCE
- 6 C563 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS
- 7 C564 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 26<sup>th</sup> NOVEMBER 2019
- 8 C565 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES
  - 8.1 Policy & Finance Committee:-
    - 8.1.1 To note and receive the minutes of the 10<sup>th</sup> December 2019
    - 8.1.2 Employment of a Senior Projects Officer
    - 8.1.3 To agree the Budget and Precept requirement for 2020/21
    - 8.1.4 To note & receive the CIL report.
    - 8.1.5 To note & receive the Bank Reconciliation
  - 8.2 Planning & Highways Committee:-
    - 8.2.1 To note and receive the minutes of the 3<sup>rd</sup> December 2019 & 7<sup>th</sup> January 2020
  - 8.3 Personnel Committee:-
    - 8.3.1 Recruitment of a Grounds operative following the resignation of Mr A Baines.
  - 8.4 Leisure, Amenities & Environment Committee
  - 8.5 Civic & Events Committee:-
    - 8.5.1 Town Twinning update
  - 8.6 Business Plan & E-Comm's Committee
  - 8.7 Climate Change Working Party:-
    - 8.7.1 Action Plan update

8.7.2 To sign the Covenant of Mayors for Climate and Energy.

8.8 CIL Working Party

9 C566 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP:-

9.1 Notes from the Workshop held on the 14<sup>th</sup> November 2019

9.2 Notes of the Steering Group meeting held on the 16<sup>th</sup> December 2019

10 C567 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

11 C568 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

12 C569 TO AUTHORISE THE CLERK & CIVIC OFFICER TO MAKE LOTTERY RETURNS TO LDC

13 C570 TREE CHARTER – Council to resolve to support the Ten Principles & to be a Tree Charter Branch

14 C571 TO AUTHORISE A CHANGE OF DESIGNATED PREMISES SUPERVISOR

**CONFIDENTIAL**

*NOTE: 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:-*

15 C572 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

16 C573 DATE OF THE NEXT MEETING – Tuesday 10<sup>th</sup> March 2020



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# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
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BN10 8BB

**Minutes of the meeting of Peacehaven Town Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 14<sup>th</sup> January 2020**

**Present** – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Wendy Veck, Cllr Ron White.

**Officers**; Town Clerk, Tony Allen; Finance Officer, Andy Beams; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis.

**Public**; Two members of the public were present.

## **1 C558 MAYOR'S REPORT & ANNOUNCEMENTS**

Cllr Cheta welcomed everyone to the meeting and read out the housekeeping and safety notices..

It was noted that the New Year's resolution fun-run produced £264 for the Mayor's charities. Cllr Cheta also highlighted forthcoming events at the Community Centre.

## **2 C559 YOUTH MAYOR REPORT**

No report; the Youth Mayor was unable to be present.

## **3 C560 MAYOR ELECTION FOR 2020/21**

It was resolved to postpone this item for discussion at the next meeting of Council.

## **4 C561 PUBLIC QUESTION TIME**

A member of the public referred to a letter that had been forwarded in advance of the meeting, regarding three HGV road sweeper vehicles being parked in Collingwood Close. Councillors were able to give an update on this matter and will assist with its resolution.

A member of the public questioned the use of ring-fenced Council reserve funds for Centenary Park being used for maintenance purposes, as they thought its purpose is for capital projects only. It was noted that this funding has been used for maintenance purposes in the past; Finance Officer to refer to the original terms for the use of this funding.

It was noted that the draft budget included a drawdown of £10K from this reserve.

## **5 C562 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr Emilia Simmons,

## **6 C563 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

Cllr Duhigg with reference to her duties as a District Councillor.

## **7 C564 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 26<sup>th</sup> NOVEMBER 2019**

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

**8 C565 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES**

**8.1 Policy & Finance Committee:-**

**8.1.1 To note and receive the minutes of the 10<sup>th</sup> December 2019**

**8.1.2 Employment of a Senior Projects Officer**

Cllr Seabrook presented his paper which was noted and discussed.

The impact and options of the proposed salary and related costs on the draft budget were discussed.

Cllr Seabrook and Cllr Gallagher outlined the need and benefits for employing a qualified person in planning and project management; including the need to support the Clerk, to drive the production of the Neighbourhood Plan, to maximize opportunities during the development of the Meridian Centre and to create additional income streams for the Council.

It was noted that there would be some crossover with Telscombe Town on some matters; Telscombe Town Council may wish to fund the employment of this person for an additional day.

It was resolved to employ a Senior Projects Officer.

**8.1.3 To agree the Budget and Precept requirement for 2020/21**

Cllr Collier presented the draft budget options, noting the need to bolster the Council's general reserves, that there would be no Council Tax Support Grant from LDC and that the Town Council is not 'capped' on the level of precept it requests from LDC..

The Clerk and the Finance Officer stated that Option A was the most practical budget to provide the best solutions for the Council in all areas. It was noted that this Option would mean an increase in the Town Council's precept of 18% over last year; £1.71 per household (Band D equivalent), per month, in monetary terms.

It was agreed that the Council must effectively communicate with its residents to justify the reasons behind such an increase.

It was resolved by majority to adopt Option A; i.e. a budget of £830,460 for 2020/21 and that the Clerk is authorised to request a Council Tax Requirement (Precept) of £644,160 from LDC.

*[All Councillors voted in favour, except for Cllr Mills who voted against]*

**8.1.4 To note & receive the CIL report**

The CIL report was received.

**8.1.5 To note & receive the Bank Reconciliation**

The Chairman signed the Bank Reconciliation.

*[Andy Beams left the meeting]*

**8.2 Planning & Highways Committee:-**

**8.2.1 To note and receive the minutes of the 3<sup>rd</sup> December 2019 & 7<sup>th</sup> January 2020**

The minutes were noted and received.

**8.3 Personnel Committee:-**

**8.3.1 Recruitment of a Grounds operative following the resignation of Mr A Baines**

It was resolved that Cllr Seabrook, the Senior Groundsman and the Clerk should proceed with the recruitment of a replacement Groundsman; to be progressed and monitored by the Personnel Committee.

**8.4 Leisure, Amenities & Environment Committee**

Noted that there had not been a meeting of the Committee since the last Council meeting.

**8.5 Civic & Events Committee:-**

**8.5.1 Town Twinning update**

The Civic Officer's report was noted.

A meeting with Lewes Town Council has been arranged for advice on this matter.

**8.6 Business Plan & E-Comm's Committee**

Cllr Milliner noted that the next meeting of this Committee will take place on the 28<sup>th</sup> January 2020.

**8.7 Climate Change Working Party:-**

**8.7.1 Action Plan update**

The Action Plan was noted and received.

Cllr Seabrook noted that the first meeting of this Working Party will take place on the 15<sup>th</sup> January 2020.

**8.7.2 To sign the Covenant of Mayors for Climate and Energy**

The Mayor signed the Covenant.

**8.8 CIL Working Party**

The Clerk noted that the first meeting of this Working Party is being arranged.

**9 C566 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP:-**

**9.1 Notes from the Workshop held on the 14<sup>th</sup> November 2019**

The notes were received.

**9.2 Notes of the Steering Group meeting held on the 16<sup>th</sup> December 2019**

The notes were received.

Cllr Gallagher gave an update on the progress of the Neighbourhood Development Plan and recent meetings.

It was noted that public participation and consultation is a key requirement for the Plan's development and must include all age groups.

Cllr Gallagher noted that grant funding for Technical Support and Master Planning had been secured.

**10 C567 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

Cllr Collier reported that there was no detailed news regarding the development of the Meridian Centre; all that is known is that the Co-Op estates group is seeking bids to buy its assets on this site and that an initial bid by Lewes District Council had been rejected. Cllr Collier explained that this lack of feedback was due to the commercial confidentiality required for such matters.

Councillors expressed some frustration at not being able to tell the public any details about what is happening regarding the development of the Meridian Centre, as this has a large impact on businesses and residents. It was resolved that the Clerk writes to the Co-Op to express the need for the Town Council to be fully engaged in this project as it develops and to be kept fully informed in order to keep residents fully in the picture.

**11 C568 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES**

Cllr Mills reported on the recent meeting of the JAG.

Cllr Hill reported on meetings and activities she had attended at Kempton House, noting that Age Concern will no longer be renting a room there.

Cllr Paul reported on CTLA matters.

Cllr Veck noted that there was a meeting on the 15<sup>th</sup> January 2020 of hirers of facilities at the PTC Community Centre, which she will be attending along with Cllr Mills and Cllr Griffiths

**12 C569 TO AUTHORISE THE CLERK & CIVIC OFFICER TO MAKE LOTTERY RETURNS TO LDC**

This was resolved.

**13 C570 TREE CHARTER – Council to resolve to support the Ten Principles & to be a Tree Charter Branch**

Cllr Griffiths introduced this item, noting that it formed part of the Climate Change Plan. It was resolved that Council would support these Principles.

**14 C571 TO AUTHORISE A CHANGE OF DESIGNATED PREMISES SUPERVISOR**

The Clerk related the background to this item. It was resolved that Cllr Veck be appointed as the new Designated Premises Supervisor.

*[Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis and the members of the public left the meeting]*

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Cllr Seabrook presented the Committee's current Action Plan, which was noted and received.

The Action Plan was discussed and the Clerk reported on matters in the following areas:-

- Appraisals.
- Training.
- Ongoing staffing matters.
- Procedural issues.
- Documentation of processes.

**16 C573 DATE OF THE NEXT MEETING – Tuesday 10<sup>th</sup> March 2020**

*There being no further business the meeting closed at 21:11 .*