

# PEACEHAVEN TOWN COUNCIL

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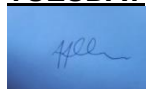
TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

**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.

21<sup>st</sup> June 2023

Dear Committee Member,

You are summoned to a meeting of the POLICY & FINANCE COMMITTEE to be held on **TUESDAY 27<sup>th</sup> JUNE 2023 at 7:30pm** in the Anzac Room, Community House.



Tony Allen, Town Clerk

## A G E N D A

**PF873 CHAIRMAN'S ANNOUNCEMENTS.**

**PF874 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.***

**PF875 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

**PF876 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

**PF877 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE.**

**PF878 TO ADOPT THE COMMITTEE'S MINUTES OF 7<sup>th</sup> MARCH 2023**

**PF879 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.

**PF880 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.**

**PF881 TO ADOPT A DIGNITY AT WORK POLICY.**

**PF882 TO APPROVE THE PURCHASE OF A REPLACEMENT FILE SERVER**

**PF883 TO ADOPT A REVISION TO THE COUNCIL'S MEDIA & COMMUNICATIONS POLICY**

**PF884 TO REVIEW COUNCIL'S INVESTMENTS & RETURNS**

**PF885 TO APPROVE NORTHSTAR TO GO AHEAD WITH IMPLEMENTING A CYBER ESSENTIALS CERTIFICATION FOR PEACEHAVEN TOWN COUNCIL.**

**PF886 PROPOSAL BY CLLR GRIFFITHS FOR THE FORMATION OF A COMMUNITY HOUSE SUB-COMMITTEE.**

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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.**

**PF887 TO APPROVE THE CONTRACT & TERMS & CONDITIONS FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.**

**PF888 AGED DEBT ANALYSIS.**

**PF889 TO APPROVE A SMALL INCREASE IN THE FINANCE OFFICER'S WORKING HOURS.**

**PF890 TO APPROVE THE TENDERING FOR THE PHASE 2 PATHWAY RESURFACING AT CENTENARY PARK.**

**PF891 DATE OF NEXT MEETING – TUESDAY 12<sup>TH</sup> SEPTEMBER 2023 AT 7.30PM.**

**CONFIDENTIAL Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 7<sup>th</sup> March 2023 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr C Cheta (Vice-Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr S Griffiths.  
Town Clerk, Tony Allen.

**PF859 CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman welcomed everyone to the meeting and covered the housekeeping matters. The Chairman noted that this was the last Committee meeting in the Council term and thanked Committee members and Officers for their input which had created significant improvements in the Council's financial position.

**PF860 PUBLIC QUESTIONS.**

There were no public questions.

**PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

It was resolved to accept apologies from Cllr Duhigg, Cllr Gallagher, Cllr A Goble, Cllr Sanderson & Cllr Symonds; and that Cllr Griffiths substitutes for Cllr Duhigg.

**PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

Cllr Griffiths re. Item 870, as a friend of one of the Council's sub-contractors.

**PF863 TO ADOPT THE COMMITTEE'S MINUTES OF 24<sup>th</sup> JANUARY 2023.**

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

**PF864 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report.**

The Finance Officer's reports were received and noted.  
Clerk to supply Committee members with a copy of the Warm Havens Agreement and an inventory of income & expenditure for this project.

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

Received and resolved for signing.

**3. Income & Expenditure report.**

Received and noted.

**4. Balance Sheet.**

Received and noted.

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

Received and noted.

**6. List of payments (for approval).**

It was resolved to approve the January & February 2023 payments amounting to £125,554.09, as scheduled in the meeting papers.

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

Noted that the review meetings for the SLA's with CTLA, Lewes CA & Havens Cars are currently being arranged.

**8. To note 2022/23 Earmarked Reserves going forward.**

The Finance Officer's report was received and noted.

It was resolved that the following additional EMR's should be included for 2023/24:-

- a. Youth fund (Joff).
- b. Tree planting.
- c. Warm Havens – ring fenced for a future event.

# **PEACEHAVEN TOWN COUNCIL**

## **CONFIDENTIAL Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 7<sup>th</sup> March 2023**

### **9. Funding report for buildings equipment maintenance works.**

Received and noted.

The Chairman noted that LDC Officers had indicated permission to proceed with the first phase of the Howard Park project.

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

It was noted that the hearing loop works in the main hall at Community House had been completed.

It was noted that the planned surveys of Community House remain on-hold as these are being requested as part of the Morrisons redevelopment project.

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

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

### **PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.**

The Parks Officer's report was received and noted.

The Clerk related the background to this item.

It was resolved to approve the specification and for tenders to be sought for presentation to the 'new' Council to progress.

### **PF868 TO ADOPT A REVISED VOLUNTEER POLICY.**

Cllr Seabrook related the background to this item.

It was resolved to adopt this policy.

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

The Deputy Clerk's report was received and noted.

The Clerk related the background to this item.

It was resolved to recommend to the 'new' Council that it adopts a Cyber Essentials Certificate, phishing policy and arranges suitable training for staff and Councillors.

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

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

It was resolved to approve the Specification and for tendering to proceed, subject to the inclusion of all items/aspects as set out in the changing places cleaning specification, such as the bed and hoist.

It was resolved that the Council's current sub-contractor will be asked to carry on with the cleaning of the external Gateway Café toilets in the interim. [Cllr Griffiths abstained from voting].

### **PF871 AGED DEBT ANALYSIS.**

The Finance Officer's report was received and noted.

The Committee expressed its thanks to the Finance officer for the continued reduction in outstanding debts.

### **PF872 DATE OF NEXT MEETING – TUESDAY 4<sup>th</sup> JULY 2023 AT 7.30PM.**

*There being no further business, the meeting closed at 19:58*

<b>Agenda Item:</b>	<b>PF879-1</b>
<b>Committee:</b>	Policy and Finance
<b>Date:</b>	27 June 2023
<b>Title:</b>	Financial position of the council year to date
<b>Report Author:</b>	Zoe Malone, Finance Officer
<b>Purpose of Report:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### **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 2 (May 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 May 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 18.5% of the budgeted expenditure has been spent so far, and 51.6% of the budgeted income has been received as at the end of month 2 (May 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:

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	There are no direct legal impacts.
<b><u>Environmental and sustainability</u></b>	There are no direct environmental or sustainability impacts.
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder impacts.

### **Appendices/Background papers**

- Barclays Bank account summary balances – 31 May 2023
- Bank reconciliation statement for cashbook 1 – 31 May 2023
- Bank reconciliation statement for cashbook 2 – 31 May 2023
- Credit Card reconciliation statement – 28 Apr 2023
- Detailed income and expenditure month 2 (31 May 2023)
- Detailed balance sheet month 2 (31 May 2023)

Date: 31/05/2023

Peacehaven Town Council

Page 1

Time: 10:13

Bank Reconciliation Statement as at 30/04/2023  
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/04/2023		-336.43
Z Malone CC	28/04/2023		-476.34
			<u>-812.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-812.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-812.77
		Balance per Cash Book is :-	-812.77
		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](http://www.barclaycard.co.uk/commercial)

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

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

Date	Description	Amount
30 Mar 2023	VIZPRO WHITEBOARD CONGLETON LND 310385383903 ADVERTISING SERVICES	82.68
31 Mar 2023	HARVEYS LEWES GBR ㉿ 030405272463 PACKAGE STORES, BEER, LIQUOR	17.95
6 Apr 2023	ROGER BROWN TROPHIES BRIGHTON ㉿ 070455203343 TYPESETTING, PLATE MAKING & RELATED SERVICES	25.00
11 Apr 2023	BOOKER LTD - 38537454 WELLINGBOROUGH GBR 120405272463 GROCERY STORES, SUPERMARKETS	215.51
18 Apr 2023	ROGER BROWN TROPHIES BRIGHTON ㉿ 190455203343 TYPESETTING, PLATE MAKING & RELATED SERVICES	8.00
19 Apr 2023	AMZNMktplace amazon.co.uk GBR 200452692013 MISCELLANEOUS AND RETAIL STORES	21.00
20 Apr 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR 210485389243 MISCELLANEOUS AND RETAIL STORES	93.21
24 Apr 2023	Canva* 03764-12470342 Sydney AUS 240412301993 COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	12.99
8 new purchases / cash advances. Total of spending.		£476.34



SUMMARY FOR PEACEHAVEN TOWN COUNCIL

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

The Bank of England Base Rate has increased from 4.0% to 4.25%. As your simple standard and cash interest rates move in line with the Base Rate, they've also increased by 0.25%. These rates take effect immediately and will show on your next monthly statement, but rest assured they won't apply to any promotional rates you may have.

Company reference: 5476760307525801  
Statement date: 28 April 2023  
Page number: 1 of 4  
Monthly spend limit: £10,000.00  
  
Date of previous statement: 28 March 2023  
Previous balance: £266.65  
Payment received: £266.65 CR  
Total of charges and adjustments: £0.00  
Total of new spending: £812.77  
New balance: £812.77  
Minimum payment: £8.12  
Payment due by: 23 May 2023  
Available to spend: £9,187.23  
  
Total cashback earned this month (£): 0.00  
Total cashback earned since anniversary (£): 0.00  
Cashback redeemed (£): 0.00

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account 1\*\*\*\*173 at 20 -\*\*- 76 will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 23 May 2023. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- **By Debit Card:** Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.

- **By Bank Transfer:** From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: 20 00 00, Account Number: 23988260. Please use your card number/account number as the reference.

- **At a Branch:** Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- **By Post:** Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £27.30

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	812.77	2.102%	27.30	
CASH	0.00	2.304%	0.00	
<b>Totals</b>	<b>£812.77</b>		<b>£27.30</b>	

Paid in by and date

bank giro credit ABC

812.77

8.12

5476760307525801

23 May 2023

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 020004 BBA2860A 10231  
MR A ALLEN  
PEACEHAVEN TOWN COUNCIL  
MERIDIAN LEISURE CENTRE  
MERIDIAN CENTRE  
PEACEHAVEN  
BN10 8BB



Barclays Bank PLC  
Automated Bulk Credit Clearing  
Barclaycard  
Commercial  
04-06

25-16-29

Total Cash \*

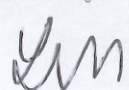
Cheques +

£



# TAX INVOICE

Web Order (Stripe)

Order No. 4851/200	Invoice Checked Against Order 
Cheque No.	Payment Authorised

**Invoice Date**  
30 Mar 2023

**Invoice Number**  
INV-12974

**Reference**  
#24922

**VAT Number**  
973 5956 64

Viz-Pro Ltd  
Unit 11 Greenfield Farm  
Industrial Estate  
Congleton  
Cheshire  
CW12 4TR  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Viz Pro A1 External Lockable Poster Display (Felt)	1.00	68.90	20%	68.90

Delivery:  
victoria onis  
town council office, meridian centre, meridian way  
peacehaven  
east sussex  
BN10 8BB

Subtotal	68.90
TOTAL VAT 20%	13.78
<b>TOTAL GBP</b>	<b>82.68</b>
Less Amount Paid	82.68
<b>AMOUNT DUE GBP</b>	<b>0.00</b>

**Due Date: 30 Mar 2023**

Natwest Bank

Account Name – Viz-Pro Ltd  
Account Number - 39741656  
Sort Code – 01-05-41

PLEASE USE INVOICE NUMBER AS REFERENCE FOR THE PAYMENT

Harvey's Brewery Shop  
6 Cliffe High Street  
Lewes, BN7 2AH

Till: 1  
Matt.

31 Mar 2023 16:29

Acc No: 8926

1 6x500ml Bag = 17.95

**Total £17.95**

### Payment Receipt

**EFT. £17.95**

20% VAT included £2.99

Receipt no. 63/7856

VAT No. 211234958

Thank you for visiting the Harvey's  
Brewery Shop, we look forward to seeing  
you again soon!

SALE (Contactless)

Total: £17.95

No Cardholder Verification

This copy to be retained by the customer

Date/Time: 31/03/2023 16:29:00



ROGER BROWN TROPHIES  
& ENGRAVING



VAT INVOICE

Peacehaven Town Council  
Attention: Deborah Donovan  
Peacehaven Town Council  
Meridian Centre  
Meridian Way  
Peacehaven  
BN10 8BB

Invoice Date  
6 Apr 2023

Invoice Number  
IN-026521

Reference  
23-337

VAT Number  
218 0864 10

Hanoy Ltd. t/a Roger  
Brown Trophies &  
Engraving  
372 Carden Avenue  
Brighton  
BN1 8LJ

Order No. 4335/110	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Item	Description	Quantity	Unit Price	VAT	Amount GBP
STELL	Large Glass Beer Tankard, engraved	1.00	25.00	20%	25.00
INCLUDES VAT 20%					4.17
TOTAL GBP					25.00
Less Amount Paid					25.00
AMOUNT DUE GBP					0.00

**Due Date: 13 Apr 2023**

Goods supplied remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.  
BACS payment details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number:69564558



NEW CARDHOLDER COPY

BRANCH 307

BRIGHTON  
MOULSECOOMB WAY  
BRIGHTON

BOOKER LIMITED

BRIGHTON  
Moulsecoomb Way  
Brighton  
BN2 4NP

High, Northants NN8 1LT

000102869

BN2 4NP TEL : 01273 624242  
FAX : 01273 684565

MASTERCARD  
DEBIT CARD NUMBER 0123456789  
SALE  
ICC

Please debit my  
account

Amount: £215.51  
TOTAL: £215.51

PIN VERIFIED

Please keep receipt  
for your records

PTID: 31551911  
MID: 00000745  
TID: 00001470  
Date: 11/04/2023  
Time: 11:46:18  
Authcode: 019640  
Token ID: 467646594421  
AID: A000000000000000000000000000000000  
App Serial: 0000000000000000000000000000000000

Account On File  
Registration Details  
Result: Registration  
successful

Thank you  
for shopping  
with Booker

DYSON  
COMMUNITY HOUSE  
EAST SUSSEX  
TEL: 07749491877

INVOICE NUMBER 0319560 PAGE 01  
CUSTOMER PO NUMBER 000000000000  
DATE 11/04/23 TIME 11:44  
TILL 03 OPERATOR 901 SELFSCAN

	PACK	SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
Napkin	1	25m	2	6.99	13.98	B		
Sauv Bl	1	200s	1	6.59	6.59	B		
CabSauv	6	75cl	2	24.49	48.98	B	6.49	24.5%
klung	6	75cl	2	22.99	45.98	B	5.99	23.2%
	6	75cl	1	29.99	29.99	B	7.99	24.9%
	6	4x330ml	1	19.19	19.19	B	6.49	40.9%
	8	1ltr	1	6.59	6.59	B	1.69	41.5%
	8	1ltr	1	8.29	8.29	B	2.20	43.5%

Order No. 4335/110	Invoice Checked Against Order KLM
Cheque No.	Payment Authorised

TOTAL ITEMS: 11								
RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS	179.59	:CASH	0.00
A: 0.00	0.00	0.00	0.00	0.00	VAT	35.92	:CREDIT	0.00
B: 20.00	179.59	0.00	179.59	35.92			:CHQ B	0.00
					INVOICE TOTAL	215.51	:CHQ P	0.00
					OUTSTANDING	0.00	:C/CARD	215.51
					WAITING TO PAY	0.00	:D/CARD	0.00
							:T/COUP	0.00
					GRAND TOTAL	215.51	:R/COUP	0.00

THANK YOU FOR SHOPPING AT BRIGHTON



# ROGER BROWN TROPHIES & ENGRAVING



## VAT INVOICE

Peacehaven Town Council  
Attention: Deborah Donovan  
Peacehaven Town Council  
Meridian Centre  
Meridian Way  
Peacehaven  
BN10 8BB

Invoice Date  
14 Apr 2023

Invoice Number  
IN-026538

Reference  
23-384

VAT Number  
218 0864 10

Hanoy Ltd. t/a Roger  
Brown Trophies &  
Engraving  
372 Carden Avenue  
Brighton  
BN1 8LJ

Order No. <b>4335/110</b>	Invoice Checked Against Order <b>km</b>
Cheque No.	Payment Authorised

Item	Description	Quantity	Unit Price	VAT	Amount GBP
	2 x Engraved Name Plates	1.00	8.00	20%	8.00
INCLUDES VAT 20%					1.33
TOTAL GBP					8.00
Less Amount Paid					8.00
AMOUNT DUE GBP					0.00

### Due Date: 21 Apr 2023

Goods supplied remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.  
BACS payment details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number:69564558

# Invoice

## Paid

Payment reference ID 2hjHJ6Mfi37Yk6hZHF13

Sold by Mandstrad Ltd

VAT # GB708467123

Invoice date / Delivery date 19 April 2023

Invoice # INV-GB-117595851-2023-2972

Total payable £21.00

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

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

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

### Delivery address

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

### Sold by

Mandstrad Ltd  
Unit 1 Bradware Industrial Park  
Leonard Street  
Bingley, West Yorkshire, BD16 1DP  
GB  
VAT # GB708467123

### Order information


Order date 19 April 2023  
Order # 206-4403066-9948345

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Everyday A5 White Printer Copier Paper 80gsm (500 Sheets / 1 Ream) ASIN: B00YUV8DPY	3	£5.83	20%	£7.00	£21.00
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £21.00

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.49	£3.51
<b>Total</b>	<b>£17.49</b>	<b>£3.51</b>

Order No. <b>43071100</b>	Invoice Checked Against Order 
Cheque No.	Payment Authorised

Total 93.22

## Invoice

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

## Paid

Payment reference ID 6Q3KAND2SV0

Sold by Pujiang MaiGuo trade Co.ltd.

## Invoice date / Delivery

date 19.04.2023

Invoice # DS-ASE-INV-GB-2023-148884767

Total payable £25.58

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

VAT # GB190023639

For customer support visit [www.amazon.co.uk/contact-us](http://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

Pujiang MaiGuo trade Co.ltd.  
PUJIANG MAIGUO TRADE CO LTD E1  
83 DUCIE STREET  
MANCHESTER, M1 2JQ  
CN

## Order information

Order date 19.04.2023  
Order # 206-4507113-6169127

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Light Up Balloons, 10 Packs 20 Inches Led Bobo Balloons with 10ft Lights for Valentines Day Wedding Christmas Birthday Party Decoration   B09T6LC1MJ ASIN: B09T6LC1MJ	2	£10.66	20%	£12.79	£25.58
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £25.58

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£21.32	£4.26
Total	£21.32	£4.26

Order No. 4335/110	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

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](http://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: 100416 VAT number LU19647148

VAT declared by Amazon

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

**Paid**

Payment reference ID 6Q3KAND2SV0  
Sold by Amazon EU S.à r.l., UK Branch  
VAT # GB727255821

Invoice date / Delivery date	19 April 2023
Invoice #	GB32G64A3AEUI
Total payable	£6.73

For customer support visit [www.amazon.co.uk/contact-us](http://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**

Amazon EU S.à r.l., UK Branch  
1 Principal Place, Worship Street  
London, EC2A 2FA  
United Kingdom  
VAT # GB727255821

**Order information**

Order date	19 April 2023
Order #	206-4507113-6169127

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Q-Connect Fanfold Quick Notes, 75 x 75 mm KF02161 - Yellow, Pack of 12 ASIN: B0091R1LX8	1	£5.61	20%	£6.73	£6.73
Shipping Charges		£0.00		£0.00	£0.00
<b>Invoice total</b>					<b>£6.73</b>

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£5.61	£1.12
<b>Total</b>	<b>£5.61</b>	<b>£1.12</b>

Order No. 4307/100	Invoice Checked Against Order UM
Cheque No.	Payment Authorised

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](http://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

# Invoice

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

## Paid

Payment reference ID 6Q3KAND2SV0  
Sold by Economy of Brighton BCreative Limited  
VAT # GB854792385

Invoice date / Delivery date 19 April 2023  
Invoice # INV-GB-100010831-2023-58466  
Total payable £13.95

For customer support visit [www.amazon.co.uk/contact-us](http://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

Economy of Brighton BCreative Limited  
Unit 1, Westergate Business Centre  
Westergate Road  
Brighton, East Sussex, BN2 4AN  
GB  
VAT # GB854792385


## Order information

Order date 19 April 2023  
Order # 206-4507113-6169127

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
A5 White Paper Printer Paper A5 Copy Paper - Smooth A5 Printer Paper 80gsm Ream 100 Sheets Plain White Paper ASIN: B097Q3JV2Q	3	£3.87	20%	£4.65	£13.95
Shipping Charges		£0.00		£0.00	£0.00
Invoice total					£13.95

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£11.61	£2.34
Total	£11.61	£2.34

Order No. 43021100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

# Invoice

## Paid

Payment reference ID 6Q3KAND2SV0  
Sold by USB International Ltd  
VAT # GB610954258

Invoice date / Delivery date 19 April 2023  
Invoice # INV-GB-124458101-2023-58448  
Total payable £20.97

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

For customer support visit [www.amazon.co.uk/contact-us](http://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

USB International Ltd  
Unit 5, Russel House  
Hornsby Way  
BASILDON, Essex, SS15 6TF  
GB  
VAT # GB610954258

### Order information

Order date 19 April 2023  
Order # 206-4507113-6169127

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Olsen & Smith Christmas Decorations Fairy Lights 30m 98ft with 300 LEDs Xmas Warm White Indoor Fairy Lights for Living Room Hallway Conservatory 8 Lighting Modes Mains Powered ASIN: B09KC7K96F	1	£5.82	20%	£6.99	£6.99
Olsen & Smith Christmas Decorations Fairy Lights 30m 98ft with 300 LEDs Xmas Warm White Indoor Fairy Lights for Living Room Hallway Conservatory 8 Lighting Modes Mains Powered ASIN: B09KC7K96F	2	£5.82	20%	£6.99	£13.98
Shipping Charges		£0.00		£0.00	£0.00

### Invoice total

£20.97

Order No. 43351100	Invoice Checked Against Order YIM
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£17.46	£3.51
Total	£17.46	£3.51

# Invoice

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

## Paid

Payment reference ID E9tyfU5ZBbZ6AJqCqlyG  
Sold by Yiwu Zilue Trading Co., Ltd.

Invoice date / Delivery date 20.04.2023  
Invoice # DS-ASE-INV-GB-2023-150044738  
Total payable £25.98

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

For customer support visit [www.amazon.co.uk/contact-us](http://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

Yiwu Zilue Trading Co., Ltd.  
Qingkou Houcun  
202, Unit 5, Building 16,  
yiwu, jiangdong Street, zhejiang, 322000  
CN

## Order information

Order date 19.04.2023  
Order # 206-4507113-6169127

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Paper Fans Party Decorations, Hanging Round Black and Gold Paper Fan for Wedding Birthday Graduation Party Events Accessories Pack of 8   B0BL2H1CP1 ASIN: B0BL2H1CP1	2	£10.82	20%	£12.99	£25.98
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £25.98

Order No. 4335/110	Invoice Checked Against Order 
Cheque No.	Payment Authorised

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£21.64	£4.34
Total	£21.64	£4.34

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](http://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: 100416 VAT number LU19647145

VAT declared by Amazon





## Tax Invoice

**Invoice Date**

23 April 2023

**Invoice no.**

03764-12470342

**To**

Peacehaven Council

peacehaventc@gmail.com

Peacehaven Town Council

BAEOxuX7RRw

**Subscriptions**

**Canva Pro**

iAFg7hnxyG8

23 April 2023

£12.99

**Total**

£12.99

Includes tax

£2.16

Total charged

£12.99

Paid with MasterCard \*\*\*\* 3988

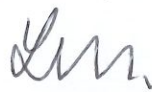
Your payment may be processed internationally. Additional bank fees may apply.

Please retain for your records.

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

110 Kippax St. Surry Hills NSW 2010 Australia

Copyright © 2023 Canva Pty. Ltd.. All rights reserved.

Order No. 4342/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised

## 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](http://www.barclaycard.co.uk/commercial)

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

Date	Description	Amount
01 Apr 2023	030415265673 ONLINE JOB ADS INDEED DUBLIN IRL	192.55
03 Apr 2023	040482711163 ZOOM.US 888-799-9666 SAN JOSE CA	143.88
	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.DIST. CALLS,CR CARDCALLS	
<b>2 new purchases / cash advances. Total of spending.</b>		<b>£336.43</b>

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

**Indeed Ireland Operations Ltd**

124 St. Stephen's Green

Dublin 2

Ireland

VAT# IE 98 209 58W

**Invoice**

Invoice #: 77175577

Date: 31/03/2023

Due Date: 31/03/2023

**Bill to:**

16 Ashdown Chase

Nutley

Uckfield

TN22 3LY

United Kingdom

marketingassistant@peacehaventowncouncil.gov.uk

Total Amount: 192.55 GBP

**Total Due: 0.00 GBP**

Description / Memo	Amount	
Sponsored Jobs on Indeed.com	218.70 EUR	192.55 GBP
VAT @ 0% on 192.55	0.00 EUR	0.00 GBP
<b>Total Amount</b>	<b>192.55 GBP</b>	

The recipient of this service will account for VAT on the reverse charge basis, if applicable

**PAID INVOICE****THIS INVOICE IS FOR YOUR RECORDS****Date: 31/03/2023****Terms: Due upon receipt****Due Date: 31/03/2023****Information in "Bill To" section may be updated**

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



# Invoice

**zoom**

Zoom Video Communications Inc  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95110

**Invoice Date:** Apr 3, 2023  
**Invoice #:** INV195959633  
**Payment Terms:** Due Upon Receipt  
**Due Date:** Apr 3, 2023  
**Account Number:** 117910867  
**Currency:** GBP  
**Payment Method:** MasterCard \*\*\*\*\*8354  
**Account Information:** Peacehaven Town Council

Zoom's VAT Registration Number: GB37314290

Purchase Order Number

Customer VAT/Tax Number

[Zoom W-](#)

**Sold To Address:** Peacehaven Town Council Offices, Community  
House, Meridian Centre  
Peacehaven, East Sussex BN10 8BB  
United Kingdom

**Bill To Address:**

townclerk@peacehaventowncouncil.gov.uk  
Peacehaven Town Council Offices, Community  
House, Meridian Centre  
Peacehaven, East Sussex BN10 8BB  
United Kingdom

townclerk@peacehaventowncouncil.gov.uk

Order No. <b>4342100</b>	Invoice Checked Against Order <b>LM</b>
Cheque No.	Payment Authorised

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Standard Pro Annual				
Quantity: 1 Unit Price: GBP119.90	Apr 3, 2023 - Apr 2, 2024	GBP119.90	GBP23.98	<b>GBP143.88</b>
			Subtotal	<b>GBP119.9</b>
			Total (Including Taxes, Fees & Surcharges)	<b>GBP143.8</b>
			Invoice Balance	<b>GBP0.0</b>



## Transactions

### Peace Sweep

**20-49-76 30701211**

Available balance	<b>£772,303.71</b>
Last night's balance	£770,538.10
Overdraft limit	n/a

Showing 1 transaction between **31/05/2023** and **31/05/2023** from 31/05/2023 to 31/05/2023

Date	Description	Money in	Money out	Balance
31/05/2023	Transfer TRANSFER 10701173 TRANSFER 10701173		-£1,754.86	£770,362.54

### Need to view older transactions?

If you have registered for online statements, then follow the link to view them  
If you don't have online statements, then statements may still be visible in Barclays Cloud It  
If you can't find the relevant statement/transactions online, you can order a copy statement

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Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 31/05/2023  
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	31/05/2023		50,000.00
Current Account	31/05/2023		770,362.54
			<hr/> 820,362.54

<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
21/02/2023 205367 ANTHONY ALLEN	9.00
14/03/2023 205393 TIANNA KING	50.00
20/04/2023 121046 SUSSEX PET RESCUE	845.53
03/05/2023 205401 IVOR LAWRENCE	100.00
03/05/2023 205404 INCLUSIVE COMMUNICATION	231.00
16/05/2023 205407 SUSSEX PET RESCUE	422.76
19/05/2023 205411 ASSOCIATION OF CARERS	400.00
19/05/2023 205413 MENCAP	750.00
23/05/2023 205414 GIGLOO LTD	601.52
23/05/2023 205415 TELSCOMBE RAIDERS	54.00
23/05/2023 205416 JOHN LAWSON CIRCUS	200.00
23/05/2023 205417 VALERIE HARVEY	36.69
23/05/2023 205418 CHICKLET CREW	338.00
23/05/2023 205419 LAUREN RIVERS	50.00
31/05/2023 205421 HMRC	8,299.29
31/05/2023 205422 EAST SUSSEX PENSION FUND	9,188.97
31/05/2023 205423 SUSSEX MAYORS ASSOCIATION	60.00
31/05/2023 205424 SEAHAVEN RSSG	60.00
31/05/2023 205427 SIEMENS FINANCIAL SERVICES	281.83
31/05/2023 205426 AMADEUS	70.81
31/05/2023 205425 AMP Services	5.48
31/05/2023 205429 Heatcraft And Ventilation Ltd	1,440.00
	<hr/> 23,720.00
	796,642.54

**Receipts not Banked/Cleared (Plus)**

31/05/2023	87.35
31/05/2023	421.54
31/05/2023	146.15
31/05/2023	0.45
31/05/2023	0.30
	<hr/> 655.79
	797,298.33
<b>Balance per Cash Book is :-</b>	<b>797,298.33</b>
<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/05/2023  
for Cashbook 2 - Reserve Account**

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

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 02 June 2023

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#### Business Current Accounts

Business Current Account Statement	£50,421.54
.....	
Sort Code 20-49-76 • Account No 10701173	

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#### Business Savings Accounts

Business Premium Account	£770,538.10
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,579.90
.....	
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

### 27 May - 02 Jun 2023

Date	Description	Money out £	Money in £	Balance £
27 May	Start Balance			50,000.00
30 May	 Cheque Issued Ref: 121047	845.53		49,154.47
	 Transfer to Account 30701211	2,532.37		46,622.10
	 Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	47,463.42
	 Direct Credit From M Thair Ref: CH08P4		30.00	47,493.42
	 Direct Credit From Papachinos Limited Ref: 14041 Gateway Elec		2,431.58	49,925.00
	 Direct Credit From Wagstaff Brdwy Ref: Wagstaff-14177		75.00	50,000.00
31 May	 Cheque Issued Ref: 205408	422.76		49,577.24
	 Cheque Issued Ref: 205409	338.00		49,239.24
	 Cheque Issued Ref: 205410	750.00		48,489.24
	 Cheque Issued Ref: 205412	300.00		48,189.24
	 Deposit at Barclays 64927 Ref: 10.5731Maylkpob000		55.90	48,245.14
	 Transfer From Account 30701211		1,754.86	50,000.00
1 Jun	 Cheque Issued Ref: 121046	845.53		49,154.47
	 Cheque Issued Ref: 205367	9.00		49,145.47
	 Cheque Issued Ref: 205404	231.00		48,914.47

Continued

Start balance £50,000.00

Money out £7,977.24









▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £8,398.78

End balance £50,421.54

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				48,914.47
1 Jun	 Cheque Issued Ref: 205407	422.76		48,491.71
	 Direct Credit From Weston Daniel Ref: Daniel Weston Ptfc		96.00	48,587.71
	 Direct Credit From A Akehurst Ref: 2nd July Hub Book		110.00	48,697.71
	 Direct Credit From BCard1041619310523		146.45	48,844.16
	 Deposit at Barclays 64927 Ref: 10.3001Junlcpob000		87.80	48,931.96
	 Transfer From Account 30701211		1,068.04	50,000.00
2 Jun	 Cheque Issued Ref: 205417	36.69		49,963.31
	 Transfer to Account 30701211	1,243.60		48,719.71
	 Direct Credit From BCard1041619010623		28.00	48,747.71
	 Direct Credit From Langley AJ Ref: 13922		43.00	48,790.71
	 Direct Credit From Mullins S K Ref: in 14099		147.50	48,938.21
	 Direct Credit From Dimensions UK Ref: 14141 14147		957.79	49,896.00
	 Deposit at Barclays Post Office Credit Ref: 201381		421.54	50,317.54
	 Direct Credit From Littlechild K Ref: Littlechild 10.06		104.00	50,421.54
2 Jun	Balance carried forward			50,421.54
Total Payments/Receipts		7,977.24	8,398.78	

**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 11 May 2023 was 4.500%

### 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](http://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](http://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](http://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](http://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](http://barclays.co.uk)**

### On the phone

**0345-717-1819**

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

### Write to us

**Barclays,  
Leicester  
LE87 2BB**

### Your branch

**LEICESTER,  
LE87 2BB**

### Lost and stolen cards

**01604 230 230**

**– 24 hours**

**Tell us straight away if:**

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

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

### Follow us



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BarclaysUK](http://youtube.com/BarclaysUK)



[www.linkedin.com/  
Barclays Business  
Banking](http://www.linkedin.com/BarclaysBusinessBanking)

### Using your debit card in the UK and abroad

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

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

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

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

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: [business.barclays.co.uk/bb/ibanInformation](https://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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Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

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

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	374,607	749,213	374,606			50.0%	
1010 CIL Income	39,463	0	(39,463)			0.0%	39,463
1013 Income from Photocopying	87	200	113			43.5%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	0	200	200			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
<b>General Administration :- Income</b>	<b>429,964</b>	<b>765,963</b>	<b>335,999</b>			<b>56.1%</b>	<b>39,463</b>
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	0	3,000	3,000		3,000	0.0%	
<b>General Administration :- Direct Expenditure</b>	<b>18,000</b>	<b>21,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>85.7%</b>	<b>0</b>
4001 Salaries	62,955	422,906	359,951		359,951	14.9%	
4002 Employer N.I Contributions	5,759	45,198	39,439		39,439	12.7%	
4003 Employer Pension Contributions	12,314	82,000	69,686		69,686	15.0%	
4004 Overtime	76	1,000	924		924	7.6%	
4011 Training	331	2,000	1,669		1,669	16.6%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	12	500	488		488	2.4%	
4301 Purchase of Furniture/Equipmen	0	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	59	500	441		441	11.8%	
4306 Printing	700	5,000	4,300		4,300	14.0%	
4307 Stationery	35	500	465		465	6.9%	
4310 Professional Fees - Consultanc	974	2,000	1,026		1,026	48.7%	
4311 Professional Fees - Legal	750	2,000	1,250		1,250	37.5%	750
4312 Professional Fees - Other	180	2,000	1,820		1,820	9.0%	
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	0	100	100		100	0.0%	
4322 BACS Charges	6	200	194		194	3.0%	
4323 PDQ Charges	55	800	745		745	6.9%	
4325 Postage	670	1,000	330		330	67.0%	
4326 Telephones	247	3,168	2,921		2,921	7.8%	
4327 Computers	2,783	15,000	12,217		12,217	18.6%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	3,290	10,000	6,710		6,710	32.9%	
4342 Subscriptions	3,998	5,500	1,502		1,502	72.7%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	2	0	(2)		(2)	0.0%	
<b>General Administration :- Indirect Expenditure</b>	<b>108,207</b>	<b>637,872</b>	<b>529,665</b>	<b>0</b>	<b>529,665</b>	<b>17.0%</b>	<b>1,205</b>
<b>Net Income over Expenditure</b>	<b>303,757</b>	<b>107,091</b>	<b>(196,666)</b>				
6000 plus Transfer from EMR	1,205						

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 less Transfer to EMR	39,463						
<b>Movement to/(from) Gen Reserve</b>	<b>265,499</b>						
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	292	700	408		408	41.7%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>292</b>	<b>1,700</b>	<b>1,408</b>	<b>0</b>	<b>1,408</b>	<b>17.2%</b>	<b>0</b>
4331 Mayor's Allowance	120	1,500	1,380		1,380	8.0%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	285	1,200	915		915	23.8%	
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	<b>405</b>	<b>5,250</b>	<b>4,845</b>	<b>0</b>	<b>4,845</b>	<b>7.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(697)</b>	<b>(6,950)</b>	<b>(6,253)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	150	100	(50)			150.0%	
1049 Banner Board	400	2,500	2,100			16.0%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<b>550</b>	<b>4,600</b>	<b>4,050</b>			<b>12.0%</b>	<b>0</b>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
4306 Printing	0	300	300		300	0.0%	
4328 Website	0	2,500	2,500		2,500	0.0%	
4329 Advertising	193	700	507		507	27.5%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<b>193</b>	<b>3,800</b>	<b>3,607</b>	<b>0</b>	<b>3,607</b>	<b>5.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>357</b>	<b>700</b>	<b>343</b>				
<b>130 Neighbourhood Plan</b>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	69	650	581		581	10.6%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>69</b>	<b>1,850</b>	<b>1,781</b>	<b>0</b>	<b>1,781</b>	<b>3.7%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,000	2,000		2,000	0.0%	
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	<b>9,046</b>	<b>12,633</b>	<b>3,587</b>	<b>0</b>	<b>3,587</b>	<b>71.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,115)</b>	<b>(14,483)</b>	<b>(5,368)</b>				
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	133	6,600	6,467		6,467	2.0%	
4203 Fuel	1,737	6,050	4,313		4,313	28.7%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	0	900	900		900	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<b>1,846</b>	<b>14,150</b>	<b>12,304</b>	<b>0</b>	<b>12,304</b>	<b>13.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,846)</b>	<b>(14,150)</b>	<b>(12,304)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	3,781	13,845	10,064			27.3%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	1,782	3,000	1,218			59.4%	
1061 S/P Court Hire	449	2,500	2,052			17.9%	
Sports Park :- Income	<b>12,394</b>	<b>25,110</b>	<b>12,716</b>			<b>49.4%</b>	<b>0</b>
4111 Electricity	0	7,250	7,250		7,250	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	1,218	10,500	9,282		9,282	11.6%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	4,654	10,000	5,346		5,346	46.5%	
Sports Park :- Indirect Expenditure	<b>7,979</b>	<b>35,095</b>	<b>27,116</b>	<b>0</b>	<b>27,116</b>	<b>22.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,415</b>	<b>(9,985)</b>	<b>(14,400)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	1,665	5,000	3,335		3,335	33.3%	1,600
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	98	500	402		402	19.6%	
4112 Gas	48	500	452		452	9.6%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	1,828	4,000	2,172		2,172	45.7%	161
4355 Wifi	51	585	534		534	8.7%	
Big Park :- Indirect Expenditure	<b>14,112</b>	<b>38,825</b>	<b>24,713</b>	<b>0</b>	<b>24,713</b>	<b>36.3%</b>	<b>1,761</b>
<b>Net Expenditure</b>	<b>(14,112)</b>	<b>(38,825)</b>	<b>(24,713)</b>				
6000 plus Transfer from EMR	1,761						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,352)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	1,402	8,999	7,597			15.6%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	<b>1,402</b>	<b>18,999</b>	<b>17,597</b>			<b>7.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	28	972	944		944	2.9%	
4355 Wifi	64	540	476		476	11.8%	
Gateway Cafe :- Indirect Expenditure	<b>92</b>	<b>17,012</b>	<b>16,920</b>	<b>0</b>	<b>16,920</b>	<b>0.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,310</b>	<b>1,987</b>	<b>677</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	4,815	5,500	685			87.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	<b>4,815</b>	<b>8,000</b>	<b>3,185</b>			<b>60.2%</b>	<b>0</b>
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	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0.0%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	70	5,000	4,930		4,930	1.4%	
4141 Water Services	447	3,500	3,053		3,053	12.8%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	224	4,000	3,776		3,776	5.6%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	<b>819</b>	<b>17,000</b>	<b>16,181</b>	<b>0</b>	<b>16,181</b>	<b>4.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,996</b>	<b>(13,500)</b>	<b>(17,496)</b>				
<u>355 The Hub</u>							
1084 Sports Pavilion	3,226	16,979	13,753			19.0%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	90	270	180			33.3%	
1303 Water Charges	25	150	125			16.7%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	<b>3,376</b>	<b>17,879</b>	<b>14,503</b>			<b>18.9%</b>	<b>0</b>
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	0	2,000	2,000		2,000	0.0%	
4355 Wifi	40	420	380		380	9.5%	
The Hub :- Indirect Expenditure	<b>(460)</b>	<b>10,920</b>	<b>11,380</b>	<b>0</b>	<b>11,380</b>	<b>(4.2%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,836</b>	<b>6,459</b>	<b>2,623</b>				
<u>360 Community House</u>							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	1,148	6,242	5,094			18.4%	
1072 C/H Copper Room	2,000	9,216	7,216			21.7%	
1075 C/H Charles Neville	1,077	7,426	6,349			14.5%	
1076 C/H Main Hall	2,608	18,646	16,038			14.0%	
1077 C/H Anzac Room	2,607	9,246	6,639			28.2%	
1078 C/H Main Kitchen	257	910	653			28.2%	
1079 C/H Anzac Kitchen	275	510	235			54.0%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	294	0	(294)			0.0%	
1091 Cinema Income	1,004	3,000	1,996			33.5%	

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
1303 Water Charges	40	0	(40)			0.0%	
Community House :- Income	<b>13,919</b>	<b>60,659</b>	<b>46,740</b>			<b>22.9%</b>	<b>0</b>
4167 Cinema Costs	0	2,400	2,400		2,400	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	525	7,000	6,475		6,475	7.5%	
4102 Maintenance of Buildings	2,341	5,000	2,659		2,659	46.8%	
4111 Electricity	540	15,000	14,460		14,460	3.6%	
4112 Gas	0	9,000	9,000		9,000	0.0%	
4122 Service Charge	0	30,000	30,000		30,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	0	5,000	5,000		5,000	0.0%	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	248	1,000	752		752	24.8%	
4162 Cleaning Materials	289	1,000	711		711	28.9%	
4163 Personal Hygiene	666	2,603	1,937		1,937	25.6%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	<b>11,159</b>	<b>93,603</b>	<b>82,444</b>	<b>0</b>	<b>82,444</b>	<b>11.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,760</b>	<b>(36,244)</b>	<b>(39,004)</b>				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	75	500	425			15.0%	
1046 Stall Income (Events)	1,105	1,500	395			73.7%	
1094 Other Customer & Client Receipt	0	1,000	1,000			0.0%	
Summer Fair :- Income	<b>1,180</b>	<b>3,000</b>	<b>1,820</b>			<b>39.3%</b>	<b>0</b>
4329 Advertising	0	500	500		500	0.0%	
4500 Event Staff Overtime	0	1,500	1,500		1,500	0.0%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	737	1,200	463		463	61.4%	
Summer Fair :- Indirect Expenditure	<b>737</b>	<b>5,200</b>	<b>4,463</b>	<b>0</b>	<b>4,463</b>	<b>14.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>443</b>	<b>(2,200)</b>	<b>(2,643)</b>				
<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	<b>0</b>	<b>2,160</b>	<b>2,160</b>			<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 13/06/2023

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	<b>467,599</b>	<b>906,370</b>	<b>438,771</b>			<b>51.6%</b>	
Expenditure	<b>172,496</b>	<b>931,470</b>	<b>758,974</b>	<b>0</b>	<b>758,974</b>	<b>18.5%</b>	
<b>Net Income over Expenditure</b>	<u><b>295,104</b></u>	<u><b>(25,100)</b></u>	<u><b>(320,204)</b></u>				
plus Transfer from EMR	<b>2,966</b>						
less Transfer to EMR	<b>39,463</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>258,607</b></u>						

13/06/2023

## Peacehaven Town Council

09:07

## Balance Sheet as at 31/05/2023

31/03/2023

31/03/2024

## Current Assets

8,012	Debtors Control	14,352
3,174	VAT Control A/c	1,280
50	Deposit Aqua	50
498,013	Current Bank A/c	778,006
180,580	Reserve Account	180,580
520	Petty Cash	520
0	PAYE	0

690,349

974,788

690,349 Total Assets

974,788

## Current Liabilities

267	Credit Card A/c	0
1,498	Creditors	0
2,537	Mayor's Appeal	140
7,354	Accruals	0
0	NIC	0
3,097	Deposits Received	3,947

14,751

4,087

675,598 Total Assets Less Current Liabilities

970,702

## Represented By

142,690	General Reserves	401,296
10,000	Vehicle Reserve	10,000
588	Warm Havens Grant	588
1,405	Tree Works	1,405
3,881	Staff training	3,426
9,999	Elections	9,999
1,467	Members Training	1,467
37,500	Service Charges	37,500
1,300	Noticeboards	1,300
917	Monument & War Memorial	917
4,000	P/H Youth Task Group	4,000
343,300	CIL	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 31/05/2023

31/03/2023		31/03/2024
	2,301 Professional Fees - Legal	1,551
	1,640 Neighbourhood Plan	1,640
	46,631 Capital Receipts Reserve	46,470
	<u>675,598</u>	<u>970,702</u>

The above statement represents fairly the financial position of the authority as at 31/05/2023 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

[illegible]

## **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			
<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
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
		<b>£69,297</b>	

## **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 &amp; 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	<b>Projects Officer identifying potential spends</b>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<b>Agreed at LDC &amp; PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</b>



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 &amp; 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:

<b><u>Financial</u></b>	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.
<b><u>Legal</u></b>	N/A
<b><u>Environmental and sustainability</u></b>	N/A
<b><u>Crime and disorder</u></b>	N/A
<b><u>Climate</u></b>	N/A

## List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	CASTLE WATER	121058	218.45		MAR/APR WATER
02/05/2023	Spaldings Limited	205405	221.98		grounds maintenance
02/05/2023	The Fuelcard People	DD	21.56		gy06 ppx FUEL
03/05/2023	Rialtas Business Solutions Ltd	121059	99.29		MTD SOFTWARE / SUBS
03/05/2023	THOMAS DOOR & WINDOW	121060	582.00		WINDOW REPAIR - EMCOR ROOM
03/05/2023	IVOR LAWRENCE	205401	100.00		I.LAWREND DEPOSIT REFUND
03/05/2023	HOLLY BAILEY	205402	50.00		H.BAILEY DEPOSIT REFUND
03/05/2023	Acacia Groundcare Equipment Re	205403	962.40		SCARIFIER HIRE
03/05/2023	INCLUSIVE COMMUNICATION	205404	231.00		MAKATON TRAINING
03/05/2023	HOLLY BAILEY	205402	-50.00		CANCEL CHQ
04/05/2023	Pitney Bowes LTD	DD3	200.59		POSTAGE
05/05/2023	02	DD1	168.82		APRIL MOBILES
05/05/2023	Trade UK	BACS	179.99		CONCRETE BREAKER
09/05/2023	PAULINE CARRON	205406	100.00		H.BAILEY REFUND
09/05/2023	HEFFERNANS GARDEN	BACS	70.00		FENCE REPAIRS
09/05/2023	Mulberry &Co	BACS2	166.68		INTERNAL AUDIT 2022/23
09/05/2023	The Fuelcard People	DD	162.10		HK66 WMJ FUEL
09/05/2023	Northstar IT	DD1	190.80		ADOBE SUBSCRIPTIONJS
09/05/2023	Northstar IT	DD2	1,479.00		MONTHLY MAY SUPPORT
09/05/2023	Barclays	DD3	3.00		COMMS
09/05/2023	TOTAL GAS & POWER	DD5	1,304.41		MARCH GAS
11/05/2023	Barclays	DD4	62.00		APRIL PDQ CHARGES
15/05/2023	ENVIRONMENT AGENCY	DD	171.00		SUBSISTENCE BOWLS CLUB
16/05/2023	SUSSEX PET RESCUE	205407	422.76		SX PET RESCUE MAYORS DONATION
16/05/2023	HAVENS COMMUNITY HUB	205408	422.76		HAVENS HUB MAYORS DONATION
16/05/2023	R.J.Meaker Fencing Ltd	BACS1	136.98		POST MIX
16/05/2023	Rigby Taylor	BACS2	541.26		COMPOST TEA STARTER PACK
16/05/2023	WORKNEST	BACS3	1,168.50		HR ADVICE TJ & SM
16/05/2023	M.D.J Light Brothers Ltd	BACS4	348.00		SKIP HIRE
16/05/2023	Caroline Reid	BACS5	609.00		MAY CLEANING
16/05/2023	Zurich Municipal	BACS6	12,871.78		JUNE 23/JUNE 24 INSURANCE
16/05/2023	RJ MEAKER	79890	-136.98		CORRECT KEY IN ERROR
16/05/2023	RJ MEAKER	79890	139.68		CORRECT ERROR
19/05/2023	ABC FUND	205409	338.00		ABC FUND - GRANT
19/05/2023	SCDA	205410	750.00		SCDA - GRANT
19/05/2023	ASSOCIATION OF CARERS	205411	400.00		ASSOCIATION OF CARERS - GRANT
19/05/2023	FRIENDS OF LIBRARY	205412	300.00		FRIENDS OF LIBRARY - GRANT
19/05/2023	MENCAP	205413	750.00		MENCAP - GRANT
22/05/2023	The Fuelcard People	DD	31.73		FUEL HK66 WMJ
22/05/2023	HEALTH ASSURED LTD	DD1	60.00		EAP - MAY/JUN
23/05/2023	GIGLOO LTD	205414	601.52		GIGLOO LTD
23/05/2023	TELSCOMBE RAIDERS	205415	54.00		T.RAIDERS GRANT
23/05/2023	JOHN LAWSON CIRCUS	205416	200.00		CIRCUS. DEPOSIT REFUND
23/05/2023	VALERIE HARVEY	205417	36.69		FIBRO REFUND
23/05/2023	CHICKLET CREW	205418	338.00		CHICKLET CREW GRANT
23/05/2023	LAUREN RIVERS	205419	50.00		L.RIVERS DEPOSIT REFUND
23/05/2023	EDF	DD2	163.15		FEB-APR ELECTRICITY

## List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2023	Credit Card A/c	CC APR	812.77		APRIL CREDIT CARD
24/05/2023	PHS Group	DD3	799.27		JUN-AUG PHS
24/05/2023	MAY SALARIES	MAY PAY	24,668.46		MAY SALARIES
25/05/2023	R.J.Meaker Fencing Ltd	BACS	31.10		PITCH REPAIRS
25/05/2023	East Sussex Security	BACS1	409.20		MAINTENANCE RENEWAL
25/05/2023	Acacia Groundcare Equipment Re	BACS2	858.90		DISC SEEDER HIRE
25/05/2023	AMP Services	BACS3	154.47		MOWER REPAIRS
25/05/2023	EDF	BACS4	493.38		APRIL ELECTRICITY
25/05/2023	BRITISH GAS	BACS5	67.33		17 APR16 MAY ELECTRICITY
25/05/2023	BRITISH GAS	BACS6	22.34		17APR-16 MAY GAS
31/05/2023	HMRC	205421	8,299.29		HMRC
31/05/2023	EAST SUSSEX PENSION FUND	205422	9,188.97		MAY SALARIES
31/05/2023	SUSSEX MAYORS ASSOCIATION	205423	60.00		DS MEAL
31/05/2023	SEAHAVEN RSSG	205424	60.00		SEAHAVEN RSSG
31/05/2023	SIEMENS FINANCIAL SERVICES	205427	281.83		FRANK MACHINE RENTAL JUN-SEP
31/05/2023	AMADEUS	205426	70.81		lanyard name badges
31/05/2023	AMP Services	205425	5.48		spark plug
31/05/2023	Heatcraft And Ventilation Ltd	205429	1,440.00		MAINTENANCE & SERVICE
<b>Total Payments</b>			<b>75,015.50</b>		

Annual Servicing Record			<b>7,871.00</b>	
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
Chris Bartholomew	Clean & services Café WC Fans	01/04/23	39.00	
Chris Bartholomew	Emergency Light test - HUB	01/04/23	183.00	Can bring in house with Dan to test
Chris Bartholomew	Emergency Light test - Café	01/04/23	183.00	Can bring in house with Dan to test
Chris Bartholomew	EICR Report - Hub	11/04/27	504.00	Last done April 22
Chris Bartholomew	EICR Report - CH	20/07/24	2,836.00	Last done July 21
Chris Bartholomew	EICR Report - café	19/07/24	833.00	Last done July 21

### **Action Plan – Policy & Finance Committee**

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<b><u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u></b>	At the Committee's meeting on 7 <sup>th</sup> December 2020, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950. Work is in hand. Completion of Main Hall loop repairs.	Town Clerk			31 <sup>st</sup> Oct 2022
2	<b><u>INTERNAL &amp; EXTERNAL SURVEY OF COMMUNITY HOUSE</u></b>	From the Committee's meeting of 14 <sup>th</sup> June 2022:- <b><u>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL &amp; EXTERNAL SURVEYS FOR COMMUNITY HOUSE</u></b> The Clerk referred to his report, noting three elements to this project:- Internal mechanical & electrical survey of Community House. External building & fabric survey of Community House. Insurance valuation of Community House. The quotes received were discussed. It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.  Quotes have been obtained from four companies recommended by LDC and forwarded to Morrisons to progress.	Town Clerk			

### Action Plan – Policy & Finance Committee

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

**Agenda Item:** PF881  
**Committee:** Policy & Finance Committee  
**Date:** 27<sup>th</sup> June 2023  
**Title:** Dignity at Work Policy  
**Report Authors:** Town Clerk  
**Purpose of Report:** To adopt the Policy

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### **Introduction**

The 'Civility and Respect Pledge' and 'Dignity at Work Policy' have been adopted by numerous Councils nationally.

### **Background**

This was from the Council minutes 6<sup>th</sup> December 2022.....

***To sign up to the 'Civility and Respect Pledge' & develop and 'Dignity at Work Policy'.***

*There was a brief discussion on the Civility and respect pledge, and the importance of making sure that the pledge is put into practice.*

*It was proposed that we sign up to the 'Civility and Respect Pledge' & develop and 'Dignity at Work Policy'.*

***Proposed by:*** Cllr White

***Seconded by:*** Cllr Griffiths

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

Attached is the Policy that was developed, which is a national standard.

### **Recommendations**

The Committee is asked to adopt the Dignity at Work Policy.



## **DIGNITY AT WORK POLICY**

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**Peacehaven Town Council believes that civility and respect are important in the working environment, and expects all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Peacehaven Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Peacehaven Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by all employees engaged to work at Peacehaven Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Peacehaven Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the council the complaint should be raised to the Deputy Chair / Chair of Council's Personnel Committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g., employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

## The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Peacehaven Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

### Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

### Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information that a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.



## **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

## **Notes:**

### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

## **Legal risks**

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

## **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

## **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

**Agenda Item:** PF881  
**Committee:** Policy & Finance Committee  
**Date:** 27<sup>th</sup> June 2023  
**Title:** Purchase of a new office network file server  
**Report Authors:** Town Clerk/Parks officer  
**Purpose of Report:** To approve purchase

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### **Introduction**

A file server is a specialised computing device that controls all of the office PC's hanging off of it.

### **Background**

The Council's retained IT experts, NorthStar IT have advised that the current file sever needs to be replaced to ensure a secure and efficient network going forward.

### **Analysis**

This is what NorthStar has quoted (price may be subject to a small increase from the date of this quote):-

- Fujitsu TX series server,
- Intel XEON SILVER processor,
- 32Gb RAM,
- 4x 480Gb SSD,
- RAID 5 controller with battery back up,
- Dual hot swap power supplies,
- Windows Server 2022 with 15 CALs,
- 5-year 4-hour response (office hours) onsite hardware warranty,
- 2x 4Tb WD backup drives.
- £7229+VAT & delivery

### **Conclusions**

Purchase is necessary to ensure a secure and efficient PTC network.

### **Recommendations**

The committee is asked to approve the purchase of this new file server from PTC capital funds.



## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	C. £7,500 at today's prices.  From PTC capital funds.
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# Peacehaven Town Council

## Peacehaven Town Council – Social Media & Communications Policy

**Adopted by Council 16th May 2023**

### **1. Introduction**

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

### **2. Approach to publicity**

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

### **3. Principles of communication**

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

### **4. Official Council press releases**

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

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

## **5. Requests for interview**

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

## **6. Publicity during elections**

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

## **7. Social media**

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

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

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

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

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

7.5 Council policy bans Council controlled personal data from being uploaded, posted or otherwise transferred to social media, instant messaging or collaboration services (including but not limited to WhatsApp, Teams, Skype, Facebook Messenger, Twitter, Slack, Google Workspace) without the authorization of The Council Chairman, Town Clerk or Deputy Town Clerk.

7.6 Any social media, instant messaging or collaboration services (including but not limited to WhatsApp, Teams, Skype, Facebook Messenger, Twitter, Slack, Google Workspace) that are set up separately by Councillors, staff or groups of Councillors/staff fall outside of the Council's data control and will remain the sole responsibility of those individuals that created them and use them. Council policy bans Council controlled personal data from being uploaded to such media.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **8. General guidance for Councillors and Officers**

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

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

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



<b>Agenda Item:</b>	<b>PF883</b>
<b>Committee:</b>	<b>Policy &amp; Finance Committee</b>
<b>Date:</b>	<b>27<sup>th</sup> June 2023</b>
<b>Title:</b>	<b>Social Media &amp; Communications Policy</b>
<b>Report Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To adopt the updated Policy</b>

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## **Introduction**

The Social Media & Communications Policy is a key protection Policy for the Council

## **Background**

Breakthrough Communications, the Council's retained consultants in this field, has recommended the inclusion of the following two additional paragraphs in this Policy:-

*7.5 Council policy bans Council controlled personal data from being uploaded, posted or otherwise transferred to social media, instant messaging or collaboration services (including but not limited to WhatsApp, Teams, Skype, Facebook Messenger, Twitter, Slack, Google Workspace) without the authorization of The Council Chairman, Town Clerk or Deputy Town Clerk.*

*7.6 Any social media, instant messaging or collaboration services (including but not limited to WhatsApp, Teams, Skype, Facebook Messenger, Twitter, Slack, Google Workspace) that are set up separately by Councillors, staff or groups of Councillors/staff fall outside of the Council's data control and will remain the sole responsibility of those individuals that created them and use them. Council policy bans Council controlled personal data from being uploaded to such media.*

## **Recommendations**

The Committee is asked to adopt the updated Social Media & Communications Policy to strengthen its data protection.



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# **PEACEHAVEN TOWN COUNCIL**

## **INVESTMENT POLICY**

### **1. Introduction**

- 1.1 The Local Government Act 2003 Section 12 provides a local authority with the power to invest:
  - (a) For any purpose relevant to its functions under any enactment; or
  - (b) For the purpose of the prudent management of its financial affairs
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.3 The council acknowledges its duty of care to the community regarding the prudent investment of funds.

### **2. Objectives**

- 2.1 The council's priorities are, in the following ranking order:
  - (a) The security of capital to minimise the risk of losses
  - (b) The liquidity of investments to meet the cash flow needs of the council
  - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

### **3. Investments**

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be included in the Financial Services Compensation Scheme (FSCS).
- 3.2 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A daily 'feed' or 'sweep' facility may be set up between the instant access account and the council's primary current account.

- 3.3 Funds not needed for current expenditure (i.e., general or earmarked reserves) may be placed on longer-term investments, taking into account the cash flow requirements of the council and the financial projections of the council's business plan.
- 3.4 The council will keep under review its position in relation to whether it qualifies for protection under the Financial Services Compensation Scheme (FSCS) and consider spreading the financial risk by placing investments with a number of different financial institutions to remain below the relevant qualifying FSCS threshold at the time.
- 3.5 If the financial institution chosen to invest with is not covered by the FSCS compensation guarantee, the credit rating of the institution will be a minimum of 'A', and these will be monitored regularly.

# Procurement Policy Note – Cyber Essentials Scheme

Action Note 09/14    25/May 2016

## Issue

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

## Dissemination and Scope

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

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

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

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

### **Timing**

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

### **Action**

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

### **Background**

11. Two levels of certification are available:

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

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

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

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

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

## **Annexes**

A. Overview of key Cyber Essentials Scheme requirements

B. Useful links

C. Frequently asked questions

## **Contact**

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

## **ANNEX A – Overview of key Cyber Essentials Scheme requirements**

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

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

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

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

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

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

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

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

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

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



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

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

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

#### Exemptions

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

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

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

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

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/255915/Supplier\\_Assurance\\_Framework\\_Good\\_Practice\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255915/Supplier_Assurance_Framework_Good_Practice_Guide.pdf).

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

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

## ANNEX B – Useful links

1. Cyber Essentials website providing further details:

[www.cyberstreetwise.com/cyberessentials](http://www.cyberstreetwise.com/cyberessentials)

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

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

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

3. Cyber Essentials Assurance Framework:

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

4. Details of accreditation bodies are available at:

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

## **ANNEX C – Frequently asked questions**

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

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

**Q2 What technical areas does Cyber Essentials cover?**

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

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

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

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

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

Details of accreditation bodies are available at:

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

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

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

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

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

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

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

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

Q8 What does the scope of Cyber Essentials cover?

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item:** PF884  
**Committee:** P&F  
**Date:** 27<sup>th</sup> June 2023  
**Title :** Cyber Essentials certification  
**Report Authors:** Deputy Town Clerk  
**Purpose of Report:** To decide

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### **Introduction**

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

### **Background**

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

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

### **Analysis**

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

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

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

### **Conclusions**

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

### **Recommendations**

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

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	£1495+VAT per year.
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<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	Currently not a legal requirement, although some Government contracts already require Cyber Essentials certification.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	N/A
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Will ensure security of IT users, including anyone we engage with via email.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

<b>Agenda Item:</b>	<b>PF886</b>
<b>Committee:</b>	<b>Policy &amp; Finance</b>
<b>Date:</b>	<b>27<sup>th</sup> June 2023</b>
<b>Title:</b>	<b>Community House</b>
<b>Report Authors:</b>	<b>Cllr Griffiths &amp; Cllr Seabrook</b>
<b>Purpose of Report:</b>	<b>To form a Community House Sub-Committee</b>

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### **Introduction**

The imminent redevelopment of the Meridian Centre will have a very significant impact on Community House, Council Staff and the needs of the community.

### **Background**

Morrisons will be starting work on site in February 2024 which will restrict access to Community House. The redevelopment will also include alterations to the Community House roof and integration in to the main development. Peacehaven Town Council is committed to being carbon neutral by 2030 and this is an opportunity to achieve this with best value.

### **Analysis**

Decisions will need to be made quickly which rules out using a Task and Finish Group that can only make recommendations to the Policy and Finance Committee. Outside expertise as well as in house knowledge will be required to achieve carbon neutral.

### **Conclusions**

It is essential to have a focused group to champion the needs of Peacehaven Town Council during the next two years and to research and determine ways forward regarding Community House, our Net Zero Carbon Target and the needs of our community. Detailed discussions will be required and this will not be possible within the confines of the Policy & Finance Committee.

### **Recommendations**

1. To form a Community House Sub-Committee consisting of five Councillors including the Chair of Policy and Finance and a Senior Officer.
2. To agree these Terms of Reference:
  - a. The Sub-Committee will report to Policy and Finance every six weeks. The Sub-Committee will meet at least once every six weeks and on demand when called by the chair.
  - b. To liaise with Morrisons regarding the redevelopment:
  - c. To ensure best value for residents.
  - d. To develop plans and engage outside expertise as required to achieve carbon neutral status for the building by 2030.
  - e. To develop contingency plans should Community House not be accessible for staff, Councillors and residents and the provision of alternative services including bus services, information office and use of other premises.
3. To agree members of this Sub-Committee and the chair.

## **Implications**

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

<b><u>Financial</u></b>	PTC CIL budget and possible CIL applications to Lewes District Council. There is £5000 available for carbon neutral surveys.
<b><u>Legal</u></b>	To ensure compliance with the Equalities Act. To follow agreements in the heads of terms and contract between PTC and Morrisons
<b><u>Health &amp; Safety</u></b>	To comply with Health and Safety Legislation
<b><u>Planning</u></b>	Additional planning permission may be required for some of the alterations
<b><u>Environmental and sustainability</u></b>	Plastic cladding to be avoided. Features such as green walls and roofs could be incorporated. Insulation, heating and ventilation to be considered. Features must be sustainable and provide best value. Finding sustainable options for existing plantings and wildlife.
<b><u>Crime and disorder</u></b>	Security of the site and equipment to be considered during the redevelopment and particularly while the building has been vacated.
<b><u>Social value</u></b>	Provide information and ensure residents are fully aware of alternative facilities. To provide progress updates to residents
<b><u>Climate</u></b>	To ensure that community house achieves net zero carbon by 2030.

