

PEACEHAVEN TOWN COUNCIL

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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.

18th October 2023

Dear Committee Member,

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



George Dyson, Town Clerk

AGENDA

PF911 CHAIRMAN'S ANNOUNCEMENTS.

PF912 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

PF913 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

PF914 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

PF915 TO ADOPT THE COMMITTEE'S MINUTES OF 12TH SEPTEMBER 2023

PF916 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

PF917 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 16TH OCTOBER 2023.

PF918 TO REVIEW THE 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.

PF919 TO NOTE THE OUTCOME OF THE 2023/24 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS REQUIRED

PF920 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

PF921 TO RECEIVE REPORTS FROM COMMITTEE CHAIRS ON SETTING THE 2024/25 BUDGET REQUIREMENTS

PF922 TO DISCUSS AND AGREE RECOMMENDATIONS FROM COMMUNITY HOUSE DOWNPIPE CCTV SURVEY

PF923 TO CONSIDER DIGITAL DEVICES FOR MEMBERS

PF924 AGREE TO ALLOCATION OF SOLAR PANEL REBATE

PF925 TO NOTE THE COMPLETION OF REGISTRATION OF THE FIELDS IN TRUST DEED OF DEDICATION FOR THE PEACEHAVEN COMMUNITY ORCHARD

PF926 TO DISCUSS A CLIMATE CHANGE SURVEY FOR COMMUNITY HOUSE

PF927 TO AGREE TO DISPOSE OF THE PEUGEOT VAN

PF928 TO DISCUSS AND AGREE CYBER ESSENTIALS CERTIFICATION FOR 2024/25

PF929 DATE OF NEXT MEETING – TUESDAY 12TH DECEMBER 2023 AT 7.30PM.

PF930 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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PF931 AGED DEBT ANALYSIS.

PF932 TO DISCUSS & AGREE ANNUAL / MONTHLY RENT INCREASES FOR FACILITIES IN 2024/25

PF933 TO DISCUSS & AGREE ROOM HIRE CHARGES FOR FACILITIES IN 2024/25

PF934 TO DISCUSS & AGREE ADDITIONAL EQUIPMENT CHARGES IN 2024/25

PF935 TO DISCUSS & APPROVE ADMIN FEES FOR TICKET SALES

PF936 TO AGREE THE ENGAGEMENT OF A CONTRACTOR

PF937 TO RECEIVE AND AGREE RECOMMENDATION FROM LEISURE, AMENITIES, AND

ENVIRONMENT COMMITTEE REGARDING CENTENARY PARK PATHWAY TENDERS

PF938 TO AGREE THE RUNNING CLUB STORAGE CONTAINER LICENCE



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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 12th September 2023 at 7.30pm.

Present: Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Nikki Fabry, Cllr Cathy Gallagher, Cllr Wendy Veck, Cllr Claude Cheta.

Officers: George Dyson (Deputy Town Clerk)

No members of the public were in attendance.

1. PF892 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:38, welcomed everyone, and gave a brief reminder of the building fire procedures, and also informed the Committee that next Wednesday is PTC Bingo and Cinema.

2. PF893 PUBLIC QUESTIONS

There were no public in attendance, however, the Chair had received a letter from a member of the public relating to the hire of the Dell.

3. PF894 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan and the Finance Officer.

Cllr Fabry is substituting for Cllr Donovan.

4. PF895 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

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

Cllr Gallagher raised some concerns over the accuracy of the minutes, and that the following amendments would need to be made:

- It is not noted when the Finance Officer and Parks Officer left the meeting.
- PF888 was moved to the last agenda item.
- The minutes of item PF889 need to be reworded – an alternative text was given.

The Chair suggested a further change to the rewritten minute.

It was proposed that, subject to the above amendments, the minutes be agreed and adopted.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Sharkey
The minutes were **agreed** and **adopted** by majority, with 2 abstentions.

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

The minutes were not available for the meeting papers so will be deferred to the next meeting.

7. PF898 TO REVIEW THE 2022/23FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- 1. Finance Officer's report
- 2. Bank account & Bank Reconciliation statements (for signing)
- 3. Income & Expenditure report
- 4. Balance Sheet
- 5. CIL & S.106 report (income, expenditure & bids)
- 6. List of payments (for approval)
- 7. Review of external contracts, SLA's & their ongoing authorisations
- 8. Funding report for buildings equipment maintenance work

The Committee **noted** the reports.

It was proposed that the Committee approve the signing of the Bank account & Bank Reconciliation statements, and approve the list of Payments.

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

8. PF899 TO RECEIVE THE 2022/23 EXTERNAL AUDITORS REPORT

The Deputy Clerk gave some background to the external auditor's comments.

It was proposed that Committee receive the report.

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

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

Cllr Gallagher suggested that a CIL working party be included on the Action Plan, Cllr Campbell also suggested that she would like to be a part of this.

No changes to the action plan to be made at this point, to be updated at the next meeting.

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

There was a short discussion on the application of Financial Regulations.

It was proposed that the Committee agree to the recommendation in the Officers' report to purchase the new system.

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

11. PF902 TO ADOPT THE FOLLOWING POLICIES:

- a. Revised Recording of Meetings Policy

Proposed by: Cllr Sharkey **Seconded by:** Cllr Cheta
The Committee **resolved to adopt** this revised policy.

b. Revised Safeguarding Policy

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell
The Committee **resolved to adopt** this revised policy.

c. Document Retention Policy

Cllr Seabrook highlighted that the policy does not specifically address retention of Councillors’ personal information, could this be added to state that this information would not be retained once a Councillor ceases to be a Councillor.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell
The Committee **resolved to adopt** this policy, subject to the inclusion of Cllr Seabrook’s amendment above.

12. PF903 TO DISCUSS LIVE STREAMING OF MEETINGS

The Deputy Clerk introduced the report and briefly explained some of the benefits and risks.

Cllr Campbell suggested that audio streaming could be a better option for anyone who would prefer to not appear on camera for a number of reasons.

Cllr Gallagher added that she is in favour of the improved transparency, but that this may not be the right time to be rushing to make a decision on the live streaming of meetings.

There was a brief discussion around how the live streaming would work, the benefits and drawbacks of doing so.

It was proposed that the Committee revisit this report in a year’s time.

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

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

It was proposed that Committee agree the purchase.

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

14. PF905 TO DISCUSS AND AGREE CHARGING OPTIONS FOR THE ELECTRIC VEHICLE

There was a brief discussion on the information in the report and a query over the insurance implications of charging in the Grounds Team unit overnight.

It was proposed that we try overnight charging in unit 14 and vire some of the fuel budget to cover the additional cost of electricity.

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

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

Cllr Campbell introduced the item.

It was proposed that PTC opt for the shelter with a Green Roof, to be installed by ESCC, with up to £1,500 funding from PTC CIL money and that we accept the £100 per annum maintenance.

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

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

TFG to be set up consisting of Cllrs Campbell and Cheta, with an email to be sent to other Councillors if they would like to participate.

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

17. PF908 DATE OF NEXT MEETING – TUESDAY 24TH OCTOBER 2023 AT 7:30PM.

The Date of the next meeting was confirmed as 24th October 2023 at 7.30pm.

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

Proposed by: Cllr Veck **Seconded by:** Cllr Sharkey
The Committee **resolved** to exclude press and public from the following items.

CONFIDENTIAL

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

19. PF910 AGED DEBT ANALYSIS.

The Committee **noted** the aged debt analysis.

There being no further business the meeting ended at 20:36.

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DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Thursday 7th September 2023 at 7.30pm.

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Davies, Cllr Donovan and Cllr Veck.

Officers: Victoria Rutt (Locum Clerk and RFO) and Zoe Malone (Finance Officer).

CH001 CHAIRS ANNOUNCEMENTS

Cllr Griffiths welcome members to the first sub-committee of Community House and welcomed Victoria Rutt as the Locum Clerk and RFO.

CH002 PUBLIC QUESTIONS

There were no members of the public present.

CH003 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS

No apologies had been received.

CH004 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH005 TO ELECT A VICE-CHAIR FOR THE SUB-COMMITTEE

Cllr Seabrook proposed Cllr Davies as the Vice-Chair. This was seconded by Cllr Donovan. All Councillors voted and agreed.

CH006 TO NOTE THE SUB-COMMITTEE TERMS OF REFERENCE

Cllr Donovan asked if a terms of reference is needed, Cllr Griffiths confirmed that they are needed as this is a sub-committee to the Policy and Finance Committee. All Councillors noted the Terms of Reference.

CH007 TO NOTE THE SUB-COMMITTEE BUDGETARY UPDATE

The Finance Officer previously circulated a report. Cllr Griffiths asked if there was any money in reserves for Community House. The Finance Officer confirmed there was not. The budget update was noted.

CH008 TO DISCUSS HEATING PROBLEMS AT COMMUNITY HOUSE

The Finance Officer reported that the current heating system in Community House is failing and parts can't be sourced to repair. 3 quotes will be received within the next week to consider. Cllr Seabrook attended one of the contractors visits and is concerned about the heating system for the hall.

Cllr Seabrook also raised concerns about possible aerated concrete in the roof that needs investigating. It was suggested that grants could be applied for and it may be worth looking into a Public Works Loan Board which can be paid off over the next 20 years.

It was agreed that the financial implications will be looked into greater detail when the quotes are received, the Finance Officer confirmed that there are no funds available in the reserves for this project. Cllr Seabrook proposed to consider both heating systems and to await quotes. This was seconded by Cllr Davies. All Councillors agreed.

CH009 TO NOTE THE COMMUNITY HOUSE BUILDING SURVEY AND DISCUSS ADDITIONAL CLIMATE CHANGE SURVEYS

The Finance Officer updated that the survey is starting on Monday 11th September. A discussion was held around the risk of asbestos but Cllr Davies confirmed it will be a legal requirement for Morrisons to ensure that the area is safe when demolition works commence.

Cllr Seabrook proposed that a climate change survey is commissioned and stated there is money in earmarked reserves for this purpose. Cllrs Davies stated that whilst the survey is important and does need to be done, it was felt that the matter should be deferred until all quotes are received and more clarity is known about what works are required.

Cllr Veck proposed to wait until the next meeting when the Morrison survey should have been undertaken. This was seconded by Cllr Davies. All agreed.

CH010 TO DISCUSS GETTING EXPERT INPUT FOR THE NEXT MEETING REGARDING GREEN WALLS AND ROOF

Cllr Davies proposed that Mr Duncan Baker-Brown or Building Green is invited to the next meeting to give input on green walls. This was seconded by Cllr Seabrook. All agreed.

CH011 TO CREATE A SUB-COMMITTEE ACTION PLAN

The following actions were agreed to go on the plan:

1. Morrisons surveys completed.
2. Quotes received for the heating works.
3. Climate change survey commissioned, in due course.
4. Mr Duncan Baker-Brown or Building Green to attend the next meeting.

CH012 TO AGREE THE DATE OF THE NEXT MEETING

The next meeting was agreed for Monday 16th October at 19:30.

CH013 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

The meeting recording was turned off.

CONFIDENTIAL ITEMS

CH014 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS WITH MORRISONS

A meeting was held this week regarding the Head of Terms. The Finance Officer reported that there could be a large area to use for the foyer but this is being taken away by legal to ensure PTC hold the rights. Parking was discussed and it will be fed back that it would not work for users of the centre if parking is limited to 2 hours. A discussion was held around the Post Office situation and the lack of contingency when it closes. Cllr Seabrook is going to try to connect the Annex Stores in Peacehaven with the Post Master in the Co-op to further discuss.

CH015 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

There is no update as yet. Contingency plans will be discussed at the next meeting when more information is known.

The meeting ended at 20:35.

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DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 16th October 2023 at 7.30pm.

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Gallagher, Cllr Donovan and Cllr Veck.

Officers: Victoria Rutt (Locum Clerk and RFO) and Zoe Malone (Finance Officer).

CH016 CHAIRS ANNOUNCEMENTS

Cllr Griffiths welcomed all to the meeting.

CH017 PUBLIC QUESTIONS

There were no members of the public present.

CH018 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS

Apologies received from Cllr Davies, substituted by Cllr Gallagher. Cllr Cheta was not present.

CH019 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH020 TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 7TH SEPTEMBER 2023

Proposed by: Cllr Seabrook Seconded by: Cllr Veck

The minutes were **approved** and signed as accurate.

CH021 TO DISCUSS THE INFORMATION OBTAINED ON GREEN ROOFS AND WALLS

Cllr Griffiths invited members to share their thoughts on the presentation. Cllr Seabrook explained that the recent survey completed on Community House has not come back yet but it is imminent. A discussion was held on whether to now proceed with the climate survey. Cllr Griffiths stated at the last meeting it was agreed that this would happen once an initial survey had been completed. It was questioned how much the survey exactly is as £5000 has been earmarked, it was agreed that the exact amount would be shared with Councillors on this sub-committee and quotes would be welcomed from other companies.

CH022 TO AGREE TO CLOSE THE ANZAC ROOM FOR PUBLIC BOOKINGS FROM MARCH 2024

The RFO presented her report which had been previously circulated. Discussions were held on when the public will be informed on this closure and if there was any contingency for leaving the building. The RFO explained that Morrisons have said that Community House will not need to close. Following discussions, Cllr Veck proposed that the Committee accept the report, all users of the hall are written

to regarding the possible 1st March 2024 closure and from that date, bookings will be taken on a month-to-month basis. This was seconded by Cllr Donovan. All agreed.

CH023 TO AGREE THE DATE OF THE NEXT MEETING

The next meeting date was agreed as Monday 20th November 2023 at 19:30.

CH024 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck Seconded by: Cllr Donovan
It was agreed that the following items would be confidential.

CONFIDENTIAL

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CH025 TO DISCUSS AND AGREE REQUIREMENTS FOR NEW LOBBY

The RFO presented a report and proposal which had been previously circulated. Discussions were held around whether it would be too hot being glass fronted but Morrisons have confirmed the glass would be tinted and air con installed. It was agreed that the proposal would work very well and on the next agenda, other sections of Community House could be discussed regarding modernising.

CH026 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

The RFO explained that data had been shared with Morrisons to give them a predicted loss of income with the works going on around Community House.

CH027 TO NOTE HEATING QUOTES RECEIVED WHICH WILL GO OUT TO TENDER PROCESS

The report was **noted**. This will now go to Policy and Finance Committee.

The meeting ended at 20:41.

Agenda Item: PF918
Committee: Policy and Finance
Date: 24 October 2023
Title: Financial position of the council year to date
Report Author: Zoe Malone, Finance Officer
Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

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

Introduction

The attached reports summarise the council's overall financial position as at the end of month 6 (September 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 30 September 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 49.6% of the budgeted expenditure has been spent so far, and 105.1% of the budgeted income has been received as at the end of month 6 (September 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:

Financial	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.
Legal	There are no direct legal impacts.
Environmental and sustainability	There are no direct environmental or sustainability impacts.
Crime and disorder	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 August & 30 September 2023
- Bank reconciliation statement for cashbook 1 – 31 August & 30 September 2023
- Bank reconciliation statement for cashbook 2 – 31 August & 30 September 2023
- Credit Card reconciliation statement – July & August 2023
- Detailed income and expenditure month 6 (30 September 2023)
- Detailed balance sheet month 6 (30 September 2023)

Bank Statement Account Name (s)	Statement Date	Page No	Balances
A Allen CC	30/07/2023		-110.46
Z Malone CC	30/07/2023		-201.75
			-312.21
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			-312.21
Receipts not Banked/Cleared (Plus)		0.00	0.00
			-312.21
		Balance per Cash Book is :-	-312.21
		Difference is :-	0.00

STATEMENT FOR Z MALONE

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

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 000 0184
Online: www.barclaycard.co.uk/commercial

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

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

Invoice

Paid

Payment reference ID 2V08TTNEHF9Y9pPdMlr
Sold by Safelincs Ltd.
VAT # GB827639788

Invoice date / Delivery date 27 June 2023

Invoice # INV-GB-124423801-2023-157458
Total payable £35.85

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

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

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

Order information

Order date 27 June 2023
Order # 208-3781625-6777168

Invoice details

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

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

Order No. 4151/360	Invoice Checked and Valid <i>Km</i>
Cheque No.	Payment Authorised

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



SLCC Enterprises Ltd

Invoice

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

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

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

Order No. 4011/100	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised

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

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

Payment Due: 04/08/2023

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



Tax Invoice

Invoice Date
23 July 2023

Invoice no.
03855-15537068

To
Peacehaven Council
peacehavenc@gmail.com
Peacehaven Town Council
BAEDouX78Rw

Subscriptions

 Canva Pro
iAFpdqK893E
23 July 2023

Order No. 4329/120	Invoice without Payment Against Order KM
Cheque No.	Payment Authorised

£129.90

Total
Includes tax
Total charged
Paid with MasterCard **** 3988
Your payment may be processed internationally. Additional bank fees may apply.

£129.90
£21.65
£129.90

Please retain for your records.
Canva Pty Ltd. ABN 80 158 929 938, VAT EU372042198
110 Kippax St. Surry Hills NSW 2010 Australia
Copyright © 2023 Canva Pty Ltd. All rights reserved.

STATEMENT FOR A E ALLEN

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

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

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

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

need to post

Paid	
Payment reference ID 3K8667yFzfw67FQNq	
Sold by Huizhou Yili information-LiuLiang	
Invoice date / Delivery date	05.07.2023
Invoice #	DS-ASE-INV-GB-2023-261361968
Total payable	£20.99
VAT declared by	Amazon Services Europe S.a.r.l.
VAT #	GB190023639

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

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

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

Order information	
Order date	04.07.2023
Order #	026-9182325-8269167

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

Invoice No.	Invoice Checked Against Order
4301/100	RM
Invoice No.	Payment Authorized

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

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle from www.amazon.co.uk

U41RQ48

Amazon Services Europe S.a.r.l. 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg B 152875 - Business license number: 103416 - VAT number LU195647119

VAT declared by Amazon

Paid	
Payment reference ID 3bkrtd94RbXN0ThC7wde	
Sold by Amazon EU S.à r.l., UK Branch	
VAT # GB727255821	
Invoice date / Delivery date	21 July 2023
Invoice #	GB34M5U2QAEU1
Total payable	£29.47

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

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

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

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

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

Invoice total £29.47

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

Order No. 4202/30	Invoice Checked Against Order km
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

LU-BG-04
Amazon EU S.à r.l., 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg B 101810 • 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. 88617427 • VAT No. GB 727255821

Credit Note

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

4301/100

LM

Cheque No.

Payment Authorized

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

Refunded

This is a credit note for invoice #
DS-ASE-INV-GB-2023-287271232
Sold by yiwushi mujie dianzishangwu shanghang

Credit note date25.07.2023

Credit note #DS-ASE-CN-GB-2023-13934599

Original invoice #DS-ASE-INV-GB-2023-287271232

Total payable-£152.49

VAT declared byAmazon Services Europe S.a.r.l.

VAT #GB190023639

Billing address

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

Delivery address

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

Sold by

yiwushi mujie dianzishangwu shanghang
zhejiangsheng jinhuaoshi yiwushi jiangdongjiedao
dongshantoucun 16zhuang sdanyuan 302 zhi
jinhuaoshi, zhejiangsheng, 322022
CN

Order information

Order date20.07.2023

Order #204-8280184-2643668

Credit note details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
4K Camcorder Video Camera with Night Vision 48MP 60FPS, 16X Digital Zoom, Flip Screen, WIFI and Remote Control - Ideal for Vlogging, YouTube, Live Streaming, and Professional Filming 90BXSK42WZ ASIN: 90BXSK42WZ	1	-£141.66	20%	-£169.99	-£169.99
Shipping Charges				-£2.50	-£2.50
Promotions		£16.67		£20.00	£20.00
Credit note total					-£152.49

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

U48DQ44

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg B 93815, Business license number: 105416 VAT number LU19647148

VAT declared by Amazon

Page 1 of 2

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



SLCC Enterprises Ltd

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

Invoice

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

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

Order No.	Invoice Checked Against Order
<i>601110</i>	<i>SLM</i>
Cheque No.	Payment Authorised

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

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

Payment Due: 27/08/2023

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

Bank Statement Account Name (s)	Statement Date	Page No	Balances
A Allen CC	28/08/2023		-32.00
Z Malone CC	28/08/2023		-169.87
G Dyson CC	28/08/2023		-32.00
			-233.87
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			-233.87
Receipts not Banked/Cleared (Plus)			
		0.00	0.00
			-233.87
		Balance per Cash Book is :-	-233.87
		Difference is :-	0.00

STATEMENT FOR A E ALLEN

BARCLAYCARD COMMERCIAL
PO BOX 6000
SAFFRON ROAD
WIGSTON, LE18 9EN

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

Company reference: 5476760307525801
Card number: 5476760244958354
Statement date: 28 August 2023
Page number: 3 of 5
Monthly spend limit: £1,000.00

Date	Description	Amount
28 Aug 2023	CARD FEE	32.00
0 new purchases / cash advances.		
Total of spending.		£32.00



STATEMENT FOR G DYSON

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

Tel: 0800 008 008
Outside UK: +44 1604 229452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760490508309
Statement date: 28 August 2023
Page number: 4 of 5
Monthly spend limit: £1,000.00

Date	Description	Amount
28 Aug 2023	CARD FEE	32.00
0 new purchases / cash advances.		
Total of spending.		£32.00

G 015357 BBA2491A 43147

STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760055803988
Statement date: 28 August 2023
Page number: 5 of 5
Monthly spend limit: £1,000.00

Date	Description	Amount
15 Aug 2023	FUNKYPIGEON.COM SWINDON GBR	4.99
160805130863	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
16 Aug 2023	WWW.PITCHCARE.COM 01902440258 GBR	164.88
170885130083	NURSERIES, LAWN AND GARDEN SUPPLY STORES	
2 new purchases / cash advances. Total of spending.		£169.87

INVOICE

Page 1 of 1

Order No: S1761876
Customer No: MX30402

Invoice Number: CD971598059
Invoice Date: 16/08/2023
Due Date: 16/08/2023



Agrovista UK Ltd
Rutherford House
Nottingham Science Park
University Boulevard
Nottingham
NG7 2PZ

Tel: 0115 939 0202
Fax: 0115 939 6031
Email: Accounts.Receivable@agrovista.co.uk
VAT No: GB 595 4563 81

Customer/Delivery Address

Peacehaven Town Council
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BD

Invoice Address

Peacehaven Town Council
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BD

Cust VAT No:

Agroconsist: Customer: Online

Product	Pack Size	Quantity	Unit Price	Value	VAT Rate	VAT Value	Total Value
Insignia Turf Fungicide	0.25KG	1.00	128.45	128.45	20.00%	25.69	154.14
DELIVERY CHARGE (EACH)	pcs	1.00	8.95	8.95	20.00%	1.79	10.74

Order No. 4121/310	Invoice Checked Against Order RM
Cheque No.	Payment Authorised

Invoice Summary

Total Value GBP 137.40
Vat Amount GBP 27.48
Invoice Total GBP 164.88

Subject to Agrovista UK Limited's standard terms and conditions of sale, available on request.

From 28th November 2015 it is an offence to purchase pesticides authorised for professional use unless the intended end user holds the relevant certificate(s).
Registered in England and Wales No: 3025529 Registered Office: Rutherford House, Nottingham Science Park, University Boulevard, Nottingham, NG7 2PZ

REMITTANCE ADVICE

Customer Name & Address

Peacehaven Town Council
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BD

Customer No: MX30402

Invoice Number: CD971598059

Amount Due: GBP 164.88

For Bank Transfer Payments:

Sort Code: 30-96-18 BIC: LOYDGB21069
Acc No: 81547280 IBAN: GB10LOYD30961861547280
Please quote Agrovista customer number MX30402 as reference

Registered in England and Wales No: 3025529
Registered Office: Rutherford House, Nottingham Science Park,
University Boulevard, Nottingham, NG7 2PZ
www.agrovista.co.uk

Ver: 20230816 - 6279619

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	31/08/2023		50,000,00
Current Account	31/08/2023		605,541,71
			655,541,71
Unpresented Cheques (Minus)		Amount	
07/02/2023 205349 Cinemobile		171,50	
14/03/2023 205393 TIANNA KING		50,00	
14/06/2023 205433 PETER SHAYLER		200,00	
25/07/2023 205444 ST JOHNS		50,00	
09/08/2023 205449 Trade UK		50,25	
09/08/2023 205454 Your Franking Ltd		70,50	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66,40	
16/08/2023 121183 ASHLEIGH BARNARD		50,00	
25/08/2023 121185 HMRC		8,904,52	
			9,613,17
			645,928,54
Receipts not Banked/Cleared (Plus)			
30/08/2023		73,58	
			73,58
			646,002,12
		Balance per Cash Book is :-	646,002,12
		Difference is :-	0.00

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

Transactions

Peace Sweep20-49-76 30701211

Available balance	£968,339.02
Last night's balance	£965,601.42
Overdraft limit	n/a

Showing 6 transactions between 31/08/2023 and 05/09/2023 from 31/08/2023 to 05/09/2023

Date	Description	Money in	Money out	Balance
05/09/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£2,737.60		£968,339.02
04/09/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£157.08		£965,601.42
04/09/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 5JUN/ 3SEP	£1,848.15		£965,444.34
01/09/2023	Transfer TRANSFER 10701173 TRANSFER 10701173		-£16,551.52	£963,596.19
01/09/2023	Counter Credit LEWES DISTRICT COU 112778 BGC	£374,606.00		£980,147.71
31/08/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£180.53		£605,541.71

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

Barclays Bank UK PLC, Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676), Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.co.uk.

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

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Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	29/09/2023		942,204.02
Current Account	29/09/2023		50,000.00
			992,204.02
Unpresented Cheques (Minus)		Amount	
07/02/2023 205349 Cinemobile		171.50	
14/03/2023 205393 TIANNA KING		50.00	
14/06/2023 205433 PETER SHAYLER		200.00	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66.40	
21/09/2023 121190 RICHARD EVANS.		100.00	
21/09/2023 121191 JODIE FINCHAM		50.00	
21/09/2023 121192 ISOBEL SHARKEY		31.00	
27/09/2023 121193 HMRC		7,034.33	
29/09/2023 121208 EAST SUSSEX PENSION FUND		7,997.82	
29/09/2023 121204 DESTINY ENTERTAINMENTS		609.00	
29/09/2023 121199 VICTORIA RUTT		3,460.00	
			19,770.05
			972,433.97
Receipts not Banked/Cleared (Plus)			
25/09/2023		50.00	
25/09/2023		29.00	
26/09/2023		100.80	
26/09/2023		97.30	
27/09/2023		64.60	
27/09/2023		45.25	
28/09/2023		502.00	
29/09/2023		29,093.59	
29/09/2023		50.00	
			30,032.54
			1,002,466.51
	Balance per Cash Book is :-		1,002,466.51
	Difference is :-		0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	29/09/2023		181,441.26
			<u>181,441.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			181,441.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			181,441.26
		Balance per Cash Book is :-	181,441.26
		Difference is :-	0.00

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 September 2023

Business Current Accounts	
Business Current Account Statement	£50,000.00
Sort Code 20-49-76 • Account No 10701173	
Business Savings Accounts	
Business Premium Account	£942,204.02
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£181,441.26
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









23 - 29 Sep 2023

Date	Description	Money out £	Money in £	Balance £
23 Sep	Start Balance			50,000.00
25 Sep	DD Direct Debit to Peacehaven TC Ref: B4C5	23,562.97		26,437.03
	DD Direct Debit to Fuel Card Services Ref: F19012293	32.44		26,404.59
	Giro Direct Credit From Sumup Payments Acc Ref: MUA Pjd337718		28.65	26,433.24
	Giro Transfer From Account: 30701211		23,566.76	50,000.00
26 Sep	Giro Transfer to Account: 30701211	642.76		49,357.24
	Giro Direct Credit From S Jackson Ref: 14456		90.00	49,447.24
	Deposit at Barclays 42551 Ref: 10.1726Sepkpo000		552.76	50,000.00
27 Sep	Giro Transfer to Account: 30701211	688.99		49,311.01
	Giro Direct Credit From Dimensions UK Ref: 14338		688.99	50,000.00
	Deposit at Barclays Post Office Ref: 201423		128.10	50,128.10
28 Sep	Giro Transfer to Account: 30701211	1,274.52		48,853.58
	STO Standing Order From Gateway Cafe Ref: Gateway Cafe Post		841.32	49,694.90
	Giro Direct Credit From Cearing James Ref: 1296317254		51.00	49,745.90
	Giro Direct Credit From Diversity Resource Ref: Tacye Turn Ori		86.40	49,832.30

[Continued](#)

Start balance £50,000.00
Money out £26,944.98
Commission charges £0.00
Interest paid £0.00
Money in £26,944.98
End balance £50,000.00

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,832.30
28 Sep	 Direct Credit From The Deans Senior T Ref: Deans Ten Club 143		261.00	50,093.30
	 Direct Credit From E-Payments PL Ref: Pw 14469		34.80	50,128.10
29 Sep	 Transfer to Account: 30701211	743.30		49,384.80
	 Direct Credit From Y The Yemeni Coffe Ref: Coffee Haw Y The Y		50.00	49,434.80
	 Direct Credit From S Jackson Ref: 14456		100.00	49,534.80
	 Direct Credit From P Clements Ref: Sawd Happy		100.80	49,635.60
	 Direct Credit From Mullins S K Ref: in 14503		186.00	49,821.60
	 Deposit at Barclays 42551 Ref: 03/02/2567Kpx0200		178.40	50,000.00
29 Sep	Balance carried forward			50,000.00
Total Payments/Receipts		26,944.98	26,944.98	

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 03 Aug 2023 was	5.250%

Dispute resolution

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

Important information about compensation arrangements

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

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

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

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

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

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

Interest

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

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

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

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

Online

barclays.co.uk

On the phone

0345-717-1819

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

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

-24 hours


Tell us straight away if:

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

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

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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 (SWIFT/BIC)

Your IBAN and SWIFT/BIC 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/ibn/bic/bank-information.

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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*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.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Priccept	749,213	749,213	0			100.0%	
1010 CIL Income	39,463	0	(39,463)			0.0%	39,463
1011 Groundwork UK	(1,591)	0	1,591			0.0%	
1012 Football Foundation Fund	11,853	0	(11,853)			0.0%	
1013 Income from Photocopying	419	200	(219)			209.4%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	4,205	200	(4,005)			2102.3%	
1309 Other Income	3	1,000	997			0.3%	
General Administration - Income	819,372	765,963	(53,409)			107.0%	39,463
4345 CTLA Service Level Agreement	6,500	6,500	0	0	0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0	0	0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0	0	0	100.0%	
General Administration - Direct Expenditure	21,000	21,000	0	0	0	100.0%	0
4001 Salaries	197,145	422,906	225,761		225,761	46.6%	
4002 Employer NI Contributions	18,089	45,198	27,109		27,109	40.0%	
4003 Employer Pension Contributions	39,263	82,000	42,737		42,737	47.9%	
4004 Overtime	471	1,000	529		529	47.1%	
4011 Training	1,225	2,000	776		776	61.2%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	113	500	387		387	22.6%	
4301 Purchase of Furniture/Equipmon	627	1,500	873		873	41.8%	
4302 Purchase of Materials	253	500	247		247	50.6%	
4306 Printing	1,637	5,000	3,363		3,363	32.7%	
4307 Stationery	167	500	333		333	33.5%	
4310 Professional Fees - Consultanc	2,271	2,000	(271)		(271)	113.6%	
4311 Professional Fees - Legal	710	2,000	1,290		1,290	35.5%	750
4312 Professional Fees - Other	540	2,000	1,460		1,460	27.0%	
4314 Audit Fees	2,032	3,000	968		968	67.7%	
4315 Insurance	12,935	12,000	(935)		(935)	107.8%	
4321 Bank Charges	100	100	0		0	99.8%	
4322 BACS Charges	18	200	182		182	9.0%	
4323 PDQ Charges	306	800	494		494	38.2%	
4325 Postage	1,236	1,000	(236)		(236)	123.6%	
4326 Telephones	1,337	3,168	1,831		1,831	42.2%	
4327 Computers	12,794	15,000	2,206		2,206	85.3%	3,620
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	228	1,500	1,273		1,273	15.2%	
4341 Grants	3,627	10,000	6,373		6,373	36.3%	
4342 Subscriptions	4,419	5,500	1,081		1,081	80.3%	

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	(27)	0	27		27	0.0%	
General Administration -> Indirect Expenditure	301,516	637,872	336,356	0	336,356	47.3%	4,825
Net Income over Expenditure	496,857	107,091	(389,766)				
6000 plus Transfer from EMR	4,825						
6001 less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	462,218						
110 Civic Events							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayor's Badge	542	700	158		158	77.4%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events -> Direct Expenditure	542	1,700	1,158	0	1,158	31.9%	0
4331 Mayor's Allowance	265	1,500	1,235		1,235	17.7%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	558	1,200	642		642	46.5%	
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	823	5,250	4,427	0	4,427	15.7%	0
Net Expenditure	(1,365)	(6,950)	(5,585)				
120 Marketing							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	1,445	2,500	1,055			57.8%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing -> Income	1,620	4,600	2,980			35.2%	0
4352 Annual Report	0	100	100		100	0.0%	
Marketing -> Direct Expenditure	0	100	100	0	100	0.0%	0
4306 Printing	0	300	300		300	0.0%	
4328 Website	1,225	2,500	1,275		1,275	49.0%	
4329 Advertising	312	700	388		388	44.5%	
4502 Events	0	300	300		300	0.0%	
Marketing -> Indirect Expenditure	1,537	3,800	2,263	0	2,263	40.4%	0
Net Income over Expenditure	83	700	617				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
4337 Neighbourhood Plan	150	5,000	4,850		4,850	3.0%	
Neighbourhood Plan - Indirect Expenditure	150	5,000	4,850	0	4,850	3.0%	0
Net Expenditure	(150)	(5,000)	(4,850)				
200 Planning & Highways							
4851 Noticeboards	994	650	(344)		(344)	152.9%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways - Direct Expenditure	994	1,850	856	0	856	53.7%	994
4101 Repair/Alteration of Premises	1,429	2,000	571		571	71.4%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways - Indirect Expenditure	10,475	12,633	2,158	0	2,158	82.9%	0
Net Expenditure	(11,469)	(14,483)	(3,014)				
6000 plus Transfer from EMR	994						
Movement to/(from) Gen Reserve	(10,475)						
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	1,318	6,600	5,282		5,282	20.0%	
4203 Fuel	4,030	6,050	2,020		2,020	66.6%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	331	900	569		569	36.8%	
Grounds Team General Exp - Indirect Expenditure	5,655	14,150	8,495	0	8,495	40.0%	0
Net Expenditure	(5,655)	(14,150)	(8,495)				
310 Sports Park							
1025 Rent & Service Charge	9,618	13,845	4,227			69.5%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	3,512	3,000	(512)			117.1%	
1061 S/P Court Hire	644	2,500	1,856			25.8%	
Sports Park - Income	20,156	25,110	4,954			80.3%	0
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	672	7,250	6,578		6,578	9.3%	
4131 Rates	2,096	2,345	249		249	89.4%	

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	3,814	10,500	6,687		6,687	36.3%	
4164 Trade Refuse	2,718	4,500	1,782		1,782	60.4%	
4171 Grounds Maintenance Costs	7,586	10,000	2,414		2,414	75.9%	
Sports Park -> Indirect Expenditure	16,951	35,095	18,144	0	18,144	48.3%	0
Net Income over Expenditure	3,206	(9,985)	(13,191)				
315 Big Park							
4101 Repair/Alteration of Premises	2,050	5,000	2,950		2,950	41.0%	1,960
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	322	500	178		178	64.3%	
4112 Gas	129	500	371		371	25.7%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	364	1,000	636		636	36.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mntce/Lease	3,160	4,000	840		840	79.0%	161
4355 Wifi	204	585	381		381	34.9%	
Big Park -> Indirect Expenditure	20,030	38,825	18,795	0	18,795	51.6%	2,121
Net Expenditure	(20,030)	(38,825)	(18,795)				
6000 plus Transfer from EMR	2,121						
Movement to/(from) Gen Reserve	(17,910)						
316 Gateway Cafe							
1025 Rent & Service Charge	4,908	8,999	4,091			54.5%	
1111 Electricity	3,037	10,000	6,963			30.4%	
Gateway Cafe -> Income	7,945	18,999	11,054			41.8%	0
4101 Repair/Alteration of Premises	51	2,500	2,449		2,449	2.0%	
4111 Electricity	3,037	10,000	6,963		6,963	30.4%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	209	1,500	1,291		1,291	13.9%	
4326 Telephones	113	972	859		859	11.7%	
4355 Wifi	254	540	286		286	47.0%	
Gateway Cafe -> Indirect Expenditure	3,665	17,012	13,347	0	13,347	21.5%	0
Net Income over Expenditure	4,280	1,987	(2,293)				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
Parks & Open Spaces :- Income	5,025	8,000	2,975			62.8%	0
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
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	458	4,500	4,043	0	4,043	10.2%	0
4101 Repair/Alteration of Premises	176	5,000	4,824		4,824	3.5%	
4141 Water Services	3,823	3,500	(323)		(323)	109.2%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	1,187	4,000	2,813		2,813	29.7%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	5,419	17,000	11,581	0	11,581	31.9%	0
Net Income over Expenditure	(852)	(13,500)	(12,648)				
355 The Hub							
1084 Sports Pavilion	9,999	16,979	6,980			58.9%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	180	270	90			66.7%	
1303 Water Charges	50	150	100			33.3%	
1355 Wifi	145	210	65			69.0%	
The Hub :- Income	10,374	17,879	7,505			58.0%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	880	3,000	2,120		2,120	29.3%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	164	2,000	1,836		1,836	8.2%	
4355 Wifi	159	420	261		261	37.8%	
The Hub :- Indirect Expenditure	912	10,920	10,008	0	10,008	8.4%	0
Net Income over Expenditure	9,462	6,459	(3,003)				

12/10/2023		Peacehaven Town Council				Page 6	
14:30		Detailed Income & Expenditure by Budget Heading 11/10/2023					
Month No: 7		Cost Centre Report					
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer/ to/from EMR
360 Community House							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	2,297	6,242	3,945			36.8%	
1072 C/H Copper Room	5,001	9,216	4,215			54.3%	
1075 C/H Charles Neville	4,109	7,426	3,317			55.3%	
1076 C/H Main Hall	8,428	18,646	10,218			45.2%	
1077 C/H Anzac Room	8,204	9,246	1,042			88.7%	
1078 C/H Main Kitchen	870	910	40			95.6%	
1079 C/H Anzac Kitchen	963	510	(453)			188.7%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	406	0	(406)			0.0%	
1091 Cinema Income	2,269	3,000	731			75.6%	
1092 Electricity Feed-in Tariff	50,163	500	(49,663)			10032.6	
1303 Water Charges	100	0	(100)			0.0%	
Community House :- Income	85,420	60,659	(24,761)			140.6%	0
4167 Cinema Costs	1,920	2,400	480		480	80.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	1,920	3,300	1,380	0	1,380	58.2%	0
4101 Repair/Maintenance of Premises	1,617	7,000	5,383		5,383	23.1%	
4102 Maintenance of Buildings	4,426	5,000	574		574	88.5%	
4111 Electricity	4,171	15,000	10,829		10,829	27.8%	
4112 Gas	2,473	9,000	6,527		6,527	27.5%	
4122 Service Charge	36,757	30,000	(6,757)		(6,757)	122.5%	6,757
4131 Rates	13,099	15,800	2,701		2,701	82.9%	
4141 Water Services	454	5,000	4,546		4,546	9.1%	
4151 Fixtures & Fittings	126	1,500	1,374		1,374	8.4%	
4161 Cleaning Costs	260	1,000	740		740	26.0%	
4162 Cleaning Materials	599	1,000	401		401	59.9%	
4163 Personal Hygiene	1,332	2,603	1,271		1,271	51.2%	
4305 Uniform	436	700	264		264	62.3%	
Community House :- Indirect Expenditure	65,749	93,603	27,854	0	27,854	70.2%	6,757
Net Income over Expenditure	17,752	(36,244)	(53,996)				
6000 plus Transfer from EMR	6,757						
Movement to/(from) Gen Reserve	24,508						

Continued over page

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Summer Fair							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
Summer Fair -> Income	2,537	3,000	463			84.6%	0
4329 Advertising	99	500	401		401	19.8%	
4500 Event Staff Overtime	2,439	1,500	(939)		(939)	162.6%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	1,531	1,200	(331)		(331)	127.6%	
Summer Fair -> Indirect Expenditure	4,069	5,200	1,131	0	1,131	78.2%	0
Net Income over Expenditure	(1,532)	(2,200)	(668)				
440 Christmas Market							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market -> Income	0	2,160	2,160			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market -> Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market -> Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	0	0				
Grand Totals:- Income	952,450	906,370	(46,080)			105.1%	
Expenditure	461,864	931,470	469,606	0	469,606	49.6%	
Net Income over Expenditure	490,586	(25,100)	(515,686)				
plus Transfer from EMR	14,696						
less Transfer to EMR	39,463						
Movement to/(from) Gen Reserve	465,819						

31/03/2023			31/03/2024
	Current Assets		
8,012	Debtors Control	3,127	
3,174	VAT Control A/c	12,165	
50	Deposit Aqua	50	
496,013	Current Bank A/c	973,874	
180,580	Reserve Account	181,441	
520	Petty Cash	520	
0	PAYE	0	
690,349			1,171,177
690,349	Total Assets		1,171,177
	Current Liabilities		
267	Credit Card A/c	0	
1,498	Creditors	21	
2,537	Mayor's Appeal	715	
7,354	Accruals	0	
0	Nil	0	
3,097	Deposits Received	4,257	
14,751			4,993
675,598	Total Assets Less Current Liabilities		1,166,184
	Represented By		
142,690	General Reserves	608,509	
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	30,743	
1,300	Noticeboards	306	
917	Monument & War Memorial	917	
4,000	PH Youth Task Group	4,000	
343,300	CIL	380,803	
59,080	Big Park	59,080	
3,100	Hub Improvements	3,100	
5,000	Climate Change	5,000	
798	Sponsorship	798	

31/03/2023		31/03/2024
	2,301 Professional Fees - Legal	1,551
	1,640 Neighbourhood Plan	1,640
	46,631 Capital Receipts Reserve	42,850
	<div>675,598</div>	<div>1,166,184</div>

The above statement represents fairly the financial position of the authority as at 30/09/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date :

Signed :
Responsible
Financial

Date :

Purpose of Report: To note the current CIL position

See below for expenditure so far this financial year;

[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			
Supplier	Description	Amount	Comments
Morrisons	Building Survey	5,000.00	On hold pending discussions with Morrisons on centre development
ESHRC	Hearing Loop	950.00	
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	6,000.00	Parks Officer is working on this
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	Parking deterrent (mound for grass)	890.00	Agreed to spend up to £2,000 - £750 spent on bollards
		£38,937	

Analysis

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

106 Monies

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

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

Implications

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

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

List of Payments made between 01/08/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/08/2023	TOTAL GAS & POWER	DD2	412.86		JUNE GAS
03/08/2023	SUM UP	SUMUP	12.41		TRANSACTION FEES 06/07-19/07
04/08/2023	02	DD	168.28		JULY MOBILES
04/08/2023	Northstar IT	DD1	1,504.02		MONTHLY SUPPORT - AUG
04/08/2023	Barclays	DD	3.00		comms
07/08/2023	The Fuelcard People	DD1	65.64		FUEL HK66 VWJ
08/08/2023	SUMUP	SUMUP0708	0.77		SUMUP
09/08/2023	Brewers and Sons Ltd	205447	60.06		PAINT FOR GOAL POSTS
09/08/2023	Brewers and Sons Ltd	205448	6.42		PAINT FOR GOAL POSTS
09/08/2023	Trade UK	205449	50.25		DRILL BIT
09/08/2023	CASTLE WATER	205450	1,587.68		JULY WATER SPORTS PARK
09/08/2023	Lewes District Council	205451	179.84		BINS FOR SUMMER FAIR
09/08/2023	R.J.Meaker Fencing Ltd	205452	38.40		SCREWS FOR PLANTERS
09/08/2023	Ernest Doe & Sons Ltd	205453	483.23		MOWER REPAIRS
09/08/2023	Your Franking Ltd	205454	70.50		FRANKING MACHINE INK
09/08/2023	FILCHES LTD	205455	1,307.67		PLANTERS
09/08/2023	Wightman & Parrish Ltd	205456	392.31		BIN LINERS / CH STOCK
09/08/2023	Spy AlarmsLtd	205457	475.20		CALL OUT
09/08/2023	Cinemobile	205458	315.00		BOOK CLUB 2
09/08/2023	AMADEUS	205459	153.22		STATIONARY
09/08/2023	MR COLIN BUSH	121181	50.00		SUSSEX SHOWSLEY SUMMER FAIR
09/08/2023	NO NAME SHOW PRODUCTIONS	121182	66.40		DEPOSIT REFUND
09/08/2023	EDF	205460	455.20		JULY ELECTRICITY
10/08/2023	Barclays	DD	62.00		JULY POO
15/08/2023	SUM UP CHARGES	SUMUP 11/0	1.45		SUM UP CHARGES
16/08/2023	ASHLEIGH BARNARD	121183	50.00		A.BARNARD REFUND
16/08/2023	PEACEHAVEN HORTICULTURAL	121184	100.00		HORTICULT REFUND
16/08/2023	ASHLEIGH BARNARD	121183	-50.00		ASHLEIGH BARNARD
21/08/2023	Double Nine Ltd / Merlin Workw	BACS	330.96		UNIFORM FOR GT
21/08/2023	Trade UK	BACS2	117.85		DRILL
21/08/2023	Wightman & Parrish Ltd	BACS3	14.54		DAMAGED BLACK SACKS
21/08/2023	Rigby Taylor	BACS4	238.08		BOWLS GREEN
21/08/2023	CONSULT CLEANING SERVICES	BACS5	615.60		AUGUST CLEANING
21/08/2023	ANDREW PICTON	BACS6	31.50		A.PICTON JULY/AUG MILEAGE
21/08/2023	HEALTH ASSURED LTD	DD	60.00		EAP 19/08-18/09
22/08/2023	SUM UP	SUMUP 2208	0.25		CARD CHARGES
22/08/2023	Credit Card Alc	JULY TFR	312.21		JULY CC
23/08/2023	PHS Group	DD1	799.27		28/08-27/11 SERVICES
25/08/2023	HMRC	121185	8,904.52		AUGUST SALARIES
25/08/2023	MIGUEL TELLO GARCIA	BACS1	100.00		MIGUEL REFUND
25/08/2023	COLLIER TURF CARE LTD	BACS2	1,695.36		FERTILISER
25/08/2023	SYNERGY PRODUCTS	BACS3	128.52		THROTTLE CABLE / CHAINS
25/08/2023	TRAVIS PERKINS	BACS4	242.10		EXCAVATOR MINI
25/08/2023	COLLIER TURF CARE	BACS2	-1,695.36		TO GO THROUGH P/L
25/08/2023	SYNERGY PRODUCTS	BACS3	-128.52		PUT THROUGH P/L
25/08/2023	TRAVIS PERKINS	BACS4	-242.10		EXCAVATOR MINI
25/08/2023	COLLIER TURF CARE LTD	BACS1	1,695.36		FERTILISER / PRESTIGE NUGRO

Continued on Page 2

List of Payments made between 01/08/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/08/2023	SYNERGY PRODUCTS LTD	BACS2	128.52		THROTTLE CABLE / CONNECTORS
25/08/2023	TRAVIS PERKINS Trading	BACS3	242.10		EXCAVATOR MINI
25/08/2023	BRITISH GAS	BACS4	22.95		17 JUL - 16 AUG GAS
25/08/2023	R.J.Meaker Fencing Ltd	BACS5	30.00		MAINTENANCE
25/08/2023	CASTLE WATER	BACS6	389.12		JUL/AUG WATER
25/08/2023	CASTLE WATER	BACS7	420.35		AUGUST WATER - S/P
25/08/2023	EAST SUSSEX PENSION FUND	BACS8	9,473.57		AUGUST SALARIES
25/08/2023	AUGUST SALARIES	AUG PAY	27,443.81		AUGUST SALARIES
25/08/2023	TOM JAMES	121186	10.80		T.JAMES MILEAGE
29/08/2023	The Fuelcard People	DD	157.49		HK66WMJ FUEL
29/08/2023	TOTAL GAS & POWER	DD1	143.22		JULY GAS
30/08/2023	SUM UP CARD CHARGES	SUMUP3008	0.76		SUM UP CARD CHARGES
01/09/2023	Lewes District Council	DD	1,048.00		NNDR 2ND INSTALLMENT
01/09/2023	Lewes District Council	DD1	6,549.00		NNDR 2ND INSTALLMENT
04/09/2023	The Fuelcard People	DD	34.18		HK66 WMJ
04/09/2023	SUM UP	SUMUP 0409	1.32		SUM UP CARD CHARGES
05/09/2023	Barclays	DD1	3.00		COMM CHARGES
05/09/2023	KIM GENT	121188	50.00		K.GENT DEPOSIT REFUND
05/09/2023	NICK WILSON	121189	100.00		N.WILSON REFUND
06/09/2023	PEACEHAVEN HORTICULT	BACS1	35.00		ADVERT IN SUMMER SHOW
06/09/2023	ASHLEIGH BARNARD	BACS2	50.00		A.BARNARD DEPOSIT REFUND
06/09/2023	AHGTC	BACS	15.00		MEMBERSHIP AHGTC
06/09/2023	COLLIER TURF CARE LTD	BACS1	542.16		MARATHON ALGAE 20KG
06/09/2023	SIEMENS FINANCIAL SERVICES	BACS2	281.83		FRANKING MACHINE RENTAL
06/09/2023	SPORTS EQUIPMENT	BACS3	201.00		NET HOOKS/ WHITE NETS
06/09/2023	SPORTS EQUIPMENT	BACS4	72.00		BACKBAR BRACKETS
06/09/2023	Society Of Local Councils Clerk	BACS5	316.00		G DYSON MEMBERSHIP
06/09/2023	REPLAY MAINTENANCE LTD	BACS6	354.00		MUGA GROUND REPAIRS
06/09/2023	EDF	BACS7	18.45		UNIT 14 ELECTRICITY JULY
06/09/2023	Black Busters Contracts Ltd	BACS8	258.00		CCTV / WATER JET
06/09/2023	Northstar IT	DD2	1,524.55		SEPTEMBER SUPPORT
06/09/2023	O2	DD3	168.82		AUGUST MOBILES
06/09/2023	Madison Web Solutions Limited	BACS	1,020.00		TEXT TO SPEECH SOFTWARE
06/09/2023	ROYAL SOCIETY OF ST GEORGE	BACS1	33.00		IS MEAL COSTS
11/09/2023	The Fuelcard People	DD	13.20		CARD CHARGES
11/09/2023	Barclays	DD1	52.40		AUG PDO CHARGES
12/09/2023	SUM UP	SUMUP 1210	2.24		CARD CHARGES
18/09/2023	The Fuelcard People	DD	129.16		fuel
18/09/2023	HEALTH ASSURED LTD	DD1	60.00		EAP 19/09-18/10
19/09/2023	PRICEWATCH LTD	BACS	-1,876.32		PRICEWATCH LTD
19/09/2023	SUM UP	SUMUP 1809	1.17		CARD CHARGES
20/09/2023	Rigby Taylor	BACS	1,810.60		2 WAY RYE / R9
20/09/2023	Mailserve LTD	BACS1	156.00		POSTAL RATE CHANGE
20/09/2023	EDF	BACS2	506.95		AUG ELECTRICITY
20/09/2023	TRAVIS PERKINS Trading	BACS3	47.39		PLATE COMPACTOR
20/09/2023	R.J.Meaker Fencing Ltd	BACS4	5.30		GROUNDS MAINTENANCE
20/09/2023	Spy AlarmsLtd	BACS5	259.20		QUARTERLY FIRE ALARM MAINT

Continued on Page 3

List of Payments made between 01/08/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref.	Transaction Detail
20/09/2023	PRICEWATCH LIMITED T/A LOCAB	BACS6	1,876.32		ULTRA LOW SULPHUR
20/09/2023	Trade UK	BACS7	172.47		HUB REPAIRS
20/09/2023	Heatcraft And Ventilation Ltd	BACS8	810.00		SERVICE TO HEATING EQUIP
20/09/2023	CONSULT CLEANING SERVICES	BACS9	1,037.40		SEPTEMBER CLEANING
20/09/2023	WORKNEST	BACS10	406.36		AUGUST HR SUPPORT
21/09/2023	RICHARD EVANS.	121190	100.00		BOXING REFUND
21/09/2023	JOJOE FINCHAM	121191	90.00		J.FINCHAM REFUND
21/09/2023	ISOBEL SHARKEY	121192	31.00		DEPUTY MAYOR EXPENSES
22/09/2023	PKF Littlejohn LLP	BACS	2,016.00		AUDIT REVIEW 2022/23
22/09/2023	Radius Connect	BACS1	347.05		SEPTEMBER PHONES
22/09/2023	Wightman & Parrish Ltd	BACS2	470.90		CLEANING MATERIALS
22/09/2023	Acacia Groundcare Equipment Re	BACS3	686.40		Purchase Ledger Payment
22/09/2023	ESALC Limited	BACS4	48.00		A.HARMAN TRAINING
22/09/2023	Credit Card A/c	AUG TFER	233.87		AUGUST CC
25/09/2023	SEPTEMBER SALARIES	SEPT PAY	23,562.97		SEPTEMBER SALARIES
25/09/2023	The Fuelcard People	DD	32.44		Fuel
25/09/2023	SUM UP	SUMUP 2509	0.50		TRANSACTION CHARGES
27/09/2023	HMRC	121193	7,034.33		SEPTEMBER SALARIES
29/09/2023	Business Sream	121198	24.50		20 JUNE - 19 SEPT WASTE
29/09/2023	Madison Web Solutions Limited	121200	450.00		5 HOURS SUPPORT
29/09/2023	L&N CONSULTANCY LIMITED	121201	180.00		TRAINING & PREP
29/09/2023	Double Nine Ltd / Merlin Workw	121202	557.76		UNIFORM
29/09/2023	Block Busters Contracts Ltd	121203	954.00		HIGH PRESSURE WATER JET / CCTV
29/09/2023	Acacia Groundcare Equipment Re	121205	665.70		DISC SEEDER
29/09/2023	Lewes District Council	121207	693.90		01/10/23-31/12/23 WASTE COLLEC
29/09/2023	CHANDLERS BUILDING SUPPLIES	121209	37.40		DEEP GUTTER
29/09/2023	EAST SUSSEX PENSION FUND	121208	7,997.82		SEPTEMBER SALARIES
29/09/2023	DESTINY ENTERTAINMENTS	121204	609.00		DESTINY ENTERTAINMENTS
29/09/2023	VICTORIA RUTT	121199	3,460.00		SEPTEMBER LOCUM

Total Payments

128,093.33

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

Our Ref: MARK/PEA001

Mrs Z Malone
Peacehaven Town Council
Community House, Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

3 October 2023

Dear Zoe,

Re: Peacehaven Town Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 3 October 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Michelle Webber on behalf of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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		TEST AT INTERIM	TEST AT FINAL	PAGE
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C	RISK MANAGEMENT AND INSURANCE	✓	✓	5
D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
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K	LIMITED ASSURANCE REVIEW	✓		8
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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, and the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.peacehaventowncouncil.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The external auditor's report for 2022/23 was not qualified and has been published on the council website. The External auditor commented 'The AGAR was not accurately completed before submission for review. The smaller authority has not restated the 2021/22 figure when adding assets in section 2, Box 9. There are a number of assets detailed as being purchased pre 2022/23 that have been included as additions in 2022/23. Please note that the 'Practitioners' Guides allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability' The Notice of Conclusion of Audit is also being displayed and was reported to the council on 19 September 2023 (minute ref c1086.biii).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although the council has a transparency page on the website and the information is current.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning & Highways, Policy and Finance, Leisure Amenities and Environment, Personnel and Civic Community events. It has 2 sub-committees – Grants and Community House. Terms of

reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

The council has a tab on the Council Agendas and Minutes offering the supporting reports and documentation available with the agenda.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website, ordinarily within 10 days of the meeting taking place. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 16 May 2023 (minute ref C1023).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 16 May 2023 (minute ref C1024). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the:

- *council for items over £10,000;*
- *a duly delegated committee of council for items over £5,000; or*
- . the clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and, where necessary, also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, **I would recommend increasing this limit in line with FR 4.1. To £5,000.**

I tested a sample of invoices from September payments and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.1 (g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the

proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

I tested a sample of contracts for toilet cleaning. 3 companies were contacted however only one quoted, this was all documented and report to Policy and Finance Committee 27 June 2023 and was agreed at this meeting. I was able to confirm the process was in conjunction with the thresholds contained within the Financial Regulations were applied.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £1,500.07. I was able to confirm receipt of this amount to the council's bank account on 18 July 2023. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council on 16 May 2023 (minute ref C1038). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Municipal which is a long-term agreement and expires on 6 June 2025. The policy includes Public Liability cover of £15 million and Employers Liability cover of £10 million and a Fidelity Guarantee of £2 million. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £749,213 for 2023/24. With a tax base of 4,977.8, this equates to a band D equivalent of £150.51 (compared to the average in England of £79.35).

The RFO confirmed that the 2024/25 budget setting process is scheduled to begin in October 2023 with a meeting of the Policy and Finance Committee 24 October 2023, with the aim to agree the budget and precept at the 19 December 2023 council meeting.

The RFO presents the budget performance information at every Policy and Finance meeting for review. Based on the information made available and a discussion with the Clerk and RFO, I am confident that councillors are presented with sufficient financial information to make informed decisions.

The council began the year with a balance of £675,598 with £532,908 of this amount earmarked for the use of various defined projects and CIL. This leaves circa £142,690 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner’s guide states *‘the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure’* (para 5.33). The general reserve balance is at the lower end of the recommended range. I would recommend that the council keeps this under review.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council budgets to receive income from the allotments, Sports park, marketing, Interest, events such as circus, Community house room and hall hire. The council reviewed its fees and charges annually it’s due to be reviewed at the October 2023 Policy and Finance committee.

Unbudgeted amounts received during the year came from Solar panels, CIL payments, bank interest and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float, which is used for incidental items. The petty cash is maintained by the RFO; the plan is to discontinue petty cash this year.

There is a corporate credit card in place, with cards held by the Clerk and RFO. As per recommendation at the year-end audit, the financial regulation 6.2 has been amended.

The RFO received credit card statements and has set up a separate cashbook within the accounting software to reconcile these monthly. I was able to evidence that appropriate receipts are retained for all credit card entries.

Financial Regulation 6.18 states ‘Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance and Policy committee in writing before any order is placed.’ No such limit appears to be included for a single transaction for the credit card.

I recommend amending FR 6.18 to read ‘Any debit or credit card issued and review the limit to increase it £1,000 which would be suitable for the size of the council.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 14 employees, and all have a signed contract of employment, based on the NALC template. The salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for August and September and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There is a councillor allowance scheme in place, paid in two equal instalments through payroll, as required by HMRC regulations.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I would recommend a review of the Community House fixed asset register as it contains disposable items and look to set a minimum limit for adding to the Fixed asset register.

The council has no PWLB borrowing nor long-term investments.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states: 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee'.

Bank reconciliations are completed monthly and presented to Policy and Finance committee at every meeting for review and ratified at full council. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). However, the council has the relevant fidelity cover in place.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	16 May 2023
Date inspection notice issued	2 June 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023 authorities must publish:

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

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

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash	✓		

	book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Michelle Webber
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The limit for clerk emergency spends is out of line with the financial regulation 4.1, so I would recommend increasing the limit to £5,000.	
PETTY CASH	I recommend amending FR 6.18 to read 'Any debit or credit card issued and review the limit to increase it £1,000 which would be suitable for the size of the council.	
ASSETS AND INVESTMENTS	I would recommend a review of the Community House fixed asset register as it contains disposable items and look to set a minimum limit for adding to the Fixed asset register, I would suggest £100.00.	

Action Plan – Policy & Finance Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	USE OF GIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE	At the Committee's meeting on 7 th December 2020, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p at the maximum quoted cost of £950. Work is in hand. Completion of Main Hall loop repairs.	Town Clerk		31 st Oct 2022
2	INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE	From the Committee's meeting of 14 th June 2022:- PIZZA TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE 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>PE832 TO ADOPT UPDATED SAFEGUARDING POLICY</p> <p>It was needed 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

POLICY & FINANCE

	2023/24 Budget	Draft 2024/25 Budget	% Change
100 General Administration			
4301 Purchase of Furniture/Equipment	1,500	1,500	0.0%
4302 Purchase of Materials	500	500	0.0%
4306 Printing	5,000	5,000	0.0%
4308 Ctr Printing	0	2,500	NDIV/0%
4307 Stationery	500	500	0.0%
4311 Professional Fees - Legal	2,000	4,000	100.0%
4314 Audit Fees	3,000	3,000	0.0%
4315 Insurance	12,000	13,000	8.3%
4321 Bank Charges	100	100	0.0%
4322 BACS Charges	200	200	0.0%
4323 PDQ Charges	800	500	-37.5%
4325 Postage	1,000	2,000	100.0%
4326 Telephone	3,168	3,000	-5.3%
4327 Computers	15,000	16,500	10.0%
4333 Members Allowance	3,500	3,500	0.0%
4341 Grants	10,000	10,000	0.0%
4342 Subscription	5,500	5,500	0.0%
4345 CTLA Service Level Agreement	6,500	6,500	0.0%
4346 CAB Service Level Agreement	11,500	11,500	0.0%
4354 HCC Service Level Agreement	3,000	3,000	0.0%
322 Vehicle Reserve	5,000	5,000	0.0%
4444 Election Costs	10,000	10,000	0.0%
General Administration: Expenditure	99,768	106,300	6.5%
1001 Precept			
1013 Income from Photocopying	200	200	0.0%
1016 Housing Benefit Claims LDC	15,350	15,657	2.0%
1100 Interest Received	200	1,000	400.0%
1309 Other Income	1,000	500	-50.0%
General Administration: Income	16,750	17,357	3.6%
Net Expenditure over Income	83,018	88,943	7.1%
360 Community House			
4101 Repair/Alteration of Premises	7,000	7,000	0.0%
4102 Maintenance of Building	5,000	5,000	0.0%
4111 Electricity	15,000	12,500	-16.7%
4112 Gas	9,000	6,500	-27.8%
4122 Service Charge	30,000	25,000	-16.7%
4131 Rates	15,800	15,800	0.0%
4141 Water Services	5,000	5,000	0.0%
4151 Fixtures & Fittings	1,500	1,500	0.0%
4161 Cleaning Costs	1,000	1,000	0.0%
4162 Cleaning Materials	1,000	1,000	0.0%
4163 Personal Hygiene	2,603	2,603	0.0%
4167 Cinema Costs	2,400	2,400	0.0%
4175 Music Licence	900	900	0.0%
4305 Uniform	700	700	0.0%
Community House: Expenditure	96,903	86,903	-10.3%
1069 C/H Police Room	2,341	2,435	4.0%
1070 C/H Phoenix Room	6,242	4,370	-30.0%
1072 C/H Fields & Robson Room	0	11,000	NDIV/0%
1073 C/H Copper Room	9,216	6,452	-30.0%
1075 C/H Charles Neville	7,426	5,199	-30.0%
1076 C/H Main Hall	18,646	13,053	-30.0%
1077 C/H Anzac Room	9,246	0	-100.0%
1078 C/H Main Kitchen	910	0	-100.0%
1079 C/H Anzac Kitchen	510	0	-100.0%
1080 C/H Foyer	1,675	0	-100.0%
1081 C/H Equipment Hire	947	500	-47.2%
1091 Cinema Income	3,000	3,000	0.0%
1092 Electricity Feed-In Tariff	500	5,000	900.0%
Community House: Income	60,658	52,009	-14.3%
Net Expenditure over Income	36,245	34,894	-3.7%
POLICY & FINANCE: Total Expenditure	196,671	193,203	-1.8%
POLICY & FINANCE: Total Income	77,408	69,366	-10.4%

Net Expenditure over Income

119,263	123,837	3.8%
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PLANNING & HIGHWAYS

	2023/24 Budget	Draft 2024/25 Budget	% Change
130 Neighbourhood Plan	5,000	3,000	-40.0%
4337 Neighbourhood Plan	5,000	3,000	-40.0%
Neighbourhood Plan: Expenditure			
Net Expenditure over Income	5,000	3,000	-40.0%
200 Planning & Highways	2,000	2,500	25.0%
4101 Repairs & Alterations	1,092	1,092	0.0%
4111 Streetlight Electricity	500	500	0.0%
4171 Grounds Maintenance Costs	9,041	11,536	27.6%
4850 Grass Cutting Contract	650	650	0.0%
4851 Noticeboards	600	600	0.0%
4852 Monument & War Memorial	600	600	0.0%
4853 Street Furniture	14,483	17,478	20.7%
Planning & Highways: Expenditure	14,483	17,478	20.7%
Net Expenditure over Income	14,483	17,478	20.7%
PLANNING & HIGHWAYS: Total Expenditure	19,483	20,478	5.1%
PLANNING & HIGHWAYS: Total Income	0	0	
Net Expenditure over Income	19,483	20,478	5.1%

CIVIC & EVENTS

	2023/24 Budget	Draft 2024/25 Budget	% Change	
110 Civic Events				
4331 Mayor's Allowance	1,500	1,500	0.0%	
4332 Mayor's Reception	1,000	1,200	20.0%	
Town Crier Outfit	0	750	#DIV/0!	Lewes TC should pay other half
4335 Civic Expenses	1,200	1,200	0.0%	
4336 Civic Service	500	500	0.0%	
4338 Remembrance Services	550	1,000	81.8%	Includes D-Day 80
4339 National Mourning	500	500	0.0%	
4349 Civic Training	500	500	0.0%	
4350 Mayors Badge	700	500	-28.6%	
4351 Youth Mayor	500	500	0.0%	
Civic Expenses: Expenditure	6,950	8,150	17.3%	
Net Expenditure over Income	6,950	8,150	17.3%	
120 Marketing				
4328 Website	2,500	2,000	-20.0%	
4502 Events	300	500	66.7%	
4306 Printing	300	300	0.0%	
4329 Advertising	700	500	-28.6%	
4352 Annual Report	100	100	0.0%	
Marketing: Expenditure	3,900	3,400	-12.8%	
1048 E-News advertising	100	100	0.0%	
1301 Filming	2,000	1,000	-50.0%	
1049 Banner Board Income	2,500	1,500	-40.0%	
1300 Donations Received	0		#DIV/0!	
Marketing: Income	4,600	2,600		
Net Expenditure over Income	-700	800	-214.3%	
130 Summer Fair				
4502 Events	2,000	2,000	0.0%	
4329 Advertising	500	500	0.0%	
4500 Event Staff Overtime	1,500	1,500	0.0%	
4900 Miscellaneous Expenses	1,200	1,200	0.0%	
Summer Fair: Expenditure	5,200	5,200		
1045 Event Sponsorship	500	500	0.0%	
1046 Stall Income (Events)	1,500	1,500	0.0%	
1094 Other Customer & Client Receipts	1,000	1,000	0.0%	
Summer Fair: Income	3,000	3,000		
Net Expenditure over Income	2,200	2,200		
140 Christmas Market				
4329 Advertising	300	300	0.0%	
4500 Event Staff Overtime	1,000	1,000	0.0%	
4501 Carol Concert	160	160	0.0%	
4500 Miscellaneous Expenses	700	700	0.0%	
Christmas Market: Expenditure	2,160	2,160		
1045 Event Sponsorship	800	800	0.0%	
1046 Stall Income (Events)	1,000	1,000	0.0%	
1094 Other Customer & Client Receipts	360	360	0.0%	
Christmas Market: Income	2,160	2,160		
Net Expenditure over Income	0	0		

CIVIC & EVENTS: Total Expenditure	18,210	18,910	3.8%
CIVIC & EVENTS: Total Income	9,760	7,760	
Net Expenditure over Income	8,450	11,150	32.0%

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle
4203	Fuel
4204	Road Fund License
4305	Uniform

Grounds Team: Expenditure

Net Expenditure over Income

310 Sports Park

4111	Electricity
4141	Water Services
4131	Rates
4160	Changing Places
4164	Trade Refuse
4171	Grounds Maintenance Costs

Sports Park: Expenditure

1025	Rent & Service Charge
1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire

Sports Park: Income

Net Expenditure over Income

315 Big Park

4101	Repair/Alteration
4102	Maintenance of Unit 14
4111	Electricity (Unit 14)
4112	Gas (Unit 14)
4355	WiFi (Unit 14)
4121	Rents
4131	Rates
4161	Cleaning Costs
4166	Skip Hire
4173	Fertilisers & Grass Seed
4303	Machinery Hire/Lease

Big Park: Expenditure

Transfer from Big Park EMR

Big Park: Income

Net Expenditure over Income

316 Gateway Café

4101	Repair/Alteration of Premises
4111	Electricity
4326	Telephones
4355	WiFi
4115	CCTV Maintenance
4116	Servicing / Maintenance

Gateway Café: Expenditure

1111	Electricity
1025	Rent & Service Charge

Gateway Café: Income

Net Expenditure over Income

330 Parks & Open Spaces

4101	Repairs / Alterations
4104	Vandalism Repairs
4141	Water Services
4164	Trade Refuse
4171	Grounds Maintenance Costs
4301	Purchase of Furniture/Equipment

2023/24 Budget	Draft 2024/25 Budget	% Change
6,600	6,600	0.0%
6,050	6,050	0.0%
600	600	0.0%
900	900	0.0%
14,150	14,150	0.0%
14,150	14,150	0.0%
7,250	6,500	-10.3%
2,345	2,345	0.0%
500	500	0.0%
4,500	3,000	-33.3%
10,000	10,000	0.0%
24,595	22,345	-9.1%
13,845	13,845	0.0%
5,765	6,383	10.7%
3,000	3,000	0.0%
2,500	2,500	0.0%
25,110	25,728	2.5%
-515	-3,383	556.9%
5,000	5,000	0.0%
500	500	0.0%
500	500	0.0%
500	500	0.0%
585	585	0.0%
15,000	15,000	0.0%
5,240	5,240	0.0%
10,500	10,800	2.9%
1,000	1,000	0.0%
6,500	6,500	0.0%
4,000	5,000	25.0%
0		NDV/DI
49,325	50,625	2.6%
25,000	10,000	-60.0%
25,000	10,000	-60.0%
24,325	40,625	67.0%
2,500	2,500	0.0%
10,000	10,000	0.0%
972	972	0.0%
540	540	0.0%
1,500		-100.0%
1,500	1,500	0.0%
17,012	15,512	-8.8%
10,000	10,000	0.0%
8,999	9,179	2.0%
18,999	19,179	0.9%
-1,987	-3,667	84.5%
5,000	5,000	0.0%
1,500	1,500	0.0%
3,500	5,000	42.9%
2,000	500	-75.0%
4,000	4,000	0.0%
2,500	2,500	0.0%

NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE

COULD CHANGE DEPENDING ON DECISION

4105	Tree Works	2,000	3,500	75.0%	Includes tree survey
4106	Signage	1,000	1,000	0.0%	
4108	Tree Planting	2,500	0	-100.0%	
4050	Allotment Costs	0	1,000	#DIV/0!	
Amenity Area: Expenditure		24,000	24,000	0.0%	
1044	Hire of the Dell	5,500	5,500	0.0%	
1050	Allotment Rent	2,500	2,600	4.0%	
Amenity Area: Income		8,000	8,100	1.3%	
Net Expenditure over Income		16,000	15,900	-0.6%	
355	The Hub				
4103	Annual Servicing Costs	2,500	2,500	0.0%	
4111	Electricity	3,000	3,000	0.0%	
4112	Gas	3,000	3,000	0.0%	
4355	Wifi	420	420	0.0%	
4171	Maintenance of Hub	2,000	2,000	0.0%	
4175	Music Licence	500	500	0.0%	
The Hub: Expenditure		11,420	11,420	0.0%	
1084	The Hub	16,979	17,319	2.0%	
1303	Water	150	150	0.0%	
1112	Gas	270	270	0.0%	
1111	Electric	270	270	0.0%	
1355	Wifi	210	210	0.0%	
The Hub: Income		17,679	16,219	-1.9%	
Net Expenditure over Income		-6,459	-6,799	-5.3%	
LEISURE, AMENITIES & ENV: Total Expenditure		140,502	138,052	-1.7%	
LEISURE, AMENITIES & ENV: Total Income		94,989	81,226	-14.5%	
Net Expenditure over Income		45,513	56,826	24.9%	

PERSONNEL


	2023/24 Budget	Draft 2024/25 Budget	% Change
100 General Administration			
4001 Salaries	422,906	465,906	10.2%
4002 ER's NIC	45,198	47,458	5.0%
4003 ER's Supn	82,000	86,100	5.0%
4004 Overtime	1,000	2,000	100.0%
4011 Staff Training	2,000	2,000	0.0%
4212 Staff Mileage Costs	500	500	0.0%
4312 Professional Fees - HR	2,000	3,000	50.0%
4310 Professional Fees - Consultancy	2,000	2,000	0.0%
4334 Members Training	1,500	1,500	0.0%
General Administration: Expenditure	559,104	610,464	9.2%
Net Expenditure over Income	559,104	610,464	9.2%
PERSONNEL: Total Expenditure	559,104	610,464	9.2%
PERSONNEL: Total Income	0	0	
Net Expenditure over Income	559,104	610,464	9.2%

COUNCIL

	2023/2024	Draft	%
	Budget	2024/25 Budget	Change
Policy & Finance	196,671	193,203	-1.8%
Planning & Highways	19,483	20,478	5.1%
Civic & Events	16,210	18,910	16.7%
Leisure, Amenities & Environment	139,902	138,052	-1.3%
Personnel	559,104	610,464	9.2%
Total Expenditure	931,370	981,107	5.3%
Policy & Finance	77,408	69,366	-10.4%
Planning & Highways	0	0	#DIV/0!
Civic & Events	9,760	7,760	-20.5%
Leisure, Amenities & Environment	94,989	81,226	-14.5%
Personnel	0	0	
Total Income	182,157	158,352	-13.1%
Net Expenditure over Income	749,213	822,755	9.8%
Precept	£749,213	£822,755	9.8%
Tax Base	4,717.6	4,977.7	5.5%
Band D	£158.81	£165.29	4.1%

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Blockbusters Contracts Ltd.

The Old Barn, Ranscombe Lane, Glynde, Lewes

Tel. 01273 858822

info@blockbusters.co.uk

Project Information

Project Name

D152049_Sep23

Project Number

D152049

Project Date

20/09/2023

Client

Company:

Peacehaven Town Council

Street:

Meridian Centre, Meridian Way

Town or City:

Peacehaven

County:

East Sussex

Post Code:

BN10 8BB

Phone:

01273 585493

Email:

seniorcaretaker@peacehavetowncouncil.gov.uk

Contractor

Company:

Blockbusters Contracts Ltd.

Street:

The Old Barn, Ranscombe Lane

Town or City:

Glynde, Lewes

County:

East Sussex

Post Code:


BN8 6AA

Phone:

01273 858822

Email:

info@blockbusters.co.uk



D152049_Sep23

P-1

Blockbusters

Blockbusters Contracts Ltd.

The Old Barn, Ranscombe Lane, Glynde, Lewes

Tel. 01273 858822

info@blockbusters.co.uk

Project Information

Project Name

D152049_Sep23

Project Number

D152049

Project Date

20/09/2023

Project Notes

Summary

A closed circuit television survey, unblock and intensive High pressure water jetting was carried out to a Rain Water Downpipe at The Meridian Centre, Peacehaven (see site plan), to check the condition of the pipework and ascertain a potential cause for the previous blockage.

Intensive 2x person High pressure water jetting was undertaken to clear the pipework downstream from the Rainwater Downpipe from access on the flat roof.

On completion a CCTV Survey was carried out and revealed the pipework to be “bellied” and holding water. A large joint displacement and open joint were also observed.

We would therefore recommend that this pipework is accessed and replaced with new 110mm PVC pipework and fittings, set at the correct fall ratio, to aid in flow and prevent further blockages (See Recommendations).

Recommendations

Replace Rain Water Downpipe downstream to Drop pipe due to bellied pipe holding water levels and an open joint. CCTV Survey downstream from this point and advise findings. Managerial site visit required to provide specification of works and costing to undertake repair through the car park - 100mm/7.08m length.


The proposed works are located in the main kitchen and across the doorway to the hallway, we would advise the works are carried out of hours

Prior to any works We require a copy of your asbestos register prior to the works

Kitchen area

- Team to attend out of hours & sign in with security
- To set out dust sheeting protection
- To set up portable scaffold up tower
- To remove ceiling tiles in the kitchen area and set aside (blockbusters accept no responsibility for damages or replacing any ceiling tiles)
- To remove defective pipework
- To supply and install up to 2m of new 110mm time saver waste pipe and secure with clips to gain correct fall
- Additional support clips to be installed
- Pipe work to be attached to roof outlet with flex band seal
- Ceiling tiles to be replaced where possible.

Communal area



Blockbusters Contracts Ltd.
The Old Barn, Ranscombe Lane, Glynde, Lewes
Tel. 01273 858822
info@blockbusters.co.uk

Project Information		
Project Name	Project Number	Project Date
D152049_Sep23	D152049	20/09/2023

- To set out dust sheeting protection in communal area
- To set up portable scaffold up tower
- Ceiling tiles in communal area to be unclipped and set aside (blockbusters accept no responsibility for damaging or replacing any ceiling tiles)
- To remove defective pipework
- To supply and install up to 5m of new 110mm time saver waste pipe and secure with clips to gain correct fall
- Additional support clips to be installed
- Pipe work to be attached to cast down pipe in cupboard with flex band seal
- Ceiling tiles to be replaced where possible.
- All waste materials and rubbish to be removed from site under safe waste transfer

Note: These works are weather permitting due to the pipework taking the water from the flat roof

To Labour, Plant & Materials £4,350.00 + VAT

Should you require any further information please contact us on 01273 858822.

We trust this meets with your requirements and look forward to your further instructions. It should be noted that we only use quality materials for the new pipework installations. These are manufactured to BS EN 1401-1 with a 50 year life expectancy. Materials are GUARANTEED by their manufacturers for a minimum of TEN YEARS. Our ability to determine that which is underground in advance of excavation is limited by the availability of records.

We have used our best skill in determining our costings and if any circumstances are revealed whilst excavating that will affect these costings, we will discuss them with you. Should you require any further details regarding any aspect of the above quotation or the quality of our workmanship, please do not hesitate to contact us again.

We do have a Quality System to the latest International Standard 9001:2008. This will ensure a response to any enquiry you may have during the period following our work; please address these matters to our Quality Manager.

The original report remains the property of Blockbusters Contracts Ltd.

D152049_Sep23P-3

Project Name D152049,Sep23	Project Number D152049	Project Date 20/09/2023
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BlockBusters

Blockbusters Contracts Ltd.

The Old Barn, Ranscombe Lane, Glynde, Lewes

Tel. 01273 858822

info@blockbusters.co.uk

Section Profile

Project Name

D152049_Sep23

Project Number

D152049

Project Date

20/09/2023

Circular, 100 mm

Item No.	Upstream Node	Downstream Node	Date	Road	Pipe Material	Total Length	Inspected Length
1	RWDP	SA	20/09/2023	The Meridian Centre	Polyvinylchloride	7.08 m	7.08 m

Total: 1 Inspection x Circular 100 mm = 7.08 m Total Length and 7.08 m Inspected Length

Total: 1 Inspection = 7.08 m Total Length and 7.08 m Inspected Length

D152049_Sep23

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Blockbusters

Blockbusters Contracts Ltd.

The Old Barn, Ranscombe Lane, Glynde, Lewes

Tel. 01273 858822

info@blockbusters.co.uk

Section Inspection - 20/09/2023 - RWDP

Item No. 1	Insp. No. 1	Date 20/09/23	Time 10:55	Client's Job Ref D152049	Weather Not Specified	Pre Cleaned Not Specified	PLR RWDP
Operator CS	Vehicle Not Specified	Camera Not Specified	Preset Length Not Specified	Legal Status Not Specified	Alternative ID Not Specified		

Town or Village:
Road:
Location:
Surface Type:

Peacehaven
The Meridian Centre

Inspection Direction:
Inspected Length:
Total Length:
Joint Length:

Downstream
7.08 m
7.08 m

Upstream Node:
Upstream Pipe Depth:
Downstream Node:
Downstream Pipe Depth:

RWDP

SA

Use:
Type of Pipe:
Flow Control:
Year Constructed:
Inspection Purpose:

Surface water
Gravily drain/sewer

Not Specified
After Extensive High Pressure Water Jetting

Pipe Shape:
Dial Height:
Pipe Material:
Lining Type:
Lining Material:

Circular
100 mm
Polyvinyl chloride
No Lining
No Lining

Comments:
Recommendations:

Scale: 1:50

Depth: m
RWDP

0.00
0.00
0.10
0.16
0.19
0.62
1.60
2.12
2.36
2.75
3.25
3.25
3.75
4.81
4.88

IC
WL
OJM
MCCI
REM
DER
DER
WL
WL
WL
DER
WL
WL
WL
WL

Start node, inspection chamber, reference: RWDP
Water level, 0% of the vertical dimension
Open joint, medium
Material changes to cast iron
General remark: line levels
Settled deposits, coarse, 40% cross-sectional area loss
Settled deposits, coarse, 20% cross-sectional area loss
Water level, 20% of the vertical dimension
Water level, 30% of the vertical dimension
Water level, 40% of the vertical dimension
Settled deposits, coarse, 10% cross-sectional area loss
Water level, 10% of the vertical dimension
Water level, 0% of the vertical dimension
Water level, 5% of the vertical dimension
Water level, 10% of the vertical dimension

Grade

1
4
3
3

OJM = 0.10 m

DER = 0.62 m

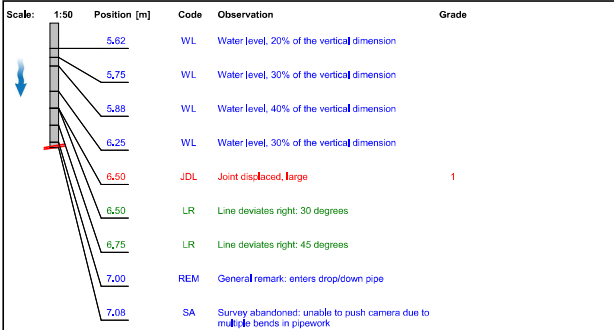
WL = 2.75 m

WL = 5.75 m

D152049_Sep23

1

Rem No. 1	Insp. No. 1	Date 20/09/23	Time 10:55	Client's Job Ref D152049	Weather Not Specified	Pre Cleaned Not Specified	PLR RWDP
Operator CS		Vehicle Not Specified		Camera Not Specified	Preset Length Not Specified	Legal Status Not Specified	Alternative ID Not Specified



Construction Features					Miscellaneous Features				
Structural Defects					Service & Operational Observations				
STR No. Def	STR Peak	STR Mean	STR Total	STR Grade	SER No. Def	SER Peak	SER Mean	SER Total	SER Grade
2	2.0	0.4	3.0	1.0	3	5.0	1.3	9.0	4.0

Agenda Item: PF923
Committee: Policy and Finance
Date: October 2023
Title: Digital Devices for Members
Report Authors: Isobel Sharkey

Purpose of Report: To consider whether it would be worthwhile purchasing tablets or other devices for councillors who need them

Introduction This issue was raised (by me) at the recent meeting when the we agreed to create a new budget number for councillor printing costs.

Background We have been largely digital at our meetings for some years now, but some councillors need or want paper copies which has led to an increase in printing costs.

Analysis Some councillors don't have access to a PC, laptop, or tablet at home. Even if they do, they are not always able to bring the device with them to meetings for a variety of reasons. Without this, they may be unable to contribute fully to meetings.

Printing costs have been as high as £300 a month recently. This equates to £3,600 a year and £14,000 over the length of the administration. Obviously we would still need to ask the office staff to do some printing for those who need it, but that does give us some money to buy devices for those who would benefit.

A tablet should last for all 4 years of the administration, possibly even 8 if a councillor serves for 2 terms.

Conclusions We would also save some staff time if they had less printing to do and all councillors would be able to see the papers in advance and have them at the meetings.

Recommendations That we continue to print papers for those who need them but also offer a tablet for those who want them.

We should also decide if the tablet is returned after 4 (or 8) years or not.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost of devices would reduce to some extent the printing costs.
Legal <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	We have an obligation to provide paper copies on grounds of inclusion.
Health & Safety <ul style="list-style-type: none">• Accessibility?• Equalities?	

Planning <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
Environmental and sustainability <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Both digital devices and paper, ink etc have a carbon footprint.
Crime and disorder <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
Social value <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
Climate <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	As above. We also need to ensure that paper copies are recycled whether here or at home.

Appendices/Background papers

I am not an IT expert, but a quick look at Curries website showed me that 10" or 11" tablets can be bought for between £149 and £329.

Agenda Item: PF924
Committee: Policy & Finance
Date: October 24 2023
Title: Solar Panel Rebate
Report Authors: Zoe Malone
Purpose of Report: Agree to allocation of Solar Panel Rebate

Summary of recommended actions

Agree to allocation of Solar Panel Rebate.

Introduction

We have not been receiving rebates from the Solar Panels on Community House for some time. Having investigated this I have now managed to provide meter readings and British Gas have now processed our rebate which is £50,153.15

We are fortunate we receive rebates from a feed in tariff and therefore we are receiving 49p back for each unit.

Analysis

This income was not expected at this level. Meter readings will now be provided quarterly so we will not receive this value of rebate going forward as this is backdated. The next reading is due in December.

We need to replace our current heating system at Community House, with quotes as high as £99k (inc VAT) this work is essential as the current system does not have the parts available anymore to fix it.

Recommendations

I recommend we earmark this income to be spent against Community House replacement heating system. We can then use our NCIL money to cover the rest of the costs. This will mean we do not have to apply for a public works loan nor do we need to increase in the precept.

We will continue to benefit from the Solar Panels and based on the backdated amount over 7 years, we should receive approximately £5k per year from this going forward.

Implications

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

Financial	
Legal	N/A
Environmental and sustainability	The proposed heating system will be more energy efficient.
Crime and disorder	N/A

<u>Climate</u>	N/A
----------------	-----

Appendices/Background papers

Refund breakdowns



Peacehaven Town Council
Peace Haven Town Council
Meridian center, Community house
Peacehaven
BN10 8BB



Your Feed in Tariff (FiT) payment

Hello Peacehaven Town Council

We've calculated your Feed in Tariff (FiT) payment for
03/06/2016 to 25/09/2023 using generation meter readings.

Your payment breakdown

Generation Tariff

MSN A011282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
03/06/2016	31/03/2017			
33347.00	38107.00	4760.43	43.11p/kWh	2052.22

MSN A011282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2017	31/03/2018			
38107.00	43860.00	5753.50	44.19p/kWh	2542.47

MSN A011282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2018	31/03/2019			
43860.00	49614.00	5753.50	46.00p/kWh	2646.61

Installation reference
number
5000070620

Generation MPAN
1900011314157

Installation Address
Meridian Way, Meridian
Town Council
Peacehaven
BN10 8BB

Contact us
britishgas.co.uk/fit

Letter reference
PAY/CTB/RFND

30th September 2023

* If you're entitled to receive export payments without an export meter, this is deemed as 50% of Generation read.

PTO >

MSN AO11282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2019	31/03/2020			
49614.00	55383.00	5769.26	47.25p/kWh	2725.98

MSN AO11282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2020	31/03/2021			
55383.00	61137.00	5753.50	48.29p/kWh	2778.37

MSN AO11282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2021	31/03/2022			
61137.00	66890.00	5753.50	48.87p/kWh	2811.74

MSN AO11282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2022	31/03/2023			
66890.00	72644.00	5753.50	52.53p/kWh	3022.31

MSN AO11282739

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2023	25/09/2023			
72644.00	75450.00	2805.81	59.57p/kWh	1671.42

Export Tariff*

MSN

Previous Reading	Present Reading	kWhs	Price	Value (£)
0	0			
0.00	0.00	2380.21	3.48p/kWh	82.63
0	0			
0.00	0.00	2876.75	3.57p/kWh	102.70
0	0			
0.00	0.00	2876.75	3.72p/kWh	107.02
0	0			
0.00	0.00	2884.63	3.82p/kWh	110.19
0	0			
0.00	0.00	2876.75	3.90p/kWh	112.19
0	0			
0.00	0.00	2876.75	3.95p/kWh	113.63
0	0			
0.00	0.00	2876.75	4.25p/kWh	122.26
0	0			
0.00	0.00	1402.90	4.82p/kWh	67.62

What next

We'll send your £21069.56 payment to the bank details we hold on record for you. This will show in your account within the next 5 working days.

Got a question?

If you've got any questions, or something doesn't look right and needs changing,

Priority Services

Register

Need extra help?

For planned power cut warnings, letters in large print, braille or audio visit britishgas.co.uk/psr

Peacehaven Town Council
C/O East Sussex County Council
County Hall, Energy Team CRD Property
St Anness Crescent
Lewes
BN7 1UE



0000477



Here's the cheque we promised

Hello Peacehaven Town Council

We've calculated your Feed in Tariff (FiT) payment for
03/06/2016 to 21/08/2023 using generation meter readings.
We've attached a cheque to the bottom of this letter for the
amount we owe you.

Please see the next page for your tariff table.

Installation Reference number

5000080209

Generation MPAN

1900016427078

Contact Us

britishgas.co.uk/fit

PTO >



HSBC Bank Plc
60 Queen Victoria Street, London EC4N 4TR

40-05-30

32263874

Date: 11 September 2023

Pay: Peacehaven Town Council*****

TWENTY NINE THOUSAND NINETY THREE POUNDS AND FIFTY NINE**

PENCE ONLY*****

NOT TO EXCEED £29094.00

£ **29093.59**

BRITISH GAS

L. Mackay S. Phillips

⑈886778⑈ ⑆0⑆0530⑆ 32263874⑈

Generation Tariff

Letter reference
PAY/CHQ/RFND

MSN 481154026

11th September 2023

Previous Reading	Present Reading	kWhs	Price	Value (£)
03/06/2016 33953.00	31/03/2017 40634.00	6681.81	43.11p/kWhs	2880.53

MSN 481154026

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2017 40634.00	31/03/2018 48710.00	8075.69	44.19p/kWhs	3568.65

MSN 481154026

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2018 48710.00	31/03/2019 56786.00	8075.69	46.00p/kWhs	3714.82

MSN 481154026

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2019 56786.00	31/03/2020 64884.00	8097.82	47.25p/kWhs	3826.22

MSN 481154026

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2020 64884.00	31/03/2021 72959.00	8075.69	48.29p/kWhs	3899.75

MSN 481154026

Previous Reading	Present Reading	kWhs	Price	Value (£)
01/04/2021 72959.00	31/03/2022 81035.00	8075.69	48.87p/kWhs	3946.59

PTO >



PEACEHAVEN TOWN COUNCIL
ENTER ADDRESSMERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
BN10 8BB



Date
5 October 2023

Your ref
NONE

Our ref
RCS/ESX361750

Completion of registration

Title number **ESX361750**

Property **Land Lying To The North East Of Hoyle Road, Peacehaven.**

Registered proprietor **Peacehaven Town Council**

Your application lodged on 14 July 2022 has been completed. An official copy of the register is enclosed together with an official copy of the title plan.

The official copy shows the entries in the individual register of title as at the date and time stated on it. You do not need to reply unless you think a mistake has been made in completing your application.

If you lodged Original Deeds and documents with your application, we are returning these, except for any destroyed in accordance with Rule 203 of the Land Registration Rules 2003.

If you lodged a Copy Deeds application accompanied by a Conveyancer's Certificate, there are no documents to return.

Subject to the rights of any mortgagee that wishes to hold them, the estate owners are entitled to possession of the pre-registration deeds, and they ought not to be destroyed without their authority.

There are several reasons why a customer may want to keep pre-registration deeds:

- they often contain information that would not appear on the land register. For example, details of trusts, wayleaves, licences, short leases, correspondence and old searches
- they may assist in future if the title comes into question or on alteration applications
- recent court decisions have stated that only the deeds can establish the exact line of a boundary on a property registered with general boundaries.

An owner's property is probably their most valuable asset so it's important to protect it from the risk of fraud. Please read our property fraud advice at www.gov.uk/protect-land-property-from-fraud

Important information about the address for service

If we need to write to an owner, a mortgage lender or other party who has an interest noted in the register, we will write to them at their address shown in the register. We will also use this address if we need to issue any formal notice to an owner or other party as a result of an application being made. Notices are often sent as a safeguard against fraud so it is important that this address is correct and up-to-date. If it is not, the property owner or other party may not receive our letter or notice and could suffer a loss as a result.

HM Land Registry
Coventry Office
PO Box 75
Gloucester
GL14 9BD

DX 321601 Gloucester 33

Tel 0300 006 0411

www.gov.uk/land-registry

Up to three addresses for service can be entered in the register. At least one of these must be a postal address, but this does not have to be in the United Kingdom; the other two may be a DX address, a UK or overseas postal address or an email address.

Please let us know at once of any changes to an address for service.

For information on how a property owner can apply to change their contact details or add an address, please see www.gov.uk/government/publications/updating-registered-owners-contact-address on GOV.UK (or search for "COG1") or contact HM Land Registry Customer Support (0300 006 0411) (0300 006 0422 for Welsh speakers service) from Monday to Friday between 8am and 6pm.

If you require this correspondence in an alternative format, please let us know.



Official copy
of register of
title

Title number ESX361750 Edition date 14.07.2022

- This official copy shows the entries in the register of title on 5 October 2023 at 07:53:33.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 5 October 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- For information about the register of title, see www.gov.uk/land-registry.
- This title is dealt with by HM Land Registry Durham Office.

A: Property register

This register describes the land and estate comprised in the title.

EAST SUSSEX : LEWES

- 1 (24.10.2014) The Leasehold land shown edged with red on the plan of the above title filed at the Registry and being Land lying to the north east of Hoyle Road, Peacehaven.
- 2 (24.10.2014) The title includes any legal easements referred to in clause 1.11.1 of the registered lease but is subject to any rights that are granted or reserved by the lease and affect the registered land.
- 3 (24.10.2014) The land has the benefit of the rights granted by but is subject to the rights reserved by a Transfer of the freehold estate in the land in this title and other land dated 7 December 2009 made between (1) Colin Frank Jocelyn Appleton and Others and (2) Southern Water Services Limited.

NOTE: Copy filed ESX327023.

- 4 (24.10.2014) The Transfer dated 7 December 2009 referred to above contains a provision excluding the operation of section 62 of the Law of Property Act 1925 as therein mentioned.
- 5 (24.10.2014) Short particulars of the lease(s) (or under-lease(s)) under which the land is held:
Date : 15 October 2014
Term : 999 years from 1 April 2014
Parties : (1) Southern Water Services Limited
 (2) Peacehaven Town Council
- 6 (24.10.2014) The Lease prohibits or restricts alienation.

A: Property register continued

- 7 (24.10.2014) Deed of Covenant dated 15 October 2014 made between (1) Peacehaven Town Council and (2) Colin Frank Jocelyn Appleton and Others supplemental to the registered lease.
- NOTE: Copy Filed.
- 8 (24.10.2014) The landlord's title is registered.

B: Proprietorship register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (24.10.2014) PROPRIETOR: PEACEHAVEN TOWN COUNCIL of Meridian Centre, Peacehaven BN10 8BB.
- 2 (14.07.2022) RESTRICTION: No disposition of the part of the registered estate tinted blue on the title plan by the proprietor of the registered estate is to be registered without a certificate signed by Fields in Trust of Unit 2D, Woodstock Studios, 36 Woodstock Grove, London W12 8LE or their conveyancer that the provisions of clause 4 of a Deed of Dedication dated 15 June 2022 between (1) Peacehaven Town Council and (2) Fields in Trust have been complied with.

C: Charges register

This register contains any charges and other matters that affect the land.

- 1 (24.10.2014) The land is subject to the following rights granted by a Conveyance of land lying to the north east of the land in this title dated 3 May 1963 made between (1) The Minister of Agriculture, Fisheries and Food (Vendor) and (2) The County Council for The Administrative County of East Sussex (Council):-
- "TOGETHER with rights of way over and along the land coloured brown on the plan attached hereto and the adjacent estates roads to the South Coast Road for all purposes with or without vehicles AND TOGETHER ALSO with full right and liberty to construct a storm water sewer along the route shown coloured blue between the points marked A, B and C on the said plan with all necessary rights of entry over the land adjoining and within Thirty-three feet of either side of the centre line of the proposed storm water sewer."
- The said Conveyance also contains the following covenant by the Vendor:-
- "THE Vendor to the intent that this covenant shall be binding so far as may be on the owner or owners for the time being of the said route coloured blue on the said plan but upon the Vendor only so long as he shall be the owner thereof thereby covenants with the Council for the benefit and protection of the said land that he and the persons deriving title under him will not in any way disturb or interfere with the said storm water sewer or other incidental works except with the approval in writing and to the satisfaction of the Council and that any damage caused to the said storm water sewer shall be made good by the Vendor or the owner for the time being of such adjoining land PROVIDED ALWAYS that any liability under

C: Charges register continued

- this covenant shall not apply during such time as the said sewer or any part thereof shall happen to be laid at a depth of under Eighteen inches."
- NOTE: The land coloured brown referred to is hatched blue on the title plan insofar as it affects the land in this title.
- 2 (24.10.2014) The parts of the land affected thereby is subject to the rights contained in a Deed dated 24 February 1964 made between (1) The Minister of Agriculture, Fisheries and Food and (2) The Rural District Council of Chailley.
- NOTE: Copy filed under ESX53090.
- 3 (24.10.2014) The parts of the land affected thereby is subject to the rights contained in a Deed dated 10 July 1967 made between (1) The Minister of Agriculture, Fisheries and Food and (2) The County Council of the Administrative County of East Sussex.
- NOTE: Copy filed under ESX53090.
- 4 (24.10.2014) The parts of the land affected thereby is subject to the rights contained in a Deed dated 26 July 1968 made between (1) The Minister of Agriculture, Fisheries and Food and (2) Mid-Sussex Water Company. The said Deed also contains restrictive covenants.
- NOTE: Copy filed under ESX53090.
- 5 (24.10.2014) The parts of the land affected thereby is subject to the rights contained in a Deed dated 16 January 1970 made between (1) The Minister of Agriculture, Fisheries and Food and (2) The Mid-Sussex Water Company. The said Deed also contains restrictive covenants.
- NOTE: Copy filed under ESX53090.
- 6 (24.10.2014) By a Deed dated 18 August 1975 made between (1) The Minister of Agriculture, Fisheries and Food and (2) East Sussex County Council the above-mentioned rights were varied. The Deed also contains restrictive covenants.
- NOTE: Copy filed under ESX53090.
- 7 (24.10.2014) The parts of the land affected thereby is subject to the rights contained in a Deed dated 12 June 1980 made between (1) The Minister of Agriculture, Fisheries and Food and (2) East Sussex County Council.
- NOTE: Copy filed under ESX53090.
- 8 (24.10.2014) The land is subject to the rights reserved by a Transfer of the freehold estate in the land in this title and other land dated 3 May 1984 made between (1) The Minister of Agriculture, Fisheries and Food and (2) Colin Frank Josling Appleton and others.
- NOTE: Copy filed under ESX53090.
- 9 (24.10.2014) The land is subject to the rights granted by a Deed dated 18 March 2010 made between (1) Southern Water Services Limited and (2) EDF Energy Networks (SPN) Plc.
- The said Deed also contains restrictive covenants by the grantor.
- NOTE: Copy filed under ESX327023.

C: Charges register continued

- 10

(24.10.2014) The land is subject to the rights granted by a Deed dated 20 July 2010 made between (1) Southern Water Services Limited and (2) South East Water Limited.

The said Deed also contains restrictive covenants by the grantor.

NOTE: Copy filed under ESX327023.
- 11

(24.10.2014) The land is subject to the rights granted by a Deed dated 9 February 2012 made between (1) Southern Water Services Limited and (2) Southern Gas Networks Plc.

The said Deed also contains restrictive covenants by the grantor.

NOTE: Copy filed under ESX327023.
- 12

(24.10.2014) By a Deed dated 20 September 2012 made between (1) Southern Water Services Limited and (2) South Eastern Power Networks PLC the rights granted by the Deed dated 18 March 2010 referred to above were varied.

NOTE: Copy filed under ESX327023.
- 13

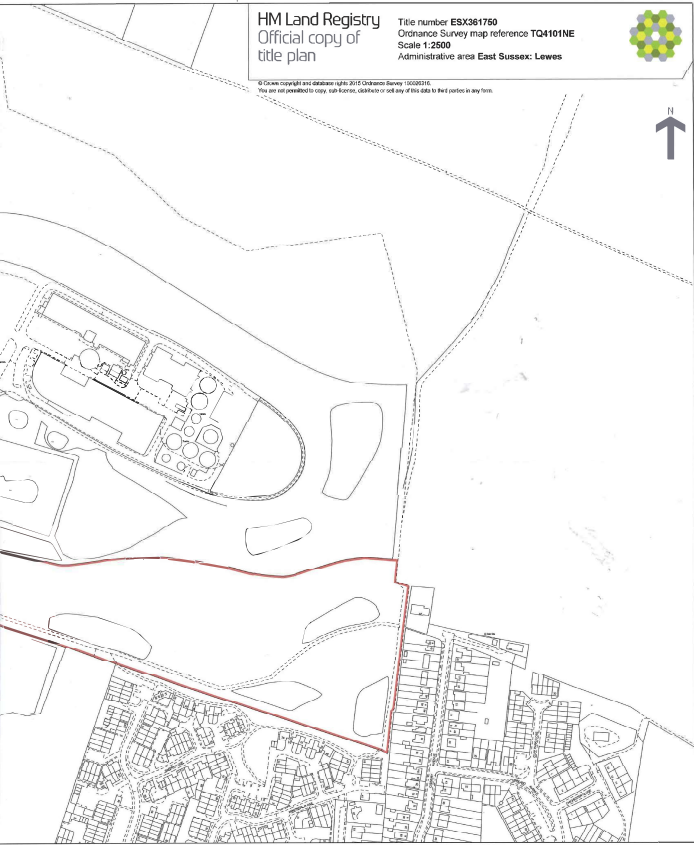
(14.07.2022) By a Deed affecting the land tinted blue on the title plan dated 15 June 2022 made between (1) Peacehaven Town Council and (2) Fields In Trust a small piece of land in this title abutting the road was dedicated for use as a public playing field, recreation ground, park, open space and community orchard.

NOTE:-Copy filed.

End of register



This official copy issued on 5 October 2023 shows the state of this title plan on 5 October 2023 at 07:53:33.
It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements taken on the ground.
This title is dealt with by HM Land Registry, Durham Office.



ements between the same points on the ground.

Agenda Item: PF926
Committee: Policy & Finance
Date: 24th October 2023
Title: Climate change survey for Community House
Report Authors: Town Clerk
Purpose of Report: To discuss

Introduction & Background

A Climate Change survey for Community House was discussed at the first meeting of the Community House Sub Committee meeting where it was agreed to wait until the next meeting after the Morrison survey should have been undertaken.

Analysis

There are available funds earmarked for Climate Change that could be used to fund the climate change survey, which would be useful to help PTC meet the pledge to become carbon neutral by 2030, especially given that Community House will be needed a number of works over the coming years.

Conclusions

A climate survey could be undertaken as part of the building surveys which are being completed as part of the preparations for the Meridian Centre redevelopment.

Recommendations

To decide whether to proceed with a Climate Change Survey for Community House.

Agenda Item: PF927

Committee: Policy and Finance

Date: 24th October 2023

Title: Disposal of the Peugeot van

Report Authors: Parks officer

Purpose of Report: to agree,

Introduction

PTC have a Peugeot partner van which is due to be replaced with an electric Toyota van imminently.

Background

The Peugeot van failed its MOT, needing amongst other things extensive welding works the cost of this was estimated at £1000 and it was decided this was not a viable option.

Analysis

The old van is listed on the asset register therefore committee approval is needed to dispose of it.

The new electric vehicle is due for delivery in November.

Conclusions

The old Peugeot van has a value if it is scrapped.

Recommendations

The committee are asked to agree to scrapping the Peugeot van.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Replacement of asset Small amount of income
Legal <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
Health & Safety <ul style="list-style-type: none">• Accessibility?• Equalities?	To be considered
Planning <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A at this stage
Environmental and sustainability <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	All relevant
Crime and disorder <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	N/A at this stage
Social value <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	
Climate <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	All to be considered

Appendices/Background papers

Agenda Item: PF928

Committee: P&F

Date: 24th October 2023

Title: Cyber Essentials certification

Report Authors: Town Clerk

Purpose of Report: To decide

Introduction

This report first came to the P&F Committee on 27th June 2023, at which point it was agreed to defer the item until the 2024/25 Financial year so that it could be properly budgeted for.

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 from the start of the 2024/25 financial year.

Implications

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

<div>Financial</div> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?	£1495+VAT per year.
---	---------------------

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

Appendices/Background papers

Three quotes?
Location map?
Location pictures?
Supporting doc's?

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 directed to the Crown Commercial Service Helpdesk on 0345 410 2222 or email info@crowncommercial.gov.uk

ANNEX A – Overview of key Cyber Essentials Scheme requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

Exemptions

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

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

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

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

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

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

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

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

ANNEX B – Useful links

1. Cyber Essentials website providing further details:

www.cyberstreetwise.com/cyberessentials

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

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

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

3. Cyber Essentials Assurance Framework:

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

4. Details of accreditation bodies are available at:

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

ANNEX C – Frequently asked questions

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

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

Q2 What technical areas does Cyber Essentials cover?

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

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

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

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

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

Details of accreditation bodies are available at:

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

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

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

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

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

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

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

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

Q8 What does the scope of Cyber Essentials cover?

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

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

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

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

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