

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:- Cllr Seabrook (Chair of Council), Cllr Griffiths (Committee Chair), Cllr Campbell, Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr C Cheta.

6th September 2023

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on **TUESDAY 12th September 2023** at 7:30pm in the Anzac Room, Community House.



George Dyson, Deputy Town Clerk

A G E N D A

PF892 CHAIRMAN'S ANNOUNCEMENTS.

PF893 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF894 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

PF895 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

PF896 TO ADOPT THE COMMITTEE'S MINUTES OF 27th JUNE 2023

PF897 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

PF898 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 authorization.
8. Funding report for buildings equipment maintenance works.

PF899 TO RECEIVE THE 2022/23 EXTERNAL AUDITORS REPORT

PF900 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

PF901 TO AGREE A REPLACEMENT SOUND SYSTEM FOR THE MAIN HALL AT COMMUNITY HOUSE.

PF902 TO ADOPT THE FOLLOWING POLICIES:

1. REVISED RECORDING OF MEETINGS POLICY
2. REVISED SAFEGUARDING POLICY
3. DOCUMENT RETENTION POLICY

PF903 TO DISCUSS LIVE STREAMING OF MEETINGS

PF904 TO AGREE THE PURCHASE OF WIRELESS MICROPHONES FOR THE ANZAC ROOM

PF905 TO DISCUSS AND AGREE CHARGING OPTIONS FOR ELECTRIC VEHICLE

PF906 TO AGREE FUNDING FOR BUS SHELTERS (Referred from P&H Committee)

PF907 TO SET UP A TFG TO REVIEW CONDITIONS OF HIRE FOR PTC PREMESIS.

PF908 DATE OF NEXT MEETING – TUESDAY 24TH OCTOBER 2023 AT 7.30PM.

PF909 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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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.

PF910 AGED DEBT ANALYSIS.

Agenda Item: PF898
Committee: Policy and Finance
Date: 12 September 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 4 (July 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 July 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 38.2% of the budgeted expenditure has been spent so far, and 56.5% of the budgeted income has been received as at the end of month 4 (July 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 2024, 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 – 30 June & 31 July 2023
- Bank reconciliation statement for cashbook 1 – 30 June & 31 July 2023
- Bank reconciliation statement for cashbook 2 – 30 June & 31 July 2023
- Credit Card reconciliation statement – May & June 2023
- Detailed income and expenditure month 4 (31 July 2023)
- Detailed balance sheet month 4 (31 July 2023)

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		-64.54
Z Malone CC	30/06/2023		-610.07
			<hr/>
			-674.61
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			-674.61
<u>Receipts not Banked/Cleared (Plus)</u>			
24/07/2023 CCjun		674.61	
			<hr/>
			674.61
			<hr/>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

STATEMENT FOR A E ALLEN

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

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

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 June 2023
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
30 May 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	12.34
010685389243	MISCELLANEOUS AND RETAIL STORES	
7 Jun 2023	PAYPAL *NAS UK 35314369001 GBR	39.60
080685130083	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
8 Jun 2023	WWW.EDUCARE.CO.UK WARWICK	12.60
090685481473	COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS AND JUNIOR COLLEGES	
3 new purchases / cash advances. Total of spending.		£64.54



Invoice

ANTHONY ALLEN
16 ASHDOWN CHASE, NUTLEY
UCKFIELD, UNITED KINGDOM, TN22 3LY
GB

Paid

Payment reference ID 3MQ9eRaOZfdO9ILHqLzi
Sold by SHENZHENSHI TUOPINSAIER KEJI
YOUXIANGONGSI

Invoice date / Delivery date 31.05.2023
Invoice # DS-ASE-INV-GB-2023-208380670
Total payable £12.34

VAT declared by Amazon Services Europe S.a.r.L.
VAT # GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

Anthony Allen
16 ASHDOWN CHASE, NUTLEY
UCKFIELD, United Kingdom, TN22 3LY
GB

Delivery address

Dan Tiller
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE, MERIDIAN CENTRE
PEACEHAVEN, East Sussex, BN10 8BB
GB

Sold by

SHENZHENSHI TUOPINSAIER KEJI
YOUXIANGONGSI
Room 6175 A Dong Pengniandaxuecheng kejiyuan
Honghualing gongyequ nanshan
SHENZHEN, GUNAGDONG, 518000
CN


Order information

Order date 30.05.2023
Order # 026-9863478-2147563

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
TOPESEL 5 Pack 8GB USB Memory Stick USB 2.0 Flash Drive Thumb Drives Pen Drives (5 Mixed Colors: Black Blue Green Red Silver) B07P7P3K1M ASIN: B07P7P3K1M	1	£10.82	20%	£12.99	£12.99
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£0.54		-£0.65	-£0.65

Invoice total £12.34

Order No. 4301/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£10.28	£2.06
Total	£10.28	£2.06

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

From: Jerome O'Meara <jeromeomeara@gmail.com>
Sent: 05 July 2023 10:30
To: financeofficer@peacehaventowncouncil.gov.uk
Subject: Fwd: Autism Online Training - National Autistic Society - Thank you for your purchase.

----- Forwarded message -----

From: noreply@www.autismonlinetraining.com <noreply@www.autismonlinetraining.com>
Date: Wed, 7 Jun 2023 at 14:31
Subject: Autism Online Training - National Autistic Society - Thank you for your purchase.
To: Jerome O'Meara <jeromeomeara@gmail.com>

Dear Jerome O'Meara,

Thank you for your recent order. Please keep this email as receipt of your purchase.

Order details

Order date : Wednesday, 7 June 2023, 2:24 PM
Order total : 39.60 GBP
Order tax : 6.60 GBP
Discount : 0.00 GBP

Order No. 4001/100	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Order items

Product : Autism in the Workplace
Product description :
Quantity : 1
Sub-total : 33.00
VAT : 6.60

Autism Online Training - National Autistic Society



Invoice No: Order-116505
Invoice Date: 8/6/2023

Bill To:
Peacehaven Town Council
14, Meridian Centre
Peacehaven
BN10 8BB
UK

Customer Number:
Customer VAT No.:
Email:
PO Number:
Ordered By:

Order No. 4011/100	Invoice Checked Against Order
Cheque No.	Payment Authorised

TOTAL GBP

£12.60

Due Date: 8/7/2023
Payment Terms: 30 days from date of invoice
Order ID:
Agency:
Client:
Employer:
Page: 1 of 1

Description	VAT Rate	Vat Amount	Net Value
An Introduction to Risk Assessment x 1 @ 10.50 paid via sage pay VPS 1110750879	20%	£2.10	£10.50

Subtotal	£10.50
VAT Total	£2.10
Gross Total	£12.60

In case of query please contact the Credit Control Department
Laura Rowlands
Tel: 01926 436 200 / 01926 436 267
Email: laura.rowlands@educare.co.uk / finance@educare.co.uk

Payment Details

Bank Transfer

GBP Payments: Barclays Bank plc
Account Name: TES Global Ltd, Account No: 33935434, Sort Code: 20 78 98
IBAN: GB63 BARC 2078 9833 9354 34, SWIFT: BARCGB22

Please send your remittance advice to remittances@tesglobal.com


STATEMENT FOR Z MALONE

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

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

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760055803988
28 June 2023
4 of 4
£1,000.00

Date	Description	Amount
26 May 2023	PITMAN TRAINING BRIGHT HOVE 	99.00
290585481473	VOCATIONAL AND TRADE SCHOOLS	
8 Jun 2023	TOOLSTATION UK NORTHAMPTON ENG	49.58
090615122623	HARDWARE STORES	
9 Jun 2023	TOOLSTATION UK NORTHAMPTON ENG	49.58 CR
120615122623	HARDWARE STORES	
13 Jun 2023	TOOLSTATION UK NORTHAMPTON ENG	47.00 CR
140615122623	HARDWARE STORES	
13 Jun 2023	SP GS WORKWEAR HONITON LND	31.81
140685383903	DEPARTMENT STORES	
13 Jun 2023	TOOLSTATION UK NORTHAMPTON ENG	<i>shades</i> 49.58 2.58.?
140615122623	HARDWARE STORES	
14 Jun 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	27.98
160685389243	MISCELLANEOUS AND RETAIL STORES	
14 Jun 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	121.30
150685389243	MISCELLANEOUS AND RETAIL STORES	
15 Jun 2023	AMZNMktplace amazon.co.uk GBR	206.68
150652718713	MISCELLANEOUS AND RETAIL STORES	
15 Jun 2023	WWW.BIFOLD-HARDWAR BRADFORD	30.93
160685481473	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	
20 Jun 2023	WWW.HIGHFIELDS.CO.UK DONCASTER	30.00
210655541963	BOOK STORES	
24 Jun 2023	Canva* 03825-22934136 Sydney AUS	12.99
260612301993	COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	
27 Jun 2023	SumUp *SumUp Payments London W1	46.80
280605272473	ELECTRONIC SALES	
13 new purchases / cash advances. Total of spending.		£610.07



Pitman Training Brighton

The Dock Hub
Wilbury Villas
HOVE BN3 6AH
Tel: 01273 220229

**Invoice**

To:
Zoe Malone

Order No. 4011/100	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Invoice Date: 05/07/2023

Invoice Number: RCP-123

Purchase Order No: 30032521

Description	Qty	Unit	Unit Price	VAT %	VAT	Total
AAT exam - Indirect Tax	1	£51.00	£ 51.00	0%	£0.00	£51.00
Invigilation fees	1	£40.00	£ 40.00	20%	£40.00	£40.00
Received with thanks						

BANK DATA
SANTANDER
SORT CODE: 09 01 29 #
ACCOUNT NO: 24001128

Payment is due 10 days from the invoice date.

Sub Total	£	91.00
Total VAT	£	8.00
Total Amount Due	£	99.00

Thank you for your business!

Company Number - 11192913

Registered Address:
15 Wren Close
Burgess Hill
RH15 9UJ
VAT No. 292774462

Contact Information

Joy Renshaw
joy@pitmanbrighton.com
01273 220229

INVOICE

RETURNS

Invoice To:

Peacehaven Town Council
Zoe Malone
Community House
Meridian Centre
Peacehaven
England
BN10 8BB
United Kingdom

Deliver To:

Peacehaven Town Council
Zoe Malone
Community House
Meridian Centre
Peacehaven
England
BN10 8BB
UNITED KINGDOM

2023 Jun 13
Tracked Standard
SHOPIFY
E-mail:

Note

handlingTime - 2

Order Number

1968256

Need to return or
exchange something?

No problem please read instructions
bottom left of this invoice.

Bin	Batch Number	SKU	Item	QTY	Unit Cost	Tax Rate	Tax	Cost (ex. Tax)	Line Cost	Refund	Reason	Exchange	Size	Colour	Reason Codes
Autostore	Autostore	FW34BK R42	Lusum Low Cut Safety Trainer Shoes Work Boots Toe Cap Workwear 3 - 13	1	27.86	20.00	4.64	23.22	27.86						1, Too big 2, Too Small 3, Too long 4, Too Short 5, Ordered two sizes, kept one 6, Style doesn't suit 7, Not as portrayed 8, Poor quality (please specify) 9, Faulty (please specify) 10, Other (please specify)

SUB TOTAL: 23.22 GBP
POSTAGE (Ex TAX): 3.29 GBP
Discount 0.00
TAX: 5.30 GBP
TOTAL: 31.81 GBP

Order No.	4305/300	Invoice Checked Against Order	4mm
Cheque No.		Payment Authorised	

Returns Instructions:

If you believe there is a fault with your order, please contact us before returning. Items can be returned in their original condition within 1 month of purchase.

To return your item(s):

- 1) Please fill out the right hand side of this invoice.
- 2) Cut out the address label bottom right of this invoice.
- 3) Package your item(s) up and place the filled out invoice in with your items.
- 4) Affix the address label to the outside of your package and return to ourselves using your preferred method (Tracked is recommended).

Goldstar Leisure Limited is registered in England and Wales under Company number 07868149, VAT Registration: GB 104161761, FR 96 820244929, Unit H1 Westfield Business Park, Long Road, Paignton, Devon. TQ4 7AU. United Kingdom.

ON: 1968256

Goldstar Leisure Ltd
Unit H1
Westfield Business Park,
Long road,
Paignton,
Devon.
TQ4 7AU



Copy Invoice

Addresses

Contact

Peacehaven Town Council
16 Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Delivery

Toolstation Newhaven
Unit D3, Ranelah Trade
Park
New Road
Newhaven
East Sussex
BN9 0EH
United Kingdom

Payment

Peacehaven Town Council
16 Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Order no: XHQ353903765

Placed on: 2023-06-13 14:01:44

Completed on: 2023-06-13 14:01:44

Total value: £-47.00

Depot: Newhaven (HQ)

Operator: max

Payment type: Credit card

Status: Completed

UID: CWW20374722

Title:

Firstname: Andy

Lastname: Picton

Tel:

Mobile: 07894 244526

Email: financeofficer@peacehaventowncouncil.gov.uk

Items...

Code	Name	Qty	Price	Total	VAT band
53923	D Shackle	1	2.58	2.58	5
46756	Small Inspection Cover & Frame	-1	49.58	-49.58	5
00006	Customer Collection	1	0.00	0.00	5

Toolstation
www.toolstation.com
0808 100 7-2-11

Special requests:

CMM - Customer service: Customer changed mindSPECIAL ORDER AUTH BY: LH

VAT analysis...

Band	Rate	Net	VAT	Total
5	20%	-39.17	-7.83	-47.00
		-39.17	-7.83	-47.00

Toolstation Newhaven
Unit D3, Ranelah Trade Park
New Road
Newhaven
East Sussex
BN9 0EH
United Kingdom

Registered in England: 4372131, Toolstation Ltd, Lodge Way House, Lodge Way, Harlestone Road, Northampton NN5 7UG
VAT number: 408 5567 37

Order No. 4171/310	Invoice Checked Against Order Ym
Cheque No.	Payment Authorised

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID 3SRdsAhLd12rx805PmEI

Sold by S&R Industriewerkzeuge GmbH

Invoice date / Delivery date	15.06.2023
Invoice #	DS-ASE-INV-GB-2023-231106997
Total payable	£27.98

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	S&R Industriewerkzeuge GmbH Industriestr 51 Gundelfingen, Baden-Württemberg, 79194 DE

Order information

Order date	14.06.2023
Order #	206-8626206-9061116

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
S&R surveyors tape measure fiberglass 100m / 330 feet double marked tape reel, extra long builders roll tape, width 13mm B07T1HBWMC ASIN: B07T1HBWMC	1	£23.32	20%	£27.98	£27.98
Shipping Charges		£3.74		£4.49	£4.49
Promotions		-£3.74		-£4.49	-£4.49
Invoice total					£27.98

Order No. 41711310	Invoice Checked Against Order Ymn
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£23.32	£4.66
Total	£23.32	£4.66

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-B10-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100418 VAT number LU19647148

VAT declared by Amazon

Receipt

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID w6eFYLBSCIPVqe0NovQK
Sold by MMM E-COMMERCE TRADING LTD

Receipt date 14 June 2023
Receipt # DOC-2139234185-2023-716
Total payable £43.47

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

MMM E-COMMERCE TRADING LTD
74 213 Station Road Stechford
Birmingham, B33 8BB
GB


Order information

Order date 14 June 2023
Order # 206-1831537-1841954

Receipt details

Description	Qty	Item subtotal
XPERTOOLS Outdoor Cable Protector 1.8M Long Black - Bendable Floor Cable Cover Prevent Trip, Easy to Cut and Install - Perfect for Office, Home, Workshop and Hospitals ASIN: B0B3FV69N5	2	£28.98
XPERTOOLS Outdoor Cable Protector 1.8M Long Black - Bendable Floor Cable Cover Prevent Trip, Easy to Cut and Install - Perfect for Office, Home, Workshop and Hospitals ASIN: B0B3FV69N5	1	£14.49
Shipping Charges		£2.69
Promotions		-£2.69

Receipt total £43.47

Order No. 4302100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

Invoice

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Paid

Payment reference ID w6eFYLBSCIPVqe0NovQK
Sold by Zhongshanshi Zeyuanmaoyiyouxiangongsi

Invoice date / Delivery date 14.06.2023
Invoice # DS-ASE-INV-GB-2023-229993022
Total payable £14.89

VAT declared by Amazon Services Europe S.a.r.L.
VAT # GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Zhongshanshi Zeyuanmaoyiyouxiangongsi Gangkouzhenhuashilukaixuanlananhuayuanqiqi B5zhuang808fang Zhongshan, Guangdong, 528400 CN

Order information

Order date 14.06.2023
Order # 206-1831537-1841954

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Infrared Thermometer Non-Contact Digital Laser Temperature Gun -26°F~-1022°F (-32°C ~ 550°C) for Cooking/Pizza/BBQ/Fridge/Oven - Meat Thermometer Included (Not for Human) B09PMBRTZJ ASIN: B09PMBRTZJ	1	£12.41	20%	£14.89	£14.89
Shipping Charges		£0.75		£0.90	£0.90
Promotions		-£0.75		-£0.90	-£0.90

Invoice total £14.89

Order No. 4151/360	Invoice Checked Against Order Ym
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£12.41	£2.48
Total	£12.41	£2.48

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk
LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

Invoice

Paid

Payment reference ID 3ZK291NPTCM

Sold by Calder Catering Equipment Services Limited

VAT # GB880459986

Invoice date / Delivery date 14 June 2023

Invoice # INV-GB-139020191-2023-13530

Total payable £49.95

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

For customer support visit www.amazon.co.uk/contact-us

Billing address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Delivery address

Andy picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

Calder Catering Equipment Services Limited
Unit 2 Newton House
Grey Street
Wakefield, West Yorkshire, WF1 3HQ
GB
VAT # GB880459986


Order information

Order date 14 June 2023
Order # 206-9236445-4018726

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Catering Parts UK Colour Coded Low Density Chopping Board Set with Rack & Wall Chart 7 Pieces, (CH041) ASIN: B0B5ZW6K53	1	£41.62	20%	£49.95	£49.95
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £49.95

Order No. 4151/360	Invoice Checked Against Order 
Cheque No.	Payment Authorised

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£41.62	£8.33
Total		£41.62	£8.33




Debar Ltd
Concept House
Brackenbeck Road
Bradford
West Yorkshire
Bradford

Invoice

Website
Great Britain

Invoice No 0000108720
Invoice Date 16/06/2023
Payment Terms 0 days from document date
Customer Order No WEB5479
Account Ref WEB001
Sale Order No 0000094030

Line	Item Code	Description	Qty	Each	Net
1	DBHL-02/7016	VERSO Handle	2	£9.12	£18.24
2	Shipping	Shipping	1	£7.53	£7.53
3		Despatch Carrier 15.06.2023			

Order No. 4101/316	Invoice checked against Order 
Cheque No.	Payment received

NET	£25.77
VAT	£5.15
GROSS	£30.92
DUE WITHIN SETTLEMENT DAYS	£30.92

Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626



Tel: 01302 363277
Fax:

accounts@highfieldelearning.com
www.highfieldelearning.com

Invoice

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB

Invoice Number 0003035457
Invoice Date 21/06/2023
Customer Ref 30470
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004035551

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

Order No. 4011/100	Invoice Checked Against Order LM
Cheque No.	Payment Authorised

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	25.00	5.00

Total Net Amount £ 25.00

Total VAT Amount £ 5.00

Invoice Total £ 30.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246



Tax Invoice

Invoice Date

23 June 2023

Invoice no.

03825-22934136

To

Peacehaven Council

peacehavenc@gmail.com

Peacehaven Town Council

BAEOxuX7RRw

Subscriptions**Canva Pro**

iAFmpmK8vCw

23 June 2023

Order No. 4329/120	Invoice Checked Against Order KMN
Cheque No.	Payment Authorised

£12.99

Total

£12.99

Includes tax

£2.16

Total charged

£12.99

Paid with MasterCard **** 3988

Your payment may be processed internationally. Additional bank fees may apply.

Please retain for your records.

Canva Pty. Ltd. ABN 80 158 929 938, VAT EU372042198

110 Kippax St. Surry Hills NSW 2010 Australia

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Peacehaven Town Council
Zoe
Malone
Meridian Centre,
Community House,
Peacehaven
BN10 8BB,
United Kingdom
VAT ID:

VAT ID: GB 157 993 061
Invoice-No 0001364105
Purchase Order- 41644135
No
Email: support@sumup.co.uk
Phone: 0203 510 0160

27-06-2023

Invoice

Item	Quantity	Unit price	Total price
Air V5	1 x	£39.00	£39.00
subtotal			£39.00
plus 20.00% VAT			£7.80
TOTAL			£46.80

Order No. 4151/360	Invoice Checked Against Order KM
Cheque No.	Payment Authorised

Retain this copy for your records.
Date of payment: 27-06-2023 09:29

Invoice

ANTHONY ALLEN
16 ASHDOWN CHASE, NUTLEY
UCKFIELD, UNITED KINGDOM, TN22 3LY
GB

Paid

Payment reference ID 3K86f67pFzfew07IFQNq
Sold by Huizhou Yili information-LiuLiang

Invoice date / Delivery date	05.07.2023
Invoice #	DS-ASE-INV-GB-2023-261361968
Total payable	£20.99

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Anthony Allen 16 ASHDOWN CHASE, NUTLEY UCKFIELD, United Kingdom, TN22 3LY GB	Dan Tiller PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE, MERIDIAN CENTRE PEACEHAVEN, East Sussex, BN10 8BB GB	Huizhou Yili information-LiuLiang Room 12, floor 15, Guanghui international apartment, No.9, South Sanhuan Huizhou, huicheng, Guangdong, 516000 CN

Order information

Order date	04.07.2023
Order #	026-9182325-8269167

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
SCCVEE USB Charger, 10 Port USB Power Adapter, 50W Multi-port USB Fast Charging Station Compatible with iPhone 12/13/14/Samsung S22/S21/Z Flip/iPad/Xiaomi/Huawei/Oppo/OnePlu s/Other Devices. (Black) B0BJ1QRTL7 ASIN: B0BJ1QRTL7	1	£17.49	20%	£20.99	£20.99

Shipping Charges	£0.00	£0.00	£0.00
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Invoice total	£20.99
---------------	--------

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.49	£3.50
Total	£17.49	£3.50

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk
LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		50,003.45
Current Account	30/06/2023		712,362.13
			<hr/> 762,365.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/11/2022 205292 MARIA LIDON		3.62	
31/01/2023 205344 ALEX FITZPATRICK		50.00	
07/02/2023 205349 Cinemobile		171.50	
14/03/2023 205393 TIANNA KING		50.00	
19/05/2023 205413 MENCAP		750.00	
31/05/2023 205423 SUSSEX MAYORS ASSOCIATION		60.00	
14/06/2023 205433 PETER SHAYLER		200.00	
15/06/2023 BACS8 Tates of Sussex		317.97	
27/06/2023 205434 HMRC		8,151.90	
			<hr/> 9,754.99
			752,610.59
<u>Receipts not Banked/Cleared (Plus)</u>			
30/06/2023		50.00	
			<hr/> 50.00
			752,660.59
		Balance per Cash Book is :-	752,660.59
		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	16/06/2023		180,956.40
			<u>180,956.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,956.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,956.40
		Balance per Cash Book is :-	180,956.40
		Difference is :-	0.00

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 June 2023

Business Current Accounts

Business Current Account Statement	£50,003.45
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£712,362.13
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,956.40
.....	
Sort Code 20-49-76 • Account No 83521656	














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

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

Your Business Current Account

At a glance

24 - 30 Jun 2023

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			50,016.80
26 Jun	 Cheque Issued Ref: 120928	50.00		49,966.80
	 Cheque Issued Ref: 205430	50.00		49,916.80
	 Direct Credit From The Book Squad Ref: Inv 14217 Gobbledy		15.00	49,931.80
	 Direct Credit From BCard1041619230623		15.00	49,946.80
	 Transfer From Account 30701211		38.20	49,985.00
	 Direct Credit From Dyer J Ref: 14215 Dyer		15.00	50,000.00
27 Jun	 Transfer to Account 30701211	1,575.12		48,424.88
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	21.24		48,403.64
	 On-Line Banking Bill Payment to Screwfix Direct LI Ref: 1373616334	55.03		48,348.61
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056080	76.96		48,271.65
	 On-Line Banking Bill Payment to M.D.J Lightbrother Ref: 105110	88.80		48,182.85
	 On-Line Banking Bill Payment to Travis Perkins Ref: 119431	91.40		48,091.45
	 On-Line Banking Bill Payment to Lewes District Cou Ref: 6251328 / 6251307	1,152.45		46,939.00

Start balance £50,016.80

Money out £5,888.99

▶ Commission charges £0.00














▶ Interest paid £0.00

Money in £5,875.64

End balance £50,003.45

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

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				46,939.00
27 Jun	 Direct Credit From BCard1041619260623		64.00	47,003.00
	 Direct Credit From P Clements Ref: Sew Happy		100.80	47,103.80
	 Direct Credit From The Pcc For Sussex Ref: Spa1 2000365145 K		2,809.20	49,913.00
	 Deposit at Barclays 64927 Ref: 12.4527Junkpob000		83.00	49,996.00
	 Direct Credit From P-Haven + T FBL Ref: Repaymentptfc		4.00	50,000.00
28 Jun	 Transfer to Account 30701211	1,141.12		48,858.88
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	49,700.20
	 Direct Credit From H Bonwick Ref: Inv 14260		15.00	49,715.20
	 Direct Credit From Williams Debra Ref: Harlequins 14258		284.80	50,000.00
29 Jun	 Direct Debit to Totalenergies G&P Ref: 1221874	1,571.87		48,428.13
	 Direct Credit From J Calway-Vale Ref: Jayne Calway 14269		15.00	48,443.13
	 Direct Credit From Brighton Kemptown Ref: Inv 14145		15.60	48,458.73
	 Direct Credit From BCard1041619280623		79.60	48,538.33
	 Deposit at Barclays 64927 Ref: 14.1229Junkpob000		102.55	48,640.88
	 Transfer From Account 30701211		1,359.12	50,000.00
30 Jun	 Transfer to Account 30701211	15.00		49,985.00
	 Direct Credit From BCard1041619290623		15.00	50,000.00
	 Deposit at Barclays Post Office Credit Ref: 201393		3.45	50,003.45
30 Jun	Balance carried forward			50,003.45
Total Payments/Receipts		5,888.99	5,875.64	

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

Bank of England Base Rate Information

Rate effective from 22 Jun 2023 5.000%
was

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

Interest

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

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

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

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

Online

barclays.co.uk

On the phone

0345-717-1819

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

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

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


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

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 youtube.com/BarclaysUK

 www.linkedin.com/BarclaysBusinessBanking

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

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

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

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

Getting information from Barclays

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

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

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Date: 31/08/2023

Peacehaven Town Council

Page 1

Time: 10:32

**Bank Reconciliation Statement as at 30/07/2023
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	30/07/2023		-110.46
Z Malone CC	30/07/2023		-201.75
			<hr/> -312.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-312.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-312.21
		Balance per Cash Book is :-	-312.21
		Difference is :-	0.00

STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 July 2023
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
27 Jun 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	35.85
290685389243	MISCELLANEOUS AND RETAIL STORES	
4 Jul 2023	SLCC ENTERPRISES LTD TAUNTON GBR	36.00
050755184223	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
24 Jul 2023	Canva* 03855-15537068 Sydney AUS	129.90
240712301993	COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	
3 new purchases / cash advances. Total of spending.		£201.75

Invoice

Paid

Payment reference ID 2VO9TTNEhF9Y9pPaDMlr
Sold by Safelincs Ltd.
VAT # GB827639788

ANDY PICTON
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Invoice date / Delivery date 27 June 2023
Invoice # INV-GB-124423801-2023-157458
Total payable £35.85

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Andy picton	Andy picton	Safelincs Ltd.
PEACEHAVEN TOWN COUNCIL COMMUNITY	PEACEHAVEN TOWN COUNCIL COMMUNITY	33 West Street
HOUSE MERIDIAN CENTRE	HOUSE MERIDIAN CENTRE	Alford, LN13 9FX
PEACEHAVEN, BN10 8BB	PEACEHAVEN, BN10 8BB	GB
GB	GB	VAT # GB827639788

Order information

Order date 27 June 2023
Order # 206-3781625-6777168

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Kidde Carbon Monoxide Alarm - 2 Pack ASIN: B083M5ZMKX	1	£29.87	20%	£35.85	£35.85
Shipping Charges		£3.74		£4.49	£4.49
Promotions		-£3.74		-£4.49	-£4.49

Invoice total £35.85

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£29.87	£5.98
Total		£29.87	£5.98

Order No. 4151/360	Invoice checked and correct <i>[Signature]</i>
Cheque No.	Payment Authorised

SLCC Enterprises
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	QL203313-1
Invoice Date	04/07/2023
Account Ref	

Jerome O'Meara
18a hartfield road
eastbourne
east sussex
bn21 2ar

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Qualification Fee: Jerome O'Meara (GDPR eLearning)	£30.00	£30.00	20.00	£6.00

Order No. <i>4011100</i>	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	30.00
Total Tax Amount	£6.00
Invoice Total	£36.00

Payment Due: 04/08/2023

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.



Tax Invoice

Invoice Date

23 July 2023

Invoice no.

03855-15537068

To

Peacehaven Council
peacehaventc@gmail.com
Peacehaven Town Council
BAEOxuX7RRw

Subscriptions

Canva Pro
iAFpdqK893E
23 July 2023

Order No. 4329/120	Invoice checked Against Order KM
Cheque No.	Payment Authorised

£129.90

Total

Includes tax

Total charged

Paid with MasterCard **** 3988

Your payment may be processed internationally. Additional bank fees may apply.

£129.90

£21.65

£129.90

Please retain for your records.

Canva Pty. Ltd. ABN 80 158 929 938, VAT EU372042198

110 Kippax St. Surry Hills NSW 2010 Australia

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STATEMENT FOR A E ALLEN

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

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

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 July 2023
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
5 Jul 2023	AMZNMktplace amazon.co.uk GBR 050752718713 MISCELLANEOUS AND RETAIL STORES	20.99
21 Jul 2023	AMZNMktplace amazon.co.uk GBR 210752718713 MISCELLANEOUS AND RETAIL STORES	181.96
25 Jul 2023	AMZ*MJS-Life AMAZON.CO.UK GBR 260752718713 MISCELLANEOUS AND RETAIL STORES	152.49 CR
27 Jul 2023	SLCC ENTERPRISES LTD TAUNTON GBR 280755184223 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	60.00
4 new purchases / cash advances. Total of spending.		£110.46

ANTHONY ALLEN
16 ASHDOWN CHASE, NUTLEY
UCKFIELD, UNITED KINGDOM, TN22 3LY
GB

Paid

Payment reference ID 3K86f67pFzfew07IFQNq

Sold by Huizhou Yili information-LiuLiang

Invoice date / Delivery date	05.07.2023
Invoice #	DS-ASE-INV-GB-2023-261361968
Total payable	£20.99

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Anthony Allen	Dan Tiller	Huizhou Yili information-LiuLiang
16 ASHDOWN CHASE, NUTLEY	PEACEHAVEN TOWN COUNCIL COMMUNITY	Room 12, floor 15, Guanghui international
UCKFIELD, United Kingdom, TN22 3LY	HOUSE, MERIDIAN CENTRE	apartment, No.9,
GB	PEACEHAVEN, East Sussex, BN10 8BB	South Sanhuan
	GB	Huizhou, huicheng, Guangdong, 516000
		CN


Order information

Order date	04.07.2023
Order #	026-9182325-8269167

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
SCCVEE USB Charger, 10 Port USB Power Adapter, 50W Multi-port USB Fast Charging Station Compatible with iPhone 12/13/14/Samsung S22/S21/Z Flip/iPad/Xiaomi/Huawei/Oppo/OnePlus/Other Devices. (Black) B0BJ1QRTL7 ASIN: B0BJ1QRTL7	1	£17.49	20%	£20.99	£20.99
Shipping Charges		£0.00		£0.00	£0.00

Invoice total	£20.99
---------------	--------

Cheque No. 4301/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.49	£3.50
Total	£17.49	£3.50

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon Services Europe S.a r.L, 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg; B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

CARETAKERS
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, EAST SUSSEX, BN10 8BB
GB

Paid

Payment reference ID 3bkrd94RbXN0fThC7wde
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	21 July 2023
Invoice #	GB34M5U2QAEUI
Total payable	£29.47

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Caretakers	Caretakers	Amazon EU S.à r.l., UK Branch
PEACEHAVEN TOWN COUNCIL COMMUNITY	PEACEHAVEN TOWN COUNCIL COMMUNITY	1 Principal Place, Worship Street
HOUSE MERIDIAN CENTRE	HOUSE MERIDIAN CENTRE	London, EC2A 2FA
PEACEHAVEN, East Sussex, BN10 8BB	PEACEHAVEN, East Sussex, BN10 8BB	United Kingdom
GB	GB	VAT # GB727255821

Order information

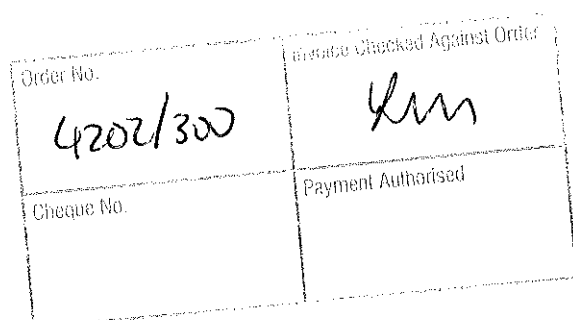
Order date	20 July 2023
Order #	204-8280184-2643568

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Relaxdays Sack truck wheel set, puncture-proof, 3.00-4 solid rubber tires, steel rim, 25 mm axle, 100 kg, 25 x 7.5 mm, black ASIN: B083QDG7BR	1	£22.48	20%	£26.98	£26.98
Shipping Charges		£2.07		£2.49	£2.49

Invoice total £29.47

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£24.55	£4.92
Total	£24.55	£4.92



Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04


Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch - Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

Credit Note

CARETAKERS
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, EAST SUSSEX, BN10 8BB
GB

Cheque No. 4801/100		Payment Authorised 	
Cheque No.		Payment Authorised	

For customer support visit www.amazon.co.uk/contact-us

Refunded

This is a credit note for invoice #

DS-ASE-INV-GB-2023-287271232

Sold by yiwushi mujie dianzishangwu shanghang

Credit note date	25.07.2023
Credit note #	DS-ASE-CN-GB-2023-13934599
Original invoice #	DS-ASE-INV-GB-2023-287271232
Total payable	-£152.49

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

Billing address

Caretakers
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, East Sussex, BN10 8BB
GB

Delivery address

Caretakers
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE MERIDIAN CENTRE
PEACEHAVEN, East Sussex, BN10 8BB
GB

Sold by

yiwushi mujie dianzishangwu shanghang
zhejiangsheng jinhuaishi yiwushi jiangdongjiedao
dongshantoucun 16zhuang 5danyuan 302 shi
jinhuaishi, zhejiangsheng, 322022
CN

Order information

Order date 20.07.2023
Order # 204-8280184-2643568

Credit note details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
4K Camcorder Video Camera with Night Vision 48MP 60FPS, 18X Digital Zoom, Flip Screen, WIFI, and Remote Control - Ideal for Vlogging, YouTube, Live Streaming, and Professional Filming B0BXSX42WZ ASIN: B0BXSX42WZ	1	-£141.66	20%	-£169.99	-£169.99
Shipping Charges		-£2.08		-£2.50	-£2.50
Promotions		£16.67		£20.00	£20.00
Credit note total					-£152.49

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BJO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

SLCC Enterprises
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

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

Invoice

Invoice No	BK211606-1
Invoice Date	27/07/2023
Account Ref	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Rights of Way (31st October 2023) - Vicky Onis - Event Fee	£50.00	£50.00	20.00	£10.00

Order No. <i>46011/100</i>	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	50.00
Total Tax Amount	£10.00
Invoice Total	£60.00

Payment Due: 27/08/2023

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023		50,000.00
Current Account	31/07/2023		641,376.40
			<u>691,376.40</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
17/11/2022 205292 MARIA LIDON	3.62	
31/01/2023 205344 ALEX FITZPATRICK	50.00	
07/02/2023 205349 Cinemobile	171.50	
14/03/2023 205393 TIANNA KING	50.00	
14/06/2023 205433 PETER SHAYLER	200.00	
15/06/2023 BACS8 Tates of Sussex	317.97	
25/07/2023 205442 HANNAH GALLARDO	200.00	
25/07/2023 205443 LYNDESEY READ	50.00	
25/07/2023 205444 ST JOHNS	50.00	
25/07/2023 205445 HMRC	9,347.23	
		<u>10,440.32</u>
		680,936.08

<u>Receipts not Banked/Cleared (Plus)</u>		
06/07/2023	4.25	
11/07/2023	35.00	
13/07/2023	14.00	
14/07/2023	14.00	
17/07/2023	35.00	
18/07/2023	610.80	
19/07/2023	7.00	
21/07/2023	14.00	
21/07/2023	14.00	
28/07/2023	50.00	
31/07/2023	30.00	
31/07/2023	100.80	
31/07/2023	14.04	
31/07/2023	130.00	
31/07/2023	2.35	
31/07/2023	4.35	
		<u>1,079.59</u>
		682,015.67
Balance per Cash Book is :-		682,015.67
Difference is :-		0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	16/06/2023		180,956.40
			<u>180,956.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,956.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,956.40
		Balance per Cash Book is :-	180,956.40
		Difference is :-	0.00

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 28 July 2023

Business Current Accounts

Business Current Account Statement	£50,045.70
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£639,956.06
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,956.40
.....	
Sort Code 20-49-76 • Account No 83521656	















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

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

Your Business Current Account

At a glance

22 - 28 Jul 2023

Date	Description	Money out £	Money in £	Balance £
22 Jul	Start Balance			51,724.10
24 Jul	 Direct Debit to Health Assured Ltd Ref: 000Pea026	60.00		51,664.10
	 Direct Debit to BCard Commercial Ref: 5476760307525801	674.61		50,989.49
	 Cheque Issued Ref: 205423	60.00		50,929.49
	 Cheque Issued Ref: 205435	10.00		50,919.49
	 Transfer to Account 30701211	1,384.49		49,535.00
	 Direct Credit From Peacehaven Youth Ref: 14323		150.00	49,685.00
	 Direct Credit From Peacehaven Youth Ref: 14324		315.00	50,000.00
25 Jul	 Direct Debit to Peacehaven TC Ref: BACS	27,674.14		22,325.86
	 Deposit at Barclays 64927 Ref: 11.3925jullkpob000		67.70	22,393.56
	 Deposit at Barclays 64927 Ref: 13.3925jullkpob000		599.19	22,992.75
	 Transfer From Account 30701211		26,970.05	49,962.80
	 Direct Credit From E-Payments PL Ref: Inv 14297		37.20	50,000.00
26 Jul	 Direct Debit to Pitney Bowes Ref: 6335052400165274	200.62		49,799.38
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	19.00		49,780.38

Continued

Start balance £51,724.10

Money out £62,126.48






















▶ Commission charges £0.00

▶ Interest paid £0.00



Money in £60,448.08

End balance £50,045.70

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,780.38
26 Jul	 On-Line Banking Bill Payment to Andrew Picton Ref: Jun/Jul Mileage	41.85		49,738.53
	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056080	66.63		49,671.90
	 On-Line Banking Bill Payment to Ricoh UK Ltd Ref: 102284444	1,053.38		48,618.52
	 On-Line Banking Bill Payment to Havens Community C Ref: Ptc Sla	3,000.00		45,618.52
	 On-Line Banking Bill Payment to Poplett of Peaceha Ref: 13	4,404.00		41,214.52
	 Direct Credit From Lewes C of C Ref: Lewes Chamber		15.00	41,229.52
	 Transfer From Account 30701211		8,380.08	49,609.60
	 Direct Credit From Ransom D A L Ref: Hall-Hire-Ransom		390.40	50,000.00
27 Jul	 Cheque Issued Ref: 205446	100.00		49,900.00
	 On-Line Banking Bill Payment to Vitax Limited Ref: 0000036914	11.86		49,888.14
	 On-Line Banking Bill Payment to Mr David Seabrook Ref: May/June Expenses	44.85		49,843.29
	 On-Line Banking Bill Payment to Amp Services Ref: 766951	72.00		49,771.29
	 On-Line Banking Bill Payment to City Electrical FA Ref: Bre/563196	124.68		49,646.61
	 On-Line Banking Bill Payment to Scottish Water Bus Ref: 2789187/2873739	411.01		49,235.60
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven July	10,060.98		39,174.62
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		96.00	39,270.62
	 Direct Credit From The Deans Senior T Ref: Deans Tea Club 149		208.08	39,478.70
	 Deposit at Barclays Post Office Credit Ref: 201405		45.70	39,524.40
	 Transfer From Account 30701211		10,319.70	49,844.10
	 Direct Credit From Operacional-P Ref: Ccuk Inv 14233		201.60	50,045.70
28 Jul	 Direct Debit to Cocardless Ref: Northstarit-Twk654	4,343.40		45,702.30

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				45,702.30
28 Jul	DD Direct Debit to Edfenergy Cust PLC Ref: 1581870182	4,451.91		41,250.39
	DD Direct Debit to Edfenergy Cust PLC Ref: 2067576607	923.64		40,326.75
	DD Direct Debit to Edfenergy Cust PLC Ref: 7866008810	2,833.43		37,493.32
	 Cheque Issued Ref: 205441	100.00		37,393.32
	STO Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	38,234.64
	Giro Direct Credit From N'Haven& P'Haven U Ref: 14235		75.60	38,310.24
	 Deposit at Barclays 64927 Ref: 13.3128Jullkpob000		329.87	38,640.11
	Giro Transfer From Account 30701211		11,405.59	50,045.70
28 Jul	Balance carried forward			50,045.70
Total Payments/Receipts		62,126.48	60,448.08	

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

Bank of England Base Rate Information

Rate effective from 22 Jun 2023 was	5.000%
--	--------

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

Interest

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

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

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

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

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

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

Getting information from Barclays

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

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

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Transactions

Peace Sweep

20-49-76 30701211

Available balance	£641,601.88
Last night's balance	£641,549.15
Overdraft limit	n/a

Showing 1 transaction between **31/07/2023** and **31/07/2023** from 31/07/2023 to 31/07/2023

Date	Description	Money in	Money out	Balance
31/07/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£1,420.34		£641,376.40

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13:07

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	374,607	749,213	374,606			50.0%	
1010 CIL Income	39,463	0	(39,463)			0.0%	39,463
1012 Football Foundation Fund	12,305	0	(12,305)			0.0%	
1013 Income from Photocopying	314	200	(114)			157.0%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	1,872	200	(1,672)			935.8%	
1309 Other Income	3	1,000	997			0.3%	
General Administration :- Income	444,371	765,963	321,592			58.0%	39,463
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	21,000	21,000	0	0	0	100.0%	0
4001 Salaries	164,081	422,906	258,825		258,825	38.8%	
4002 Employer N.I Contributions	15,434	45,198	29,764		29,764	34.1%	
4003 Employer Pension Contributions	33,263	82,000	48,737		48,737	40.6%	
4004 Overtime	276	1,000	724		724	27.6%	
4011 Training	865	2,000	1,136		1,136	43.2%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	102	500	398		398	20.4%	
4301 Purchase of Furniture/Equipmen	119	1,500	1,381		1,381	8.0%	
4302 Purchase of Materials	253	500	247		247	50.6%	
4306 Printing	1,637	5,000	3,363		3,363	32.7%	
4307 Stationery	162	500	338		338	32.5%	
4310 Professional Fees - Consultanc	1,771	2,000	229		229	88.6%	
4311 Professional Fees - Legal	750	2,000	1,250		1,250	37.5%	750
4312 Professional Fees - Other	450	2,000	1,550		1,550	22.5%	
4314 Audit Fees	139	3,000	2,861		2,861	4.6%	
4315 Insurance	12,872	12,000	(872)		(872)	107.3%	
4321 Bank Charges	36	100	64		64	35.8%	
4322 BACS Charges	12	200	188		188	6.0%	
4323 PDQ Charges	237	800	563		563	29.6%	
4325 Postage	871	1,000	129		129	87.1%	
4326 Telephones	884	3,168	2,284		2,284	27.9%	
4327 Computers	10,253	15,000	4,747		4,747	68.4%	3,620
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	188	1,500	1,313		1,313	12.5%	
4341 Grants	3,487	10,000	6,513		6,513	34.9%	
4342 Subscriptions	4,088	5,500	1,412		1,412	74.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	2	0	(2)		(2)	0.0%	
General Administration :- Indirect Expenditure	252,232	637,872	385,640	0	385,640	39.5%	4,825
Net Income over Expenditure	171,139	107,091	(64,048)				
6000 plus Transfer from EMR	4,825						
6001 less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	136,501						
110 Civic Events							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	542	1,700	1,158	0	1,158	31.9%	0
4331 Mayor's Allowance	201	1,500	1,299		1,299	13.4%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	523	1,200	677		677	43.6%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	0	550	550		550	0.0%	
4339 London Bridge	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	724	5,250	4,526	0	4,526	13.8%	0
Net Expenditure	(1,266)	(6,950)	(5,684)				
120 Marketing							
1048 E-News Advertising	150	100	(50)			150.0%	
1049 Banner Board	645	2,500	1,855			25.8%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	795	4,600	3,805			17.3%	0
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	0	100	100	0	100	0.0%	0
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	312	700	388		388	44.5%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	312	3,800	3,488	0	3,488	8.2%	0
Net Income over Expenditure	483	700	217				

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>200 Planning & Highways</u>							
4851 Noticeboards	994	650	(344)		(344)	152.9%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>994</u>	<u>1,850</u>	<u>856</u>	<u>0</u>	<u>856</u>	<u>53.7%</u>	<u>994</u>
4101 Repair/Alteration of Premises	1,429	2,000	571		571	71.4%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>10,475</u>	<u>12,633</u>	<u>2,158</u>	<u>0</u>	<u>2,158</u>	<u>82.9%</u>	<u>0</u>
Net Expenditure	<u>(11,469)</u>	<u>(14,483)</u>	<u>(3,014)</u>				
6000 plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	<u>(10,475)</u>						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	1,245	6,600	5,355		5,355	18.9%	
4203 Fuel	2,161	6,050	3,889		3,889	35.7%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	302	900	598		598	33.6%	
Grounds Team General Exp :- Indirect Expenditure	<u>3,684</u>	<u>14,150</u>	<u>10,466</u>	<u>0</u>	<u>10,466</u>	<u>26.0%</u>	<u>0</u>
Net Expenditure	<u>(3,684)</u>	<u>(14,150)</u>	<u>(10,466)</u>				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	7,561	13,845	6,284			54.6%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	2,357	3,000	643			78.6%	
1061 S/P Court Hire	466	2,500	2,035			18.6%	
Sports Park :- Income	<u>16,766</u>	<u>25,110</u>	<u>8,344</u>			<u>66.8%</u>	<u>0</u>
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	672	7,250	6,578		6,578	9.3%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	2,949	10,500	7,551		7,551	28.1%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	5,269	10,000	4,731		4,731	52.7%	
Sports Park :- Indirect Expenditure	12,121	35,095	22,974	0	22,974	34.5%	0
Net Income over Expenditure	4,646	(9,985)	(14,631)				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	1,690	5,000	3,310		3,310	33.8%	1,600
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	235	500	265		265	46.9%	
4112 Gas	108	500	392		392	21.7%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	364	1,000	636		636	36.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	2,033	4,000	1,967		1,967	50.8%	161
4355 Wifi	153	585	432		432	26.2%	
Big Park :- Indirect Expenditure	18,385	38,825	20,440	0	20,440	47.4%	1,761
Net Expenditure	(18,385)	(38,825)	(20,440)				
6000 plus Transfer from EMR	1,761						
Movement to/(from) Gen Reserve	(16,625)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,804	8,999	6,195			31.2%	
1111 Electricity	3,037	10,000	6,963			30.4%	
Gateway Cafe :- Income	5,842	18,999	13,157			30.7%	0
4101 Repair/Alteration of Premises	26	2,500	2,474		2,474	1.0%	
4111 Electricity	3,037	10,000	6,963		6,963	30.4%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	209	1,500	1,291		1,291	13.9%	
4326 Telephones	85	972	887		887	8.8%	
4355 Wifi	191	540	349		349	35.3%	
Gateway Cafe :- Indirect Expenditure	3,548	17,012	13,464	0	13,464	20.9%	0
Net Income over Expenditure	2,294	1,987	(307)				

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	4,975	8,000	3,025			62.2%	0
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	0	4,500	4,500	0	4,500	0.0%	0
4101 Repair/Alteration of Premises	136	5,000	4,864		4,864	2.7%	
4141 Water Services	3,730	3,500	(230)		(230)	106.6%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,187	4,000	2,813		2,813	29.7%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	5,208	17,000	11,792	0	11,792	30.6%	0
Net Income over Expenditure	(233)	(13,500)	(13,267)				
355 The Hub							
1084 Sports Pavilion	7,368	16,979	9,611			43.4%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	180	270	90			66.7%	
1303 Water Charges	50	150	100			33.3%	
1355 Wifi	70	210	140			33.3%	
The Hub :- Income	7,668	17,879	10,211			42.9%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	880	3,000	2,120		2,120	29.3%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	23	2,000	1,977		1,977	1.1%	
4355 Wifi	119	420	301		301	28.4%	
The Hub :- Indirect Expenditure	731	10,920	10,189	0	10,189	6.7%	0
Net Income over Expenditure	6,938	6,459	(479)				
360 Community House							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	2,297	6,242	3,945			36.8%	

13:07

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1072 C/H Copper Room	4,000	9,216	5,216			43.4%	
1075 C/H Charles Neville	3,368	7,426	4,058			45.4%	
1076 C/H Main Hall	6,557	18,646	12,089			35.2%	
1077 C/H Anzac Room	6,357	9,246	2,889			68.8%	
1078 C/H Main Kitchen	703	910	207			77.2%	
1079 C/H Anzac Kitchen	709	510	(199)			139.1%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	360	0	(360)			0.0%	
1091 Cinema Income	1,829	3,000	1,171			61.0%	
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
1303 Water Charges	80	0	(80)			0.0%	
Community House :- Income	28,869	60,659	31,790			47.6%	0
4167 Cinema Costs	1,920	2,400	480		480	80.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	1,920	3,300	1,380	0	1,380	58.2%	0
4101 Repair/Alteration of Premises	1,617	7,000	5,383		5,383	23.1%	
4102 Maintenance of Buildings	3,230	5,000	1,770		1,770	64.6%	
4111 Electricity	3,757	15,000	11,243		11,243	25.0%	
4112 Gas	2,289	9,000	6,711		6,711	25.4%	
4122 Service Charge	0	30,000	30,000		30,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	430	5,000	4,570		4,570	8.6%	
4151 Fixtures & Fittings	126	1,500	1,374		1,374	8.4%	
4161 Cleaning Costs	260	1,000	740		740	26.0%	
4162 Cleaning Materials	289	1,000	711		711	28.9%	
4163 Personal Hygiene	1,332	2,603	1,271		1,271	51.2%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	19,880	93,603	73,723	0	73,723	21.2%	0
Net Income over Expenditure	7,069	(36,244)	(43,313)				
430 Summer Fair							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
Summer Fair :- Income	2,537	3,000	463			84.6%	0
4329 Advertising	99	500	401		401	19.8%	
4500 Event Staff Overtime	2,439	1,500	(939)		(939)	162.6%	

Detailed Income & Expenditure by Budget Heading 05/09/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	1,531	1,200	(331)		(331)	127.6%	
Summer Fair :- Indirect Expenditure	4,069	5,200	1,131	0	1,131	78.2%	0
Net Income over Expenditure	(1,532)	(2,200)	(668)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market :- Income	0	2,160	2,160			0.0%	0
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	0	0				
Grand Totals:- Income	511,824	906,370	394,546			56.5%	
Expenditure	355,824	931,470	575,646	0	575,646	38.2%	
Net Income over Expenditure	155,999	(25,100)	(181,099)				
plus Transfer from EMR	7,579						
less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	124,116						

05/09/2023

Peacehaven Town Council

13:07

Balance Sheet as at 31/08/2023

31/03/2023

31/03/2024

Current Assets

8,012	Debtors Control	7,043
3,174	VAT Control A/c	3,100
50	Deposit Aqua	50
498,013	Current Bank A/c	644,389
180,580	Reserve Account	180,956
520	Petty Cash	520
0	PAYE	0

690,349

836,059

690,349 Total Assets

836,059

Current Liabilities

267	Credit Card A/c	0
1,498	Creditors	0
2,537	Mayor's Appeal	305
7,354	Accruals	0
0	NIC	0
3,097	Deposits Received	4,157

14,751

4,462

675,598 Total Assets Less Current Liabilities

831,597

Represented By

142,690	General Reserves	266,805
10,000	Vehicle Reserve	10,000
588	Warm Havens Grant	588
1,405	Tree Works	1,405
3,881	Staff training	3,426
9,999	Elections	9,999
1,467	Members Training	1,467
37,500	Service Charges	37,500
1,300	Noticeboards	306
917	Monument & War Memorial	917
4,000	P/H Youth Task Group	4,000
343,300	CIL	381,163
59,080	Big Park	59,080
3,100	Hub Improvements	3,100
5,000	Climate Change	5,000
798	Sponsorship	798

Balance Sheet as at 31/08/2023

31/03/2023		31/03/2024
	2,301 Professional Fees - Legal	1,551
	1,640 Neighbourhood Plan	1,640
	46,631 Capital Receipts Reserve	42,850
	<u>675,598</u>	<u>831,597</u>

The above statement represents fairly the financial position of the authority as at 31/08/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Purpose of Report: To note the current CIL position

CIL Expenditure 2023/24			
Supplier	Description	Amount	Comments
GTA Civils	Pathway / bridal design	1,600	To be covered by Successful CIL BID
		1,600	

Analysis

This shows funds spent from our CIL pot so far this financial year.

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	
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.
N/A	Feasibility study on the Hub	30,000.00	Agreed to spend up to this value
N/A	Parking deterrent (mound for grass)	1,250.00	Agreed to spend up to £2,000 - £750 spent on bollards
		£69,297	

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 01/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2023	EMMA BUDD	205430	50.00		E.BUDD DEPOSIT RETURN
08/06/2023	EDF	BACS	417.32		MAY ELECTRICITY
08/06/2023	Wightman & Parrish Ltd	BACS1	421.54		CLEANING MATERIAL
08/06/2023	East Sussex Security	BACS2	324.00		RECHARGEABLE LEAD ACID BATTERY
08/06/2023	GTA CIVILS & TRANSPORT	BACS3	1,920.00		FOOTWAY DRAINAGE/BRIDLE DESIGN
08/06/2023	CASTLE WATER	BACS4	228.56		MAY WATER
08/06/2023	CTLA	BACS	6,500.00		CTLA SLA
08/06/2023	CITIZENS ADVICE	BACS5	11,500.00		CAB SLA
08/06/2023	ANDREW PICTON	205431	16.65		A PICTON MILEAGE
12/06/2023	The Fuelcard People	DD	170.04		HK06 WMJ FUEL
12/06/2023	Barclays	DD1	64.01		PDQ CHARGES - MAY
13/06/2023	Reserve Account	TFER	2,484.25		correct error
13/06/2023	Reserve Account	TFR	4,968.50		CORRECT ERROR
14/06/2023	KATIE LITTLECHILD	205432	44.00		K.LITTLECHILD REFUND
14/06/2023	PETER SHAYLER	205433	200.00		FUNFAIR DEPOSIT
15/06/2023	AMP Services	BACS	325.10		MOWER REPAIRS
15/06/2023	Caroline Reid	BACS1	609.00		JUNE CLEANING
15/06/2023	Radius Connect	BACS2	347.05		TELEPHONE/WIFI - MAY
15/06/2023	ESALC Limited	BACS3	300.00		CLLR TRAINING
15/06/2023	NOTICEBOARD COMPANY (UK)	BACS4	962.34		ALLOTMENT NOTICE BOARD
15/06/2023	The Play Inspection Company Lt	BACS5	1,140.00		APP LICENCE FEE
15/06/2023	R.J.Meaker Fencing Ltd	BACS6	10.51		NAILS/SCREWS/WASHERS
15/06/2023	Tansleys Printers Limited	BACS7	118.80		SUMMER FAIR BANNER
15/06/2023	Tates of Sussex	BACS8	317.97		PLANTS
15/06/2023	WORKNEST	BACS9	483.76		MAY HR SUPPORT
15/06/2023	XL DISPLAYS LTD	BACS10	230.40		A1 NOTICEBOARD
15/06/2023	AMAZON	CC1	206.68		WALKIE TALKIES
15/06/2023	AMAZON	C1	-206.68		AMAZON
19/06/2023	HEALTH ASSURED LTD	DD	60.00		EAP = JUN/JUL
19/06/2023	Northstar IT	DD1	13.50		OFFICE 365
20/06/2023	TRAVIS PERKINS Trading	BACS	91.40		DRAIN COVER
20/06/2023	BRITISH GAS	BACS1	21.24		17MAY-16JUN GAS
20/06/2023	BRITISH GAS	BACS2	76.96		17MAY-16 JUNE ELECTRICITY
20/06/2023	M.D.J Light Brothers Ltd	BACS4	88.80		SKIP COLLECTION
22/06/2023	Credit Card A/c	CC MAY	673.42		MAY CC
23/06/2023	JUNE SALARIES	JUNE PAY	25,643.10		JUNE SALARIES
26/06/2023	EMMA BUDD	120928	50.00		E.BUDD DEP REFUND
27/06/2023	HMRC	205434	8,151.90		JUNE SALARIES
27/06/2023	Trade UK	BACS5	55.03		MAINTENANCE
27/06/2023	Lewes District Council	BACS6	1,152.45		01/07-30/09 BINS
29/06/2023	TOTAL GAS & POWER	DD	1,571.87		MAY GAS
29/06/2023	SUSSEX MAYORS ASSOC	205435	10.00		DS & GUEST MEAL
03/07/2023	The Fuelcard People	DD	119.30		HK66WMJ FUEL
04/07/2023	AMY WILSON	205437	50.00		A.WILSON REFUND
05/07/2023	02	DD2	171.73		JUNE MOBILES
05/07/2023	Barclays	DD4	3.00		COM CHARGES
06/07/2023	AVS FENCING SUPPLIES LTD	BACS	78.20		WIRE NAILS / SAWN PALISADE

List of Payments made between 01/06/2023 and 31/07/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/07/2023	Business Sream	BACS1	18.75		19MAR-19 JUNE WASTE
06/07/2023	Anthony Meadows Antique Repair	BACS2	185.00		MAYORAL NAME
06/07/2023	Heatcraft And Ventilation ltd	BACS3	1,026.60		FAN REPAIRS
06/07/2023	CASTLE WATER	BACS4	950.55		JUNE WATER
06/07/2023	Cinemobile	BACS5	1,605.25		THE LOST KING
06/07/2023	Radius Connect	BACS6	347.05		JUNE TELEPHONES
06/07/2023	EAST SUSSEX PENSION FUND	BACS7	8,419.16		JUNE SALARIES
06/07/2023	Northstar IT	DD1	1,493.70		MONTHLY SUPPORT - JULY
10/07/2023	Barclays	DD	62.00		pdq charges june
10/07/2023	The Fuelcard People	DD1	13.20		fuel card charges
11/07/2023	ISOBEL SHARKEY	205438	26.00		TRAVEL COSTS
11/07/2023	CHANDLERS BUILDING SUPPLI	205440	27.42		CHANDLERS BUILDING SUPPLI
11/07/2023	Trade UK	BACS	19.99		HAMMERITE BLACK
11/07/2023	Trade UK	BACS1	21.37		PLYWOOD / CHAINS
11/07/2023	EDF	BACS2	443.38		JUNE ELECTRICITY
11/07/2023	Hugh Page Sussex ltd	BACS3	295.30		VEHICLE REPAIRS
11/07/2023	WORKNEST	BACS4	473.44		HR SUPPORT - JUNE
11/07/2023	C.E.F	BACS5	104.10		LIGHT REPAIS CH
11/07/2023	Safe I.S. Ltd	BACS6	775.20		FIRE RISK ASSESSMENT - HUB
11/07/2023	AHGTC	BACS7	15.00		AHGTC - 2023/24
11/07/2023	SOUTHCOAST LOCKSMITHS LTDBACS8		79.30		KEYS
11/07/2023	CTLA	BACS9	250.00		SUMMER FAIR BUS
11/07/2023	CHANDLERS BUILDING SUPPLIES	205440	27.42		HUB GUTTERING REPAIRS
11/07/2023	MERCHANDISE LTD	BACS10	176.40		LANYARDS
11/07/2023	N.E DISCOS	BACS11	140.00		COMPERE SUMMER FAIR
11/07/2023	ROADIES MOBILE BAR	BACS12	50.00		REFUND SF STALL
11/07/2023	ANNA LAIRD	BACS13	40.00		REFUND SF STALL ANNA LAIRD
11/07/2023	TRACEY PICKETT	205439	50.00		T.PICKETT REFUND
11/07/2023	CHANDLERS	205440	-27.42		DUPLICATE ENTRY
17/07/2023	The Fuelcard People	DD	34.08		FUEL
18/07/2023	Caroline Reid	BACS	609.00		JUNE CLEANING
24/07/2023	HEALTH ASSURED LTD	DD4	60.00		EAP - 19/07-18/08
24/07/2023	Credit Card A/c	CCjun	674.61		JUNE CC
25/07/2023	SHARDAI LOADER	205441	100.00		S.LOADER REFUND
25/07/2023	HANNAH GALLARDO	205442	200.00		H.GALLARDO REFUND
25/07/2023	LYNDSEY READ	205443	50.00		L.READ REFUND
25/07/2023	ST JOHNS	205444	50.00		ST JOHNS REUND
25/07/2023	HMRC	205445	9,347.23		JULY SALARIES
25/07/2023	Farrington Property Developmen	BACS	4,404.00		UNIT 14 W/C 19/07
25/07/2023	Ricoh Capital Ltd	BACs1	1,053.38		P/COPY RENT 01/04-30/06
25/07/2023	ANDY PICTON	BACS3	41.85		A.PICTON MILEAGE
25/07/2023	BRITISH GAS	BACS4	19.00		17 june-16 JUL
25/07/2023	BRITISH GAS	BACS5	66.63		17JUNE-13 JUL
25/07/2023	HAVENS COMM CARS	BACS6	3,000.00		HAVENS SLA
25/07/2023	LOUISE CLARKSON	205446	100.00		L.CLARKSON REFUND
25/07/2023	Pitney Bowes LTD	DD7	200.62		FRANKING MACHINE TOP UP
25/07/2023	JULY SALARIES	JUL PAY	27,674.14		JULY SALARIES

List of Payments made between 01/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2023	Business Sream	BACS1	411.01		12APR-11 JUL WASTE SERVICES
27/07/2023	C.E.F	BACS2	124.68		CH LIGHTING REPAIRS
27/07/2023	Vitax Limited	BACS3	11.86		CAPS FOR SPRAY
27/07/2023	AMP Services	BACS4	72.00		ROLLER INSPECTION / REPAIR
27/07/2023	EAST SUSSEX PENSION FUND	BACS5	10,060.98		JULY SALARIES
27/07/2023	DAVID SEABROOK	BACS6	44.85		MAYORAL EXPENSES
28/07/2023	EDF	DD	4,451.91		18MAR-17 JUN ELECTRICITY
28/07/2023	EDF	DD1	923.64		18 MAR-17 JUN ELECTRICITY
28/07/2023	EDF	DD2	2,833.43		18 MAR-17 JUN ELECRCITY
28/07/2023	Northstar IT	DD5	4,343.40		SERVER DEPOSIT
31/07/2023	The Fuelcard People	DD6	107.33		FUEL HK66 WMJ
31/07/2023	SUM UP	JULY SUMUP	0.73		CARD CHARGES

Total Payments	<u>160,414.22</u>
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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	April 2023 Completed		
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	11/05/23 To be booked in		
Safeis	Fire Risk Assessment - Café	01/05/23	195.00	11/05/23 To be booked in		
Safeis	Fire Risk Assessment - Hub	01/05/23	195.00	11/05/23 To be booked in		
Spy Alarms	Fire Alarm check - CH	Quarterly				
Spy Alarms	Fire Alarm check - HUB	Quarterly				
Spy Alarms	Fire Alarm check - Café	Quarterly				
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		

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' 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
			✓

***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:

16/05/2023

and recorded as minute reference:

C1045. b.v

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

Chairman

Clerk




peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

Peacehaven Town Council

RE-STATE BOX 9

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	576,378	628,658	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	640,705	687,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	285,071	275,278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	481,089	531,009	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	392,407	384,410	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	628,658	675,598	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	622,686	678,846	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,920,224	5,035,963	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

04-05-2023

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

16/05/2023

as recorded in minute reference:

C1045.b.vi

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



Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Peacehaven Town Council- ES0070

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (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 was not accurately completed before submission for review. The smaller authority has not restated the 2021/22 figure when adding assets in Section 2, Box 9. There are a number of assets detailed as being purchased pre-2022/23 that have been included as additions in 2022/23. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

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

None.

3 External auditor certificate 2022/23

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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

03/08/2023

Agenda Item: PF901

Committee: Policy & Finance

Date: 12th September 2023

Title: Replacement Sound System for the Main Hall at Community House.

Report Authors: Deputy Town Clerk

Purpose of Report: To agree.

Introduction

The Main Hall in Community House has a sound system that has now failed, which is used for a number of PTC run events as well as by other bookings by community groups and organisations.

Background

The current sound system is around 20 years old, and the amplifier no longer works, rendering the system unusable.

Analysis

A new system can include a variety of more up to date connection options, including Bluetooth, making it more versatile for users. The system recommended by our Caretakers (attached in background papers) is £639 which replaces the whole system.

Caretakers will be able to install the new system in-house, keeping costs to a minimum.

Conclusions

The sound system in the hall needs replacing, and a viable option has been put forward in the report.

Recommendations

To agree whether to proceed with the purchase of a new sound system.

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?	£639 Loss of income/ bookings if no sound system available.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Risk Assessment for installing new system.
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?	Used by local groups and community functions.

- | | |
|---|--|
| <ul style="list-style-type: none">• Community benefits? | |
|---|--|

Appendices/Background papers

Recommended replacement system.

For delivery on **Wednesday**, order in the next
5 HOURS, 19 MINUTES, 2 SECONDS



PA System for Church - PA Speakers, Mixer Amp, Mics & Stands (SSE5115)

£639.00 Only 3 left

★★★★★ (0 Reviews)

2 Year Warranty & 60 Days Returns Included

Key Features

- 600W PA system with 8 mic input amplifier
- RCA line input supports connecting CD/DVD player for support at choir practice
- Easy assembly and storage with foldable stands and included carry bag
- The MP3 player can read input from USB sticks
- Full two-way range PA system with 5-band EQ available over all channels

[View Product Description](#)

-

1

+

Collect **639 Points** with this purchase

Add To Basket

Need help? or want to place an order
[Telephone 0203 326 0901](tel:02033260901)

[Add to Wish List](#)

PRODUCT DESCRIPTION

Allowing a full and powerful sound delivery in any venue, this PA system for churches (or other places of worship) can be used for services and choir rehearsals. Assembly is simple and quick but doesn't subtract from impressive results that can layer your hall with great quality audio.

The passive speakers can be instantly used by connecting them to the amplifier. Fitted top hats on each speaker means they can be mounted onto the included speaker stands, where lifting them above floor height will improve the coverage and dispersion of rich sound.

With the option to connect up to eight microphones to the amp, this PA sound system is ideal for church services and choir practices. All mic channels on the AM8A amplifier have a two-band equalizer for mixing a good vocal tone that can be unique to each microphone. Using the two microphones and stands provided in this kit means you can set it up and begin mixing in no time, even allowing you to partner it with any mics you may already own.

The inbuilt Bluetooth receiver on the amp allows wireless and remote connection to the full PA system with your smartphone or tablet, giving you the ability to stream any music you want as backing tracks for choir singing or for ambient music for the room. Or connect a laptop or CD player to the amp with other input sockets to play music without the need for Wifi, or music that is premade and prepared for the specific function.

Additionally, the DSP equipped with this amplifier has 16 different vocal effects. This feature will give a great basis for professional vocal reproduction.

Ranged and providing clarity, this full PA system has a two-way speaker pair, where delivery of both the high end and the low end is present in your hall. With extra power in the bass due to built-in bass reflex ports, you can be sure your vocal or music output will be heard throughout.

Package Includes:

- 2x Vonyx SL12 12" Passive PA Speaker
- 1x Vonyx AM8A 8 Channel Powered Mixer with DSP and Bluetooth
- 2x Vonyx Complete Microphone Set
- 2x Vonyx Adjustable Speaker Stands with Transport Bag
- 2x Skytronic Speaker Cable 6.3m - 6.3m Jack 6.0m

Key Points:

- 600W PA system for churches that can have up to 8 microphones connected to separate channels on the amp
- Bluetooth receiver integrated with the ability to wirelessly connect your smartphone or tablet for streaming music from websites and applications
- Speakers with high compression piezo horn and 8" woofer for clear and well-rounded audio reproduction
- Added bass ports for an enhanced level of low end, for present bass in a mix
- Inbuilt MP3 player has a USB slot for instant playback of audio files
- 5-band equalizer over the final signal and all 8 channels, for infinitely customizable output
- DSP with 16 digital effects to be added to vocals
- Inputs include XLR and 6.3mm jack; microphones, CD players and laptops
- +48V phantom power for condenser microphones
- Outputs include headphone, 6.3mm jack and XLR
- Foldable tripod speaker stands to elevate top hat fitted speakers
- Transport bag included can store speaker stands that take up little space and protect against dust
- Two microphones kits that include cables (XLR to 6.3mm jack), adjustable height mic stands with boom arms and carry bags
- Six metres long 6.3mm jack speaker cables to connect speakers and amp together
- 2 year extended warranty

FEATURES**Vonyx SL12 12" Passive DJ Speaker**

- Trapezoidal 2-way Passive Speaker
- 2-way Bass-Reflex System
- Piezo Horn for High and Mid Range Frequencies
- Large Woofer Magnet
- Power: 300 Max / 600W Peak
- Horn: High Compression Piezo
- SPL Max: 119dB

Vonyx Adjustable Speaker Stands with Transport Bag

- Supplied in pairs with a transport bag
- Protective bag supplied
- Telescopically height adjustable
- Tripod base
- Supports PA speakers
- 35mm pole fits most speaker top hats
- Powder coated for extra resilience
- Credible for mobile DJs
- Collapsible for transport
- Rubber grip feet prevents movement

Skytronic Speaker Cable 6.3m - 6.3m Jack 6.0m

- Flexible speaker cable
- Black colour
- Metal 6.3mm Mono Jack plugs
- Ideal for DJ, Disco, PA and Karaoke Equipment

Vonyx Complete MicrophoneSet

- All contents in a gift box
- Microphone holder
- Black nylon carrying bag
- Black microphone stand with boom arm
- 5m microphone lead (XLR-6.35mm mono)
- Low impedance, dynamic microphone

Vonyx AM8A 8 Channel Powered Mixer with DSP & Bluetooth

- 2 x 500W power amplifier
- MP3 player with USB port and SD slot
- Using Bluetooth wireless technology for audio streaming
- +48V phantom power
- Single 5 band EQ
- 16 digital effects (DSP)
- PFL per channel
- RCA line input
- Tone control per channel
- 6.3mm outputs (L+R)

Agenda Item: PF902

Committee: Policy & Finance

Date: 12th September 2023

Title: Recording of Meetings Policy

Report Authors: Deputy Town Clerk

Purpose of Report: To Agree



Peacehaven Town Council

Recording of Public Meetings Policy

1. Introduction

- 1.1 The right to record meetings of the council, its committees, sub-committees or joint committees, is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

2. Guidance for recording

- 2.1 Anyone wishing to record a meeting should inform the council officer or chairman before the start of the meeting.
- 2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given written permission.
- 2.3 Any member of the public not wanting to be recorded shall make this known to the Chair, who will ensure that that all reasonable measures are taken to include that person in the recording.
- 2.4 The council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
- 2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 2.6 Recording must be overt (clearly visible) and from a static point.
- 2.7 Anyone recording a meeting must not leave their equipment unattended.
- 2.8 No additional lighting or flash photography will be permitted without prior consent.
- 2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- 2.10 The chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
- 2.11 The council may record meetings of the council/committees. Copies of the recording will be available to view at the Town Council Offices by prior appointment during normal office hours.

2.12 The minutes of council/committee meetings remain the statutory and legally binding formal record of the council.

Section 3 of Council's Standing Orders states:-

- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**

3. Implementation

3.1. At the start of a meeting, the Chair shall remind everyone in attendance and who will be participating in the meeting that, subject to points 1 and 2 above, they may be filmed, recorded, photographed or otherwise reported about.

3.2. At the start of a meeting the Chair shall ask if anyone present is intending on filming, recording or photographing the meeting.

3.3. If someone present is intending on filming, recording or photographing the meeting then the Chair shall make available a separate area to accommodate members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about and children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded, photographed or otherwise reported about.

3.4. The behaviour or activities arising from a person's filming, recording, photographing or other reporting of proceedings must not disrupt the meeting or obstruct the transaction of business. If such behaviour or activities do disrupt a meeting the chairman shall ask for such disruptions to cease. If disruptions continue the chairman shall move a motion requiring anyone disrupting the meeting to leave.

3.5. Members and employees of Peacehaven Town Council should be fully engaged when attending meetings and should therefore refrain from blogging, posting comments or otherwise reporting via Social Media during meetings.

3.6. The person filming, recording, photographing or reporting has a responsibility to ensure that any personal data of individuals is used in accordance with the General Data Protection Regulation.

4. Live Streaming of Meetings

4.1. Peacehaven Town Council may live stream non-confidential sections of Council, Committee, and Sub-Committee meetings for public viewing via software integrated with Microsoft Teams.

4.2. Where meetings are to be live streamed, this will be publicly advertised, with details of how to watch the meeting on the Peacehaven Town Council website.

4.3. Where meetings are live streamed, points 1 – 3 of this policy still apply.



Peacehaven Town Council

Safeguarding Policy

Children, Young People and Vulnerable Persons

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

The purpose of this policy is promote good practice in safeguarding those using Peacehaven Town Council facilities, to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

Children and young people are defined as those aged under 18. Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

A vulnerable adult is someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of these needs)
- is experiencing, or at risk of, abuse or neglect; and
- as a result of these care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect;

For example a person who:

- Is frail due to age
- Has drug or alcohol problems
- Has a learning disability
- Has mental or physical ill health or disability
- Has been trafficked for purposes such as forced labour or sexual exploitation
- Has been abused early in life and grown up in care (also known as Care Leavers or Looked-After Children), particularly when they reach age 18.

Vulnerability is related to how able an adult with mental capacity is free to exercise their own informed choice, without duress or undue influence, and to protect themselves from abuse, neglect and exploitation.

To whom this policy applies.

This policy applies to anyone working for or on behalf of Peacehaven Town Council, including employees, Councillors, volunteers, work experience, students or a commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to Children, young people or Vulnerable adults.

Legal frame work and definition of safe guarding

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

- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)
- Human Rights Act (1998)
- Working Together to Safeguard Children (2018)
- Children act 1989
- The Care Act 2014
- The Mental Capacity Act 2005

The Care Act 2014 includes a list of some types and patterns of abuse and neglect and the different situations in which these may take place. The below is not an exhaustive list, and the Councils should not limit its view of what constitutes abuse or neglect to the examples illustrated.

Types of Abuse

- **Physical** – causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living.
- **Discriminatory abuse** – including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010)
- **Sexual** - including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse.
- **Institutional abuse** – including the use of the systems and routines which neglect a person receiving formal care e.g. in a children's home.
- **Emotional or Psychological** – persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating.
- **Neglect** – persistent or severe failure to meet a person's basic physical and psychological need. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child.
- **Financial or material** – illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money

or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not replying.

Signs of abuse

There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community

Policy Intention

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

Confidentiality, record keeping and sharing information

Information about safeguarding concerns should be regarded as confidential. The information is not secret; however, Peacehaven Town Council will co-operate with investigations by East Sussex County Council Children's or adult services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and vulnerable adults is addressed.

Where a disclosure is made it is important that the staff member does not promise that child/young person/vulnerable adult to keep the information secret but it says that they will only disclose it to someone who can help them.

Supporting Documents

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

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

Policy Adopted: /////

Policy Review Date: /////



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

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

PEACEHAVEN TOWN COUNCIL

Document Retention Policy

1. Introduction

The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives the Council a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring all Council documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Council's Documents and Records (legal topic note 40), therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

2. Retention of Documents

Certain important documents must be retained for clear reasons such as audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to the above reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until proper advice has been sought.

Attached at Appendix A to this policy are the appropriate minimum document retention periods.

3. Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by Statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

It should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (e.g. in the case of disease)
- Where damage is hidden (e.g. to a building)
- Where a person is a child or suffers from a mental capacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts.

Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

In such circumstances the Town Clerk will consider (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made;
- The value of the claims; and
- The inability to defend any claims made should relevant documentation be destroyed.

4. Disposal

All Council documents will be handled in the correct manner for their sensitivity.

As per the Council's Data Protection Policy and the Data Protection Act 1998, any document which contains data on an individual/s or personal data will be disposed of confidentially via the confidential waste bin service within the Council offices.

In an effort to maintain the organisation and efficiency of the workplace and reduce the volume of printing carried out, Council Officers are committed to printing only those documents necessary to have in hard copy and disposing of those which are not necessary to be kept.

Any Councillors wishing to dispose of paper copies of confidential Council documentation will do so via the Council's confidential waste service.

5. Responsibility

The Town Clerk holds responsibility for ensuring all Council employees are aware of and adhering to the Document Retention Policy, in particular the retention of the documents at Appendix A to the policy.

Review: June 2020 (or as legislation/recommended practice changes).

APPENDIX A – Document Retention Policy

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Minute Books (Council, Committees & Sub-Committees)	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payments account (s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	3 years	Personal injury
Wages book	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register (not currently applicable to Peacehaven Town Council)	6 years	Tax, Limitation Act 1980 (as amended)
Personal data of employees	6 years after employment terminates	Recommended practice

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc. Regulations 1999
Formal complaints made under the Council's Complaints procedure	6 years	Management
Freedom of Information Requests received	6 years	Management
Adopted Council Policy Documents	Indefinite (archive after superseded)	Management
Press releases/publications	Indefinite (electronically)	Management
For Halls, Centre, Recreation Grounds: Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years	VAT
For Allotments: register & plans	Indefinite	Audit, Management

Agenda Item: PF903

Committee: Policy & Finance

Date: 12th September 2023

Title: Live Streaming of Meetings

Report Authors: Deputy Town Clerk

Purpose of Report: To Discuss

Introduction

Live streaming a meeting essentially means that the live video feed of the meeting would be broadcast through a streaming platform – we are proposing using Microsoft Teams as this is secure and included as part of Microsoft Office 365.

Background

More Councils are starting to live stream meetings as a way to make meetings and the work of the Council more accessible to a larger audience. It also demonstrates transparency in the debate and decisions made at meetings.

Analysis

Generally, live streaming meetings is a positive move for a Council as it sets an example of openness and transparency. Processes in place as part of the Recording of Meetings Policy would need to be adhered to, and steps would need to be in place to ensure that no confidential sections of meetings are broadcast.

The other risk in live streaming meetings is the potential reputational damage that could be done if Councillors, Officers, or others in attendance demonstrate poor behaviour whilst being live streamed – e.g. Handforth Parish Council is widely known for just one thing.

The practical side of live streaming meetings is currently being discussed with Northstar IT, who have indicated that we should be able to start doing this using the equipment we already have, however, if we plan to live stream long-term, some investment in new equipment would be beneficial for improved quality of the streaming.

Conclusions

Live streaming meetings could be a positive move for the Council, provided that policy and Standing Orders are followed.

Recommendations

To discuss this report.

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?	None initially – after a trial period, Committee could discuss investing in some improved equipment.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	The Openness of Local Government Bodies Regulations 2014 PTC Policies & Standing Orders

Social value

- Charities/voluntary orgs?
- Support for those in need?
- Area improvements?
- Community benefits?

Increased public awareness and interaction with the Town Council.

Agenda Item: PF904

Committee: Policy & Finance

Date: 12th September 2023

Title: Purchase of wireless microphones for the Anzac Room

Report Authors: Deputy Town Clerk

Purpose of Report: To Agree

Introduction

Microphones are used for all Committee and Council meetings in the Anzac Room, this amplifies the sound within the room and also ensures clarity on the meeting recordings.

Background

The current microphones are wired, the wires themselves are becoming damaged and unreliable, the system is also bulky and time consuming for Caretakers to set up and the wires create trip hazards in the meeting room.

Analysis

The suggested new microphones (included in the background papers) cost £249 and have been researched and recommended by PTC Caretakers.

Conclusions

New microphones will be needed for meetings in the Anzac room, swapping to a wireless option seems a sensible choice.

Recommendations

To discuss this report and agree the purchase of new wireless microphones.

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?	£249.
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Reduced trip hazards. Reduced Manual Handling of equipment for Caretakers.
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	Ensuring that people are easily heard when speaking at Council/Committee meetings.

XTUGA YT8

CONFERENCE MICROPHONE



XTUGA YT8 UHF 8 Channels Desktop Conference Microphone System

- 1.U-segment ultra-high frequency one with 8 wireless gooseneck microphones.
- 2.The high-end LCD screen can observe the microphone usage data more clearly.
- 3.Use infrared frequency and manual frequency modulation to realize the wireless synchronization of the transmitter.
- 4.The receiver supports one key to lock the frequency and one key to search for the frequency.
- 5.With balanced and unbalanced audio output, it is convenient to connect with various audio equipment.
- 6.The transmitter is powered by two AA batteries, which has a long battery life and is more convenient for maintenance.
- 7.Wireless transmission system, conference transmitter, waistband transmitter and handheld transmitter are powered by two AA batteries, and high alkaline batteries can be used for a long time (high power 10 hours, low power 15 hours).
- 8.YT8 conference microphone has extremely high frequency stability and long receiver distance. The distance between the receiver and the transmitter is 230 Feet (70 Meters). It is the first choice for high-end conferences and speech occasions.



STRONG PICKUP FUNCTION



120-130FT
←→
PICKUP DISTANCE





Transmitter Technology

Independent mic volume control

Individual volume control to precisely balance and adjust vocal sound.

Adjustable square tube
Type mast



Angle Adjustment Design

UHF Professional Gooseneck
Microphone with a flexible gooseneck,
you can adjust to the best angle.



Receiving Range

Operation Range: up to 130 Feet (40
Meters) within line of sight.



Package List:

Gooseneck Microphone*8

Antennas*4

Power Adapter*1

Audio cable 6.5mm*1

User Manual*1



International conference



Speech



Graduation



Church

Agenda Item: PF905

Committee: Policy & Finance

Date: September 2023

Title: EV Charging Point

Report Authors: Zoe Malone

Purpose of Report: To agree to charging method & budget

Introduction

We are imminently about to receive our first Electric Vehicle of which we need to charge it.

The retailer believes it would only need charging once a week for the use it will have and will take from empty to full approx. 72 hours, therefore can be charged over the weekend. Our current unit rate is 057.765 and we estimate it will take 43.1 units to charge for 100 miles. – therefore costing £24.85 per 100 miles – **This is purely a guestimate and by no means the actual figures based on information provided.**

Background

Charging points are approximately £800 - £1200 to install.

There are grant opportunities – see below link

[Workplace Charging Scheme | Pod Point \(pod-point.com\)](https://pod-point.com)

- It is however stipulated “You must have sufficient off-street parking which is only used by staff or the fleet and which must be either on-site or a reasonable distance from the place of work.

We would need to agree a location and ensure it meets the grant criteria before applying if we do. Once applied it needs to be installed within 120 days.

Analysis

There are four options to consider;

- Install a charging point at CH – taking into account Morrisons are imminently about to demolish
- Install a charging point at Unit 14 – will need permission from land owner
- Charge at Unit 14 and vire some of the fuel budget to the electricity budget for this
- Charge at Unit 14 and accept the overspend on Electricity

I am currently in discussions with our provider to see if we can get a night rate for unit 14 which will make the costs to charge it cheaper.

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?	Charging a vehicle should be cheaper than fuel, therefore there will be cost savings on our fuel budget. The increased use in electricity would not have been factored in this years budget.
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<u>Legal</u> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	If we want to consider a charging point at Unit 14 then we would need to speak to the owner.
<u>Health & Safety</u> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<u>Planning</u> <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	No planning permission required?
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?