

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

## Policy & Finance Committee

**Members on this Committee:** Cllr Griffiths (Chair of Committee), Cllr Campbell (Vice-Chair of Committee), Cllr Seabrook (Chair of Council), Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr Cheta.

6<sup>th</sup> December 2023

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 12<sup>th</sup> December 2023 at 7.30 p.m.**

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

George Dyson, Town Clerk.

### AGENDA

1. **PF939** CHAIR'S ANNOUNCEMENTS.
2. **PF940** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF941** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF942** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF943** TO ADOPT THE COMMITTEE'S MINUTES OF 24<sup>TH</sup> OCTOBER 2023
6. **PF944** TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 16<sup>TH</sup> OCTOBER 2023.
7. **PF945** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023.
8. **PF946** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
  - a. Finance Officer's report.
  - b. Bank account & Bank Reconciliation statements (for signing).
  - c. Income & Expenditure report.
  - d. Balance Sheet.
  - e. CIL & S.106 report (income, expenditure & bids).
  - f. List of payments (for approval).
  - g. Review of external contracts, SLA's & their ongoing authorization.
  - h. Funding report for buildings equipment maintenance works.
9. **PF947** TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.
10. **PF948** TO AGREE THE 2024 ALLOTMENT TERMS AND CONDITIONS
11. **PF949** TO AGREE THE PROPOSED 2024/25 BUDGET
12. **PF950** TO AGREE TO UNDERTAKE A BUILDING CONDITION SURVEY OF THE HUB
13. **PF951** DATE OF NEXT MEETING – TUESDAY 30<sup>TH</sup> JANUARY 2024 AT 7.30PM.
14. **PF952** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

15. **PF953** AGED DEBT ANALYSIS



# PEACEHAVEN TOWN COUNCIL

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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 24<sup>th</sup> October 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.

**Officers:** George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

1 member of the public was in attendance.

## **1. PF911 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, asked that phones be put onto silent, and gave a brief reminder of the building fire procedures, as well as informing the Committee that the next Bingo is tomorrow (25<sup>th</sup> October 2 – 4pm, and that Remembrance Day is Sunday 12<sup>th</sup> November 2023.

## **2. PF912 PUBLIC QUESTIONS**

There were no public questions.

## **3. PF913 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Donovan and Cllr Veck.

Cllr Fabry is substituting for Cllr Donovan.

Cllr Cheta was also absent.

## **4. PF914 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

## **5. PF915 TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> SEPTEMBER 2023**

**Proposed By:** Cllr Sharkey                      **Seconded By:** Cllr Campbell

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

## **6. PF916 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7<sup>TH</sup> SEPTEMBER 2023.**

**Proposed By:** Cllr Seabrook                      **Seconded By:** Cllr Griffiths

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

**7. PF917 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7<sup>TH</sup> SEPTEMBER 2023.**

Cllr Campbell highlighted that she was present at this meeting but did not appear on the draft minutes.

The Committee **noted** the draft minutes.

**8. PF918 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

- 1. Finance Officer's report**
- 2. Bank account & Bank Reconciliation statements (for signing)**
- 3. Income & Expenditure report**
- 4. Balance Sheet**
- 5. CIL & S.106 report (income, expenditure & bids)**
- 6. List of payments (for approval)**
- 7. Review of external contracts, SLA's & their ongoing authorisations**
- 8. 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 Campbell      **Seconded by:** Cllr Seabrook

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

Cllr Fabry asked about whether all bank signatories had now been set up correctly. The Clerk confirmed that all signatories are now as per the resolution at the Annual Council meeting.

Cllr Gallagher asked for clarification relating to the CIL report and the building equipment maintenance which the RFO answered.

**9. PF919 TO NOTE THE OUTCOME OF THE 2023/24 INTERIM ANNUAL AUDIT & AGREE ANY ACTIONS REQUIRED.**

THE RFO summarised the report. The Committee **noted** the interim annual audit.

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

The Clerk introduced the action plan and reminded the Committee that they had discussed at the last meeting that the action plan would be updated at this meeting.

Cllr Gallagher suggested that the building survey item could now be updated to reflect that the conditions survey has been undertaken and that further ongoing requirements may now be required from this.

Cllr Seabrook highlighted that although the hearing loop has been repaired, there isn't any signage notifying potential users about this.

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

The RFO introduced the item, emphasising that this is a draft budget for discussion only and not the final version. Each Committee budget was report as follows:

Policy & Finance: The Chair introduced and highlighted that the Community House maintenance budget might need increasing.

Planning & Highways: Cllr Campbell introduced, commenting the reasons behind the significant increase in grass cutting costs.

Civic & Community Events: Cllr Sharkey asked why there is a Summer Fair budget still included for next year. The RFO explained that this would be carried over for the 2025 Summer Fair.

Leisure, Amenities, & Environment: Cllr Sharkey introduced and explained that most of the budget increases for the Committee were linked to inflation, and that there was a new cost centre being added for allotments.

Personnel: Cllr Gallagher introduced and explained the reasoning behind the proposed salaries budget.

## **12. PF922 TO DISCUSS AND AGREE RECOMMENDATIONS FROM COMMUNITY HOUSE DOWNPIPE CCTV SURVEY**

The Clerk introduced the item and explained the background. The Committee briefly discussed which budget the cost would come from and the guarantee offered with the works.

It was proposed that the Committee agree to the recommended works in the report, subject to confirmation that there is a guarantee on the works completed.

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Sharkey

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

## **13. PF923 TO CONSIDER DIGITAL DEVICES FOR MEMBERS**

Cllr Sharkey introduced the report, which was generally supported by the Committee to ensure that the Council is inclusive for all members. Cllr Seabrook also commented that training may be required in the use of any digital devices.

It was proposed that the Clerk email out to members to see how many would take up the offer of a tablet device and report back to Committee.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Fabry

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

## **14. PF924 AGREE TO ALLOCATION OF SOLAR PANEL REBATE**

The RFO introduced the report and recommendations, the Committee discussed the possible allocation of the funds.

It was proposed that the Committee agree to the recommendation in the report to earmark the money for the heating in the Community House Main Hall.

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Campbell

The Committee **resolved** to **agree** to this proposal by majority, with 5 in favour and 1 against.

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

The Committee **noted** the communication from the Land Registry.

## **16. PF926 TO DISCUSS A CLIMATE CHANGE SURVEY FOR COMMUNITY HOUSE**

The Chair introduced the item and gave some background information.

It was proposed that we obtain 3 quotes for Carbon surveys for the Hub and Community House.

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

The Committee **resolved** to **agree** to this proposal by majority with 5 in favour and 1 abstention.



## 17. PF927 TO AGREE TO DISPOSE OF THE PEUGEOT VAN

**Proposed by:** Cllr Seabrook                      **Seconded by:** Cllr Campbell  
The Committee **resolved** to **agree** to dispose of the van.

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

There was a brief discussion on the item and the Clerk answered some questions about the certification and its benefits.

It was proposed to proceed with the Cyber Essentials certification in the new financial year.

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

## 19. PF929 DATE OF NEXT MEETING – TUESDAY 12<sup>TH</sup> DECEMBER 2023 AT 7:30PM.

The Date of the next meeting was confirmed as 12<sup>th</sup> December 2023 at 7.30pm.

## 20. PF930 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

*1 member of the public left at this point*

### 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:-*

## 21. PF931 AGED DEBT ANALYSIS.

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

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

It was proposed to agree to a 2% increase across the board.

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

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

It was proposed to agree to the recommendation in the report.

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

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

It was proposed to agree to the recommendation in the report.

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

## **25. PF935 TO DISCUSS & APPROVE ADMIN FEES FOR TICKET SALES**

There was a brief discussion in which the Committee felt the proposal represented extremely good value and the need to ensure that any money taken is handled transparently and through the correct accounting processes.

It was proposed to agree to the recommendation in the report.

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Sharkey

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

## **26. PF936 TO AGREE THE ENGAGEMENT OF A CONTRACTOR**

The Clerk introduced the item and gave a brief background.

It was proposed to agree to the engagement of the contractor on a rolling monthly basis for up to 3 months.

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Campbell

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

## **27. PF937 TO RECEIVE AND AGREE RECOMMENDATION FROM LEISURE, AMENITIES, AND ENVIRONMENT COMMITTEE REGARDING CENTENARY PARK PATHWAY TENDERS**

It was proposed to agree the recommendation from the Leisure, Amenities, and Environment Committee.

**Proposed by:** Cllr Gallagher      **Seconded by:** Cllr Fabry

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

## **28. PF938 TO AGREE THE RUNNING CLUB STORAGE CONTAINER LICENCE**

It was proposed to agree to the Park Run storage container licence.

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Gallagher

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

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

# **PEACEHAVEN TOWN COUNCIL**

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**DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 16<sup>th</sup> 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 7<sup>TH</sup> 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 1<sup>st</sup> 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 20<sup>th</sup> 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**

*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:-*

**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.*

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Town Clerk

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## **DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 20<sup>th</sup> November at 7.30pm**

**Present:** Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Donovan, Cllr Gallagher, and Cllr Veck. Councillor Campbell was also present although not a member of the Committee.

**Officers:** Zoe Malone (RFO) and Emma Tingley (Locum Administration Officer)

### **1. CH028 CHAIRS ANNOUNCEMENTS:**

- i) Cllr Griffiths welcomed all to the meeting and reminded those present of fire procedures and asked that phones be put onto silent.
- ii) Bingo would be held at the Community House on Wednesday 22<sup>nd</sup> November at 2pm and Film Club at 7.30pm.
- iii) Tickets were still available for the Peacehaven Players Pantomime.

### **2. CH029 PUBLIC QUESTIONS:**

There were no public questions.

### **3. CH030 TO CONSIDER APOLOGUES FOR ABSENCE & SUBSTITUTIONS:**

Apologies were received from Cllr Davies and Cllr Cheta.

Cllr Gallagher was substituting for Cllr Davies.

### **4. CH031 TO RECEIVE DECLERATIONS OF INTERESTS FROM COMMITTEE MEMBERS:**

There were no declarations of interest.

### **5. CH032 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 16<sup>th</sup> OCTOBER 2023:**

Proposed by: Cllr Donovan      Seconded by: Cllr Veck

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

### **6. CH033 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN:**

The Chair informed the Committee that item 4 had been completed on the action plan, therefore the plan would be updated.

A query was raised regarding item 3 in the plan 'Climate change survey commissioned in due course.' It was proposed that the wording be amended to read 'Climate change survey **to be** commissioned in due course'.

Item 2 was an agenda item that will be discussed at an Extraordinary Meeting of the Full Council on 23rd November 2023.

It was agreed that the Review and Update for the Sub-Committee Action Plan be noted.

#### **7. CH034 TO RECEIVE AN UPDATE ON THE AGREED CARBON SURVEY FOR COMMUNITY HOUSE**

The Committee considered a report regarding a Carbon Survey for Community House. There is up to £5000 in EMR for this survey. The Town Clerk had recently obtained 3 quotes for the survey to be carried out.

The Sub-Committee **noted** the report.

#### **8. CH035 TO AGREE FLOORING SPECIFICATION FOR THE NEW LOBBY AREA**

This item had been discussed with the Caretakers regarding colours and safety issues for the flooring specification. It had been suggested that a pewter grey heavy duty non-slip vinyl be used, with a nuway grid barrier mat at the entrance.

Proposed by: Cllr Veck    Seconded by Cllr Seabrook

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

#### **9. CH036 TO DISCUSS INTERNAL IMPROVEMENTS TO COMMUNITY HOUSE**

The Committee discussed the use of Community House and the use of the centre by hirers. The Committee discussed that this would need to be properly consulted on.

It was proposed that the Committee take into consideration, in all plans, the findings of the condition survey, to consult with community groups, residents, and employees about creating plans through a series of workshops which will result in the development of a 10-year costed plan for Community House, and that a report is taken to the Policy & Finance Committee on 31<sup>st</sup> March 2024.

Proposed by: Cllr Seabrook    Seconded by Cllr Veck

The Committee **resolved** to **agree** to this proposal by majority vote.

#### **10. CH037 DATE OF NEXT MEETING TO BE AGREED**

The next meeting of the Community House Sub Committee would be held on 13<sup>th</sup> December 2023.

#### **11. CH038 OWING TO THE NATURE OF THE BUSINESS TO BE TRANSACTED THE PRESS AND PUBLIC BE EXCLUDED FROM THIS MEETING:**

Proposed by: Cllr Veck    Seconded by: Cllr Seabrook

#### **12. CH038 CONFIDENTIAL REPORT ON THE MERIDIAN CENTRE**

The Sub-Committee received the report from the RFO and **noted** the update.

#### **13. CH039 TO DISCUSS THE COMMUNITY HOUSE BUILDING:**

The Sub-Committee received the report from the RFO and **noted** the update.

*There being no further business, the meeting closed at 20:37.*

**Bank Reconciliation Statement as at 01/11/2023  
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/11/2023		-123.53
G Dyson CC	01/11/2023		-618.74
			<u>-742.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-742.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-742.27
		<b>Balance per Cash Book is :-</b>	<b>-742.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/10/2023  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/10/2023		994,006.23
Current Account	31/10/2023		50,000.00
			<u>1,044,006.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/02/2023 205349 Cinemobile		171.50	
14/03/2023 205393 TIANNA KING		50.00	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66.40	
21/09/2023 121190 RICHARD EVANS.		100.00	
29/09/2023 121204 DESTINY ENTERTAINMENTS		609.00	
10/10/2023 121215 HARTNELL TAYLOR COOK		44,107.96	
13/10/2023 121226 Trade UK		17.19	
13/10/2023 121227 ANDY PICTON		53.55	
18/10/2023 121229 Trade UK		53.35	
25/10/2023 205581 Ricoh Capital Ltd		936.49	
25/10/2023 205582 BRITISH GAS		26.26	
25/10/2023 205583 C.E.F		134.66	
25/10/2023 205584 VICTORIA RUTT		1,967.50	
25/10/2023 205585 Trade UK		25.59	
25/10/2023 205586 East Sussex Security		180.00	
25/10/2023 121235 JOHN FREEMANTLE		100.00	
25/10/2023 121237 AGATA ILOWSKA		50.00	
25/10/2023 121238 L&N CONSULTANCY LIMITED		180.00	
25/10/2023 121239 Mailserve LTD		335.41	
25/10/2023 121240 The Royal British Legion		75.00	
			<u>49,239.86</u>
			994,766.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			994,766.37
<b>Balance per Cash Book is :-</b>			<b>994,766.37</b>
<b>Difference is :-</b>			<b>0.00</b>



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/10/2023		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

STATEMENT FOR Z MALONE

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

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

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



3/3

H2

030246 BBA2804A Page 3 of 3

Date	Description	Amount
12 Oct 2023	TOOLSTATION UK NORTHAMPTON ENG	8.98
131015122623	HARDWARE STORES	
15 Oct 2023	Lux Rewards Cashback Rebate MO	0.45 CR
161005587453		
20 Oct 2023	AMZNMktplace amazon.co.uk GBR	14.32
231052718713	MISCELLANEOUS AND RETAIL STORES	
20 Oct 2023	DOLPHIN SOLUTIONS LTD ROBERTSBRIDGEGBR	100.68
231005272473	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CLASSIFIED	
4 new purchases / cash advances. Total of spending.		£123.53



Order No: XWW462473962  
Placed on: 2023-10-12 11:32:40  
Completed on: 2023-10-12 11:34:58  
Total value: 8.98  
Operator: Website  
Payment type: Credit Card

peacohaventowncouncil.gov.uk

Confirmation <noreply@toolstation.com>  
October 2023 11:34  
Confirmation order XWW462473962 confirmed

[Order history & copy invoice from my account](#)

Code	Name	Qty	Price	Totals	VAT	Band
Items for collection - XWW462473962						
33537	Indicator & Turn	1	8.98	8.98		5
10006	Customer Collection	1	0.00	0.00		5

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	£7.48	£1.50	£8.98
		£7.48	£1.50	£8.98

Order XWW462473962 placed on 12/10/2023.

Your order will be picked by our Newhaven team. You'll be notified when your order is ready to collect.

Company Information

Toolstation Ltd  
www.toolstation.com  
0800 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation  
Express Park  
Ridgwater  
Somerset  
A6 4RN  
United Kingdom

	Qty	Price
Indicator & Turn	x1	£8.98
Customer Collection		£8.98
71/310		£0.00
		£0.00
No.	Payment Authorised	£1.50
		£8.98

Registered in England: 4372131, Toolstation Ltd, Lodge Way House, Lodge Way, Harlestone Road, Northampton, NN5 7UG

VAT Number: 408 5567 37

Order with Toolstation.

If you have a Toolstation account you can view the status of your order by [logging into your account](#)

For orders and returns information, visit our [FAQs page](#)

Registered in England: 04372131, Toolstation Ltd, Lodge Way House, Lodge Way, Harlestone Road, Northampton, NN5 7UG

VAT Number: GB 408 556 737



# Invoice

## Paid

Payment reference ID 20NCDMJT1DKbUqxBdTWf  
Sold by wayside adhesives ltd  
VAT # GB716488411

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

Invoice date / Delivery date 20 October 2023  
Invoice # INV-GB-124681571-2023-3428  
Total payable £15.98

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

Billing address	Delivery address	Sold by
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	wayside adhesives ltd 23 main road nottingham, nottingham, NG12 2BE GB VAT # GB716488411

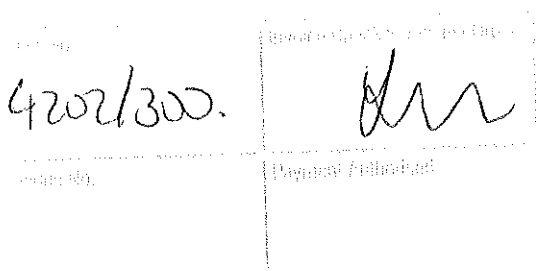
## Order information

Order date 19 October 2023  
Order # 206-4883605-5131508

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
CAR VAN BUS LORRY GLASS SCREEN WINDSCREEN BOND BONDING GLUE ADHESIVE FITTING KIT ASIN: B07QL6SJFQ	1	£11.66	20%	£13.99	£13.99
Shipping Charges		£1.66		£1.99	£1.99

Invoice total £15.98



VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£13.32	£2.66
Total	£13.32	£2.66

**INVOICE**

Invoice: 213914

Page: 1 of 1



**Invoice to**  
Peacehaven Town Council  
Peacehaven Community House  
Meridian Centre  
Meridian Way  
Peacehaven  
BN10 8BB  
United Kingdom  
Email: [financeofficer@peacehaventowncouncil.gov.uk](mailto:financeofficer@peacehaventowncouncil.gov.uk)  
VAT Number:  
EORI Number:

**Dolphin Solutions Ltd**  
Southpoint, Compass Park  
Junction Road, Bodiam, TN32 5BS  
t: +44 (0)1424 202224 f: +44 (0)1424 205200  
[info@dolphinsolutions.co.uk](mailto:info@dolphinsolutions.co.uk)  
[www.dolphinsolutions.co.uk](http://www.dolphinsolutions.co.uk)

**Delivery to**

Peacehaven Town Council  
Peacehaven Community House  
Meridian Centre  
Meridian Way  
Peacehaven  
BN10 8BB  
United Kingdom

**Order Details**

Account Number: pea006  
Date: 20 Oct 2023  
Order No: Email Zoe Malone  
Sales Order No: 27/09/2023  
Delivery Note No: 149527  
106948

*Paid via Sage Pay with thanks 20/10 DD*

Code	Description	Quantity	Unit Price	Discount	Total
SP-TIMER-08	Timer and Sensor for BC2001, BC2006, BC28SCA series - ERP T0310-0020 85163300	1.00EA	67.40	0.00%	67.40

**- Taxes -**

Description	Taxable Amt	Percent	Amount
UK Standard	83.90	20.00 %	16.78

**Misc Charges**

Description	Amount
Carriage - Dolphin	16.50

Sub Total 67.40

Less Advance Billing 0.00

Misc Charges 16.50

VAT 20.00 % 16.78

**Total GBP 100.68****Payment Schedule**

Due Date	Amount
1 20/10/2023	100.68
<b>Total</b>	100.68

**Thank you for your order****Items marked ++ are made to order and are therefore non-returnable.**

Your payment terms are: Proforma

BACS payments to:

Bank: HSBC  
Sort Code: 40-23-18  
Swift Code: HBUKGB4B

Name: Dolphin Solutions Ltd  
Account Number : 92293781  
IBAN : GB69HBUK40231892293781

Orders accepted according with our terms and conditions, copy available on request or on the Dolphin Solutions website at  
<https://www.dolphinsolutions.co.uk/terms-conditions/>

Non deliveries or discrepancies must be notified within 3 days of receipt of goods, otherwise claims cannot be accepted

Registered Company Name: Dolphin Solutions Ltd • Registered Number: 03702978 • VAT Number: GB703177948 • EORI: GB703177948000 • UTR: 2024223384  
Registered Office Address: Southpoint, Compass Park, Junction Road, Bodiam, TN32 5BS

## STATEMENT FOR G DYSON

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

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

Company reference: 5476760307525801  
Card number: 5476760490508309  
Statement date: 28 October 2023  
Page number: 3 of 4  
Monthly spend limit: £1,000.00

Date	Description	Amount
28 Sep 2023	SUTTONS B2C ECOMM WWW.SUTTONS.C	60.97
290955504433	NURSERIES, LAWN AND GARDEN SUPPLY STORES	
29 Sep 2023	NUCO TRAINING ST. AUSTELL GBR	55.99
021055184223	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
15 Oct 2023	AMZNMKTPLACE LONDON GBR	159.43
161085389243	MISCELLANEOUS AND RETAIL STORES	
19 Oct 2023	HSQE LTD CHELMSFORD GBR	300.00
201055184223	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
20 Oct 2023	PGS GIFTS LTD WELLINGBOROUGHENG	20.95
231015122623	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
25 Oct 2023	AMZNMKTPLACE LONDON GBR	21.40
271085389243	MISCELLANEOUS AND RETAIL STORES	
6 new purchases / cash advances. Total of spending.		£618.74



George Dyson  
Community House  
Meridian Centre  
Peacehaven  
BN10 8BB  
United Kingdom

**Account Number: C016687407**

**Date of Issue: 29/11/2023**

**Date of Order: 28/09/2023**

Suttons  
Woodview Road  
Paignton  
Devon  
TQ4 7NG

**Order Line: 0844 736 4208**

**Customer Services: 0333 043  
0700**

**VAT Number: GB637851020**

**Order Number: SO010376660**

Item	Description	QTY	Discount Percent	Discount Amount	Line Value	Vat Value	Nett Value
KC8439	Spring Bulb Bumper Pack 300 Bulbs Inc:	2.00	0.00	0.00	26.99	9.00	44.98

Sales Subtotal	Total Discount	Total Charges	Net Amount	VAT	Total
44.98	0.00	5.83	50.81	10.16	60.97

4101/200.



George Dyson



Regarding our order number 311508. Ordered by George Dyson (g.d.d@hotmail.co.uk). Payment has been made by credit/debit card with thanks!

DESCRIPTION	QTY	UNIT PRICE	NET	VAT RATE	VAT	GROSS
Manual Handling Principles and Practice Book	14	£3.40	£47.60	0%	£0.00	£47.60
Shipping	1	£6.99	£6.99	20%	£1.40	£8.39

NET £54.59

VAT (OTHER) £0.00

VAT (20%) £1.40

**TOTAL £55.99**

## Payment History

PAYMENT DATE	BANK ACCOUNT	PAYMENT METHOD	AMOUNT
29/09/2023	NMI (Card Payment)	Website Payment	£55.99

4011/100

## Paid with thanks.



# Invoice

GEORGE DYSON

## Paid

Payment reference ID 1TbAbpvGuiyi8EzARfk8

Sold by COMMERCE TEDY PTE. LTD.

Invoice date / Delivery date 15.10.2023  
Invoice # DS-ASE-INV-GB-2023-418367320  
Total payable £26.99

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

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

## Billing address

George Dyson

## Delivery address

Karen Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE, MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Sold by

COMMERCE TEDY PTE. LTD.  
6 EU TONG SEN STREET  
#10-15, THE CENTRAL  
Singapore, 059817  
SG

## Order information

Order date 13.10.2023  
Order # 202-1510425-0823532

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
400 Glow Sticks Bulk Party Supplies — Glow in The Dark Fun Party Pack with 8" Glowsticks and Connectors for Bracelets and Necklaces for Kids and Adults   B07SZ8PMJV ASIN: B07SZ8PMJV	1	£22.49	20%	£26.99	£26.99
Shipping Charges		£0.00		£0.00	£0.00

Order No.	<i>[Signature]</i>
Cheque No.	Payment Authorised

Invoice total	£26.99
VAT rate	
Item subtotal (excl. VAT)	£22.49
VAT subtotal	£4.50
Total	£22.49
	£4.50

100 - 5.62 Halloween  
200 - 5.62 Carol Concert  
100 - 5.62 Xmas Party  
100

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

LU-BIO-04

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

VAT declared by Amazon

# Invoice

## Paid

Payment reference ID 1TbAbpvGulyl8EzARfk8

Sold by Shenzhen Chenning Trading Co.,Ltd

GEORGE DYSON

### Invoice date / Delivery

date 15.10.2023

Invoice # DS-ASE-INV-GB-2023-418367351

Total payable £9.49

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

VAT # GB190023639

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

### Billing address

George Dyson

### Delivery address

Karen Bray

PEACEHAVEN TOWN COUNCIL COMMUNITY

HOUSE, MERIDIAN CENTRE

PEACEHAVEN, BN10 8BB

GB

### Sold by

Shenzhen Chenning Trading Co.,Ltd

Xinnantongjianlou 1B1404

Longgang Pinghu Pingandadao

Shenzhen, China, 518000

CN

### Order information

Order date 13.10.2023

Order # 202-1510425-0823532

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
ZCZN Canary Yellow Sticky Notes Set, 76 x 76 mm, 100 Sheets/Pad, Sticky Issue is Improved, 12 Pads   B0BZ3LQK7T ASIN: B0BZ3LQK7T	1	£8.32	20%	£9.99	£9.99
Shipping Charges		£0.00		£0.00	£0.00

Item subtotal £9.99

Funded by Amazon

-£0.50

Total payable £9.49

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£8.32	£1.67
Total	£8.32	£1.67

Order No.	43271100	YMM
Cheque No.		Payment Authorised

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

LU-BK0-04

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

VAT declared by Amazon

Invoice

Paid

Payment reference ID 1TbAbpvGuiyi8EzARfk8  
Sold by Simply Direct Ltd  
VAT # GB151846212

Invoice date / Delivery date 15 October 2023  
Invoice # INV-GB-128258651-2023-72881  
Total payable £9.98

GEORGE DYSON

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

Billing address

George Dyson

Delivery address

Karen Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE, MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

Sold by

Simply Direct Ltd  
83 Tokyngton Avenue  
Wembley, middx, HA9 6HN  
GB  
VAT # GB151846212

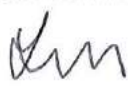
Order information

Order date 13 October 2023  
Order # 202-1510425-0823532

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
2024 Month to View Desktop Office Table Calendar/Planner (Stand Alone Calendar SMP3814) ASIN: B08ZKY3PKB	2	£4.37	20%	£5.25	£10.50
Shipping Charges		£0.00		£0.00	£0.00
Item subtotal					£10.50
Funded by Amazon					-£0.52
Total payable					£9.98

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£8.74	£1.76
Total	£8.74	£1.76

Order No. 43071100	Invoice Date / Invoice Order 
Cheque No.	Payment Authorised

# Invoice

## Paid

Payment reference ID 1TbAbpvGulyi8EzARfk8

Sold by TCB DIRECT LIMITED

VAT # GB225280527

GEORGE DYSON

Invoice date / Delivery date 15 October 2023

Invoice # INV-GB-160492611-2023-252134

Total payable £7.24

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

## Billing address

George Dyson

## Delivery address

Karen Bray

PEACEHAVEN TOWN COUNCIL COMMUNITY

HOUSE, MERIDIAN CENTRE

PEACEHAVEN, BN10 8BB

GB

## Sold by

TCB DIRECT LIMITED

Unit 11L, Ponderosa Business Park

Smithies Lane

Heckmondwike, West Yorkshire, WF16 0PR

GB

VAT # GB225280527

## Order information

Order date

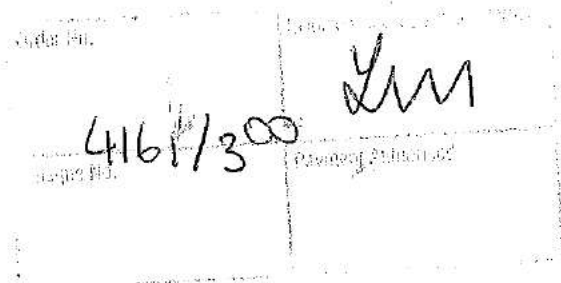
13 October 2023

Order #

202-1510425-0823532

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Henry Wet/Dry Hetty Numatic Hoover Floor Tool Vacuum Cleaner Brush	1	£6.03	20%	£7.24	£7.24
Head Spare Part 32mm					
ASIN: B01B4MLUOW					
Shipping Charges		£0.00		£0.00	£0.00
Invoice total					£7.24
VAT rate					
Item subtotal (excl. VAT)					
VAT subtotal					
20%					
£6.03					£1.21
Total					£6.03
					£1.21



## Paid

Payment reference ID 1TbAbpvGuiyi8EzARfk8

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

GEORGE DYSON

Invoice date / Delivery date	15 October 2023
Invoice #	GB36NN16FAEUI
Total payable	£18.79

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

## Billing address

George Dyson

## Delivery address

Karen Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE, MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Sold by

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

## Order information

Order date	13 October 2023
Order #	202-1510425-0823532

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (Incl. VAT)
Fellowes A4 Laminating Pouches - Gloss Finish - 100 Sheets - 160 Micron (2 x 80 Micron) High Quality Finish with Image Last Directional Quality Mark - Ideal for Photos and Notices ASIN: B000NJUWME	1	£8.32	20%	£9.99	£9.99
BIC Cristal Original Smudge Free Ballpoint Pens, Ideal for School, Black, Medium Point (1.0mm), Pack of 50 ASIN: B000I5ZK2U	1	£8.17	20%	£9.81	£9.81
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£0.84		-£1.01	-£1.01

Invoice total £18.79

Order No.	43071100
Payment Reference	YMM
Cheque No.	
Payment Address	

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£15.65	£3.14
Total	£15.65	£3.14

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

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg  
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EURAmazon EU S.à r.l., UK Branch - Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB  
Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

# Invoice

## Paid

Payment reference ID 1TbAbpvGuiyi8EzARik8

Sold by Nyalkaran Limited

VAT # GB128029230

GEORGE DYSON

Invoice date / Delivery

date

15 October 2023

Invoice #

INV-GB-1373726455-2023-136459

Total payable

£9.33

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

### Billing address

George Dyson

### Delivery address

Karen Bray

PEACEHAVEN TOWN COUNCIL COMMUNITY

HOUSE, MERIDIAN CENTRE

PEACEHAVEN, BN10 8BB

GB

### Sold by

Nyalkaran Limited

Unit F8, Phoenix business centre

Rosslyn Crescent

HARROW, Middlesex, HA1 2SP

GB

VAT # GB128029230

### Order information

Order date

13 October 2023

Order #

202-1510425-0823532

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
a4 diary 2024 day per page - Black ASIN: B09JWL88BR	1	£8.19	20%	£9.83	£9.83
Shipping Charges		£0.00		£0.00	£0.00
Item subtotal					£9.83
Funded by Amazon					-£0.50
Total payable					£9.33

VAT rate

Item subtotal

VAT subtotal

(excl. VAT)

20%

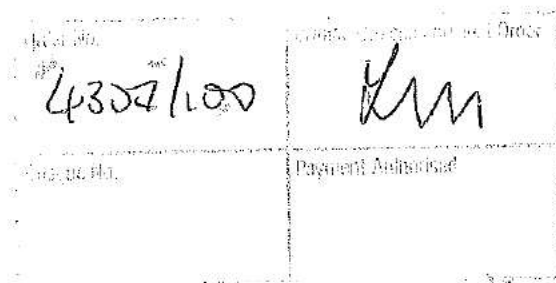
£8.19

£1.64

Total

£8.19

£1.64





# Invoice

## Paid

Payment reference ID 1TbAbpvGuiyi8EzARfk8

Sold by Stapleoffice LTD

VAT # GB308166216

Invoice date / Delivery date 15 October 2023

Invoice # INV-GB-152344341-2023-242480

Total payable £11.41

GEORGE DYSON

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

### Billing address

George Dyson

### Delivery address

Karen Bray

PEACEHAVEN TOWN COUNCIL COMMUNITY

HOUSE, MERIDIAN CENTRE

PEACEHAVEN, BN10 8BB

GB

### Sold by

Stapleoffice LTD

Unit 2b, 5 Spiersbridge Terrace, Thornliebank

Glasgow, G46 6JH

GB

VAT # GB308166216

### Order information

Order date

13 October 2023

Order #

202-1510425-0823532

### Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Indigo® A3 White Multipurpose Copier 80gsm Paper (A3, 100 Sheets) ASIN: B09XRJPJPQ	1	£9.99	20%	£11.99	£11.99
Shipping Charges		£0.00		£0.00	£0.00

Item subtotal £11.99

Funded by Amazon

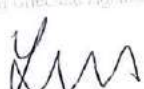
-£0.58

Total payable £11.41

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
----------	------------------------------	--------------

20% £9.99 £2.00

Total £9.99 £2.00

Order No. 43071100	Amazon Checkmark against Order 
Cheque No.	Payment Authorised

## Paid

Payment reference ID 1PDQ5VE918K

Sold by Viaan Enterprise Ltd

VAT # GB286091775

GEORGE DYSON

Invoice date / Delivery date 13 October 2023

Invoice # INV-GB-655583425-2023-466803

Total payable £23.25

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

## Billing address

George Dyson

## Delivery address

Karen Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE, MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Sold by

Viaan Enterprise Ltd  
Flat 4, Russell Mead  
651 Kenton Lane, Harrow  
HARROW, UK, HA3 6AT  
GB  
VAT # GB286091775

## Order information

Order date

13 October 2023

Order #

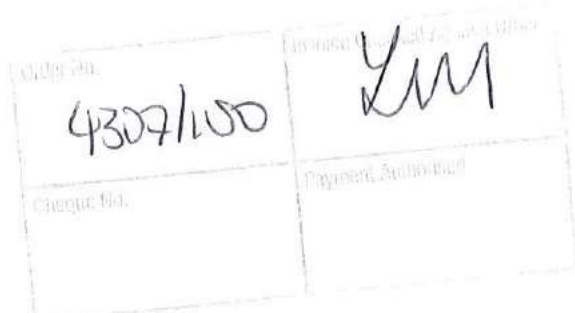
202-9384170-9801129

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
2024 Year Wall Planner A1 Large 85cm X 58cm Laminated Wall Calendar With Stickers And Dry Wipe Pen ASIN: B08LBY2C5S	3	£6.46	20%	£7.75	£23.25
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £23.25

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£19.38	£3.87
Total	£19.38	£3.87





GEORGE DYSON  


## Paid


Payment reference ID 1PDQ5VE918K

Sold by Connie Lewis

Receipt date	13 October 2023
Receipt #	DOC-157209451-2023-4148
Total payable	£42.95

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

## Billing address

George Dyson  


## Delivery address

Karen Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY  
HOUSE, MERIDIAN CENTRE  
PEACEHAVEN, BN10 8BB  
GB

## Sold by


Connie Lewis  
3 Barnack Walk  
BLANDFORD FORUM, Dorset, DT11 7AL  
GB

## Order information

Order date	13 October 2023
Order #	202-9997647-2707535

## Receipt details

Description	Qty	Item subtotal
A5 Copier Paper, White, 75gsm, 500 sheets x10 ASIN: B06XYQ8TM4	1	£42.95
Shipping Charges		£0.00
Receipt total		£42.95

Order No. 4307/100	George Dyson for this Order 
Cheque No.	Payment Authorised

**townclerk@peacehaventowncouncil.gov.uk**

**From:** Vital Skills <no-reply@myvitalskills.co.uk>  
**Sent:** 19 October 2023 10:59  
**To:** townclerk@peacehaventowncouncil.gov.uk  
**Subject:** HSQE Confirmation Email for order ref: #349751



## Invoice receipt for order #349751

Hello George,

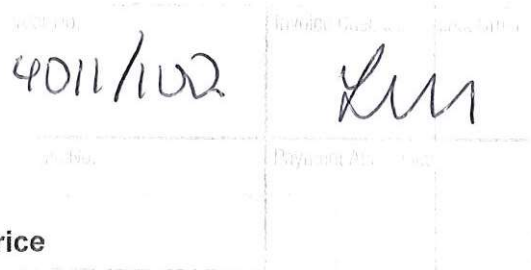
Your order has been processed and your login details have been sent to you in a separate email. Please check your junk folder if you cannot see the email.

Invoice Number: #349751

Invoice Date: 19-10-2023

Invoice Status: Paid

Product	Quantity	Price
IOSH Managing Safely®	2	£250.00
<b>Subtotal:</b>		£250.00
<b>Tax:</b>		£50.00



PGS GIFTS LTD

Address: Unit A1 Baird Court

Phone: 01604419704

VAT 102595141

Contact:

ask@personalisedgiftsshop.co.uk

Co No: 07580950

# INVOICE

Invoice #1001250911

Date : Oct 20, 2023

Amount : £20.95



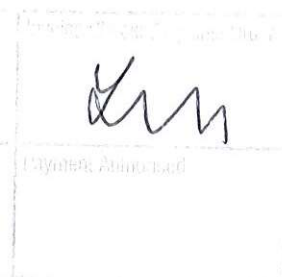
## Billing Address

George Dyson  
PEACEHAVEN TOWN COUNCIL  
Community House  
Meridian Centre  
PEACEHAVEN, BN10 8BB  
United Kingdom  
T: 07749491877

## Payment Method

Card Payment

4351/110



## Items

Qty

Price

Subtotal

Personalised Pen Set & Gift Box - Message

1

£19.95

£19.95

SKU: H-13396-2SILVERPEN-CASE

Ines Bacha

Peacehaven Youth Mayor

2022/23



**Subtotal**

£19.95

**Discount (20% OFF)**

-£3.99

**Tax**

£3.49

**Shipping & Handling**

£4.99

<b>LINWANG LIMITED</b>  3 Shimmin Street 3 Liverpool United Kingdom L7 3EU GB			<b>Invoice</b>	
<b>Bill To</b>	Kevin Bray PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN		<b>Invoice Number</b>	202-6328023-0978733
			<b>Date</b>	2023/10/25
<b>Description</b>		<b>Quantity</b>	<b>Unit price</b>	<b>Amount (GBP)</b>
Security Lights Outdoor Motion Sensor - 144 LED Solar Powered Security Light Outside Garden Fence Lights Waterproof Outdoor Wall Lighting 3 Modes Sola		1	21.4	21.4
			<b>Shipping</b>	0.00
			<b>Discount</b>	0.00
			<b>TOTAL:</b>	<b>21.40</b>

The total declare value is                      21.4      GBP ONLY

Thank you for your business!

*CH.*

4101/315  
352.

*YMM*



## Transactions

### Peace Sweep

**20-49-76 30701211**

Available balance	<b>£992,436.64</b>
Last night's balance	£994,544.68
Overdraft limit	n/a

Showing 2 transactions between **31/10/2023** and **01/11/2023** from 31/10/2023 to 01/11/2023

Date	Description	Money in	Money out	Balance
01/11/2023	Transfer TRANSFER 10701173 TRANSFER 10701173		-£2,307.97	£991,698.26
31/10/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£58,415.33		£994,006.23

### 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.org.uk](http://www.lendingstandardsboard.org.uk).

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

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

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



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 03 November 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	£994,544.68
.....	
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

### 28 Oct - 03 Nov 2023

Date	Description	Money out £	Money in £	Balance £
28 Oct	Start Balance			50,000.00
30 Oct	DD Direct Debit to Totalenergies G&P Ref: 1221874	156.41		49,843.59
	DD Direct Debit to Edfenergy Cust PLC Ref: 1581870182	4,191.41		45,652.18
	DD Direct Debit to Edfenergy Cust PLC Ref: 2067576607	892.62		44,759.56
	DD Direct Debit to Edfenergy Cust PLC Ref: 7866008810	3,039.20		41,720.36
	Cheque Issued Ref: 121219	432.00		41,288.36
	Cheque Issued Ref: 121231	4,339.34		36,949.02
	Giro Direct Credit From Sussex Commu Ref: Scda		441.60	37,390.62
	Giro Transfer From Account 30701211		12,609.38	50,000.00
31 Oct	Cheque Issued Ref: 121233	62.16		49,937.84
	Cheque Issued Ref: 121234	4,404.00		45,533.84
	Cheque Issued Ref: 121236	50.00		45,483.84
	Giro Transfer to Account 30701211	58,415.33		-12,931.49
	Giro Direct Credit From Sumup Payments Acc Ref: McA Pid375822		25.06	-12,906.43
	Giro Direct Credit From Lewes District Cou Ref: 100225		61,808.43	48,902.00

Start balance £50,000.00

Money out £81,660.06

▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £81,660.06

End balance £50,000.00

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

Continued

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				<b>48,902.00</b>
31 Oct	 Direct Credit From Nature Nurser Ref: 14499		1,008.00	49,910.00
	 Direct Credit From Nature Nurser Ref: 14528		90.00	50,000.00
1 Nov	 Cheque Issued Ref: 121239	335.41		49,664.59
	 Cheque Issued Ref: 205583	134.66		49,529.93
	 Cheque Issued Ref: 205584	1,967.50		47,562.43
	 Direct Credit From Endurance Care Ltd Ref: 14414		129.60	47,692.03
	 Transfer From Account 30701211		2,307.97	50,000.00
2 Nov	 Cheque Issued Ref: 121226	17.19		49,982.81
	 Cheque Issued Ref: 121229	53.35		49,929.46
	 Cheque Issued Ref: 121235	100.00		49,829.46
	 Cheque Issued Ref: 205582	26.26		49,803.20
	 Transfer From Account 30701211		196.80	50,000.00
3 Nov	 Transfer to Account 30701211	3,043.22		46,956.78
	 Direct Credit From Ashton P & G Ref: Ptcinv.14578		100.00	47,056.78
	 Direct Credit From Scott Stafford Ref: Wed Vet Football		126.00	47,182.78
	 Direct Credit From Mullins S K Ref: in 14558		183.50	47,366.28
	 Direct Credit From Helen Collier Ref: 14541 14552		189.00	47,555.28
	 Direct Credit From Gateway Cafe Ref: Gateway Cafe Rent		841.32	48,396.60
	 Direct Credit From Emcor Group UK PLC		1,235.60	49,632.20
	 Direct Credit From Thrive Tribe Limit Ref: Thrive Tribe Ltd		70.20	49,702.40
	 Direct Credit From Kds PL+He S Ltd F Ref: Kds		144.00	49,846.40
	 Direct Credit From Ashton G+P Ref: Ptcinv14577		153.60	50,000.00
3 Nov	<b>Balance carried forward</b>			<b>50,000.00</b>
<b>Total Payments/Receipts</b>		<b>81,660.06</b>	<b>81,660.06</b>	

**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](http://www.FSCS.org.uk).

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

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

#### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

### Interest

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

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

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

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

### Online

**barclays.co.uk**

### On the phone

**0345-717-1819**

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

### Write to us

**Barclays,  
Leicester  
LE87 2BB**

### Your branch

**LEICESTER,  
LE87 2BB**

### Lost and stolen cards

**01604 230 230**

**– 24 hours**

**Tell us straight away if:**

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

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

### Follow us



[www.facebook.com/  
barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)



[www.twitter.com/  
barclaysbizchat](http://www.twitter.com/barclaysbizchat)



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



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

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

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

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

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

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

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

### Getting information from Barclays

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

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

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 No. 759676).

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

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

Date:06/12/2023

Peacehaven Town Council

Page 1

Time: 13:20

**Bank Reconciliation Statement as at 30/11/2023  
for Cashbook 1 - Current Bank A/c**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/11/2023		871,382.53
Current Account	30/11/2023		50,135.20
			<u>921,517.73</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
14/03/2023 205393 TIANNA KING		50.00	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66.40	
21/09/2023 121190 RICHARD EVANS.		100.00	
			<u>216.40</u>
			921,301.33
<b><u>Unpresented Receipts (Plus)</u></b>			
27/11/2023		5.00	
28/11/2023		16.80	
28/11/2023		20.00	
30/11/2023		144.00	
30/11/2023		23.70	
30/11/2023		5.00	
			<u>214.50</u>
			921,515.83
		<b>Balance per Cash Book is :-</b>	<b>921,515.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 30/11/2023  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/11/2023		181,441.26
			<u>181,441.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			181,441.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			181,441.26
		<b>Balance per Cash Book is :-</b>	<b>181,441.26</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	749,213	749,213	0			100.0%	
1010 CIL Income	101,271	0	(101,271)			0.0%	101,271
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	538	200	(338)			269.1%	
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	474	1,000	526			47.4%	
<b>General Administration :- Income</b>	<b>881,771</b>	<b>765,963</b>	<b>(115,808)</b>			<b>115.1%</b>	<b>101,271</b>
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>21,000</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
4001 Salaries	276,717	422,906	146,189		146,189	65.4%	
4002 Employer N.I Contributions	26,038	45,198	19,160		19,160	57.6%	
4003 Employer Pension Contributions	55,091	82,000	26,909		26,909	67.2%	
4004 Overtime	2,197	1,000	(1,197)		(1,197)	219.7%	
4011 Training	1,856	2,000	144		144	92.8%	455
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	339	500	161		161	67.8%	
4301 Purchase of Furniture/Equipmen	856	1,500	644		644	57.1%	
4302 Purchase of Materials	253	500	247		247	50.6%	
4306 Printing	2,250	5,000	2,750		2,750	45.0%	
4307 Stationery	284	500	216		216	56.9%	
4308 Cllr Printing	168	0	(168)		(168)	0.0%	
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	720	2,000	1,280		1,280	36.0%	
4314 Audit Fees	2,032	3,000	968		968	67.7%	
4315 Insurance	12,935	12,000	(935)		(935)	107.8%	
4321 Bank Charges	118	100	(18)		(18)	117.9%	
4322 BACS Charges	21	200	179		179	10.5%	
4323 PDQ Charges	342	800	458		458	42.8%	
4325 Postage	1,515	1,000	(515)		(515)	151.5%	
4326 Telephones	1,690	3,168	1,478		1,478	53.4%	
4327 Computers	14,075	15,000	925		925	93.8%	3,620
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	228	1,500	1,273		1,273	15.2%	
4341 Grants	3,746	10,000	6,254		6,254	37.5%	

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4342 Subscriptions	4,770	5,500	730		730	86.7%	
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	<b>412,571</b>	<b>637,872</b>	<b>225,301</b>	<b>0</b>	<b>225,301</b>	<b>64.7%</b>	<b>4,825</b>
<b>Net Income over Expenditure</b>	<b>448,199</b>	<b>107,091</b>	<b>(341,108)</b>				
6000 plus Transfer from EMR	4,825						
6001 less Transfer to EMR	101,271						
<b>Movement to/(from) Gen Reserve</b>	<b>351,753</b>						
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	<b>559</b>	<b>1,700</b>	<b>1,141</b>	<b>0</b>	<b>1,141</b>	<b>32.9%</b>	<b>0</b>
4331 Mayor's Allowance	305	1,500	1,195		1,195	20.3%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	609	1,200	591		591	50.7%	
4336 Civic Service	19	500	481		481	3.8%	
4338 Remembrance Services	172	550	379		379	31.2%	
4339 National Mourning	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	<b>1,104</b>	<b>5,250</b>	<b>4,146</b>	<b>0</b>	<b>4,146</b>	<b>21.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,663)</b>	<b>(6,950)</b>	<b>(5,287)</b>				
<u>120 Marketing</u>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	1,685	2,500	815			67.4%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<b>1,860</b>	<b>4,600</b>	<b>2,740</b>			<b>40.4%</b>	<b>0</b>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
4306 Printing	0	300	300		300	0.0%	
4328 Website	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	<b>1,537</b>	<b>3,800</b>	<b>2,263</b>	<b>0</b>	<b>2,263</b>	<b>40.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>323</b>	<b>700</b>	<b>377</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>130 Neighbourhood Plan</b>							
1101 Neighbourhood Plan	208	0	(208)			0.0%	
Neighbourhood Plan :- Income	<b>208</b>	<b>0</b>	<b>(208)</b>				<b>0</b>
4337 Neighbourhood Plan	300	5,000	4,700		4,700	6.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>300</b>	<b>5,000</b>	<b>4,700</b>	<b>0</b>	<b>4,700</b>	<b>6.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(92)</b>	<b>(5,000)</b>	<b>(4,908)</b>				
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	998	650	(348)		(348)	153.6%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>998</b>	<b>1,850</b>	<b>852</b>	<b>0</b>	<b>852</b>	<b>54.0%</b>	<b>994</b>
4101 Repair/Alteration of Premises	1,479	2,000	521		521	74.0%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>10,526</b>	<b>12,633</b>	<b>2,107</b>	<b>0</b>	<b>2,107</b>	<b>83.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,524)</b>	<b>(14,483)</b>	<b>(2,959)</b>				
6000 plus Transfer from EMR	994						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,530)</b>						
<b>300 Grounds Team General Exp</b>							
4161 Cleaning Costs	6	0	(6)		(6)	0.0%	
4202 Repairs/Maintenance of Vehicle	5,226	6,600	1,375		1,375	79.2%	
4203 Fuel	4,324	6,050	1,726		1,726	71.5%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	371	900	529		529	41.3%	
Grounds Team General Exp :- Indirect Expenditure	<b>9,903</b>	<b>14,150</b>	<b>4,247</b>	<b>0</b>	<b>4,247</b>	<b>70.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,903)</b>	<b>(14,150)</b>	<b>(4,247)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	13,448	13,845	397			97.1%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	4,470	3,000	(1,470)			149.0%	
1061 S/P Court Hire	2,288	2,500	212			91.5%	
Sports Park :- Income	<b>26,589</b>	<b>25,110</b>	<b>(1,479)</b>			<b>105.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	1,092	7,250	6,158		6,158	15.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	0	500	500		500	0.0%	
4161 Cleaning Costs	5,543	10,500	4,958		4,958	52.8%	
4164 Trade Refuse	2,718	4,500	1,782		1,782	60.4%	
4171 Grounds Maintenance Costs	8,430	10,000	1,570		1,570	84.3%	
<b>Sports Park :- Indirect Expenditure</b>	<b>19,944</b>	<b>35,095</b>	<b>15,151</b>	<b>0</b>	<b>15,151</b>	<b>56.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,645</b>	<b>(9,985)</b>	<b>(16,630)</b>				
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	2,384	5,000	2,616		2,616	47.7%	2,281
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	432	500	68		68	86.5%	
4112 Gas	154	500	346		346	30.7%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	364	1,000	636		636	36.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	
4303 Machinery Mtce/Lease	3,892	4,000	108		108	97.3%	161
4355 Wifi	306	585	279		279	52.3%	
<b>Big Park :- Indirect Expenditure</b>	<b>25,024</b>	<b>38,825</b>	<b>13,801</b>	<b>0</b>	<b>13,801</b>	<b>64.5%</b>	<b>2,442</b>
<b>Net Expenditure</b>	<b>(25,024)</b>	<b>(38,825)</b>	<b>(13,801)</b>				
6000 plus Transfer from EMR	2,442						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,582)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	4,908	8,999	4,091			54.5%	
1092 Electricity Feed-in Tariff	173	0	(173)			0.0%	
1111 Electricity	6,111	10,000	3,889			61.1%	
<b>Gateway Cafe :- Income</b>	<b>11,191</b>	<b>18,999</b>	<b>7,808</b>			<b>58.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	51	2,500	2,449		2,449	2.0%	
4111 Electricity	6,111	10,000	3,889		3,889	61.1%	
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	170	972	802		802	17.5%	
4355 Wifi	381	540	159		159	70.6%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>6,922</b>	<b>17,012</b>	<b>10,090</b>	<b>0</b>	<b>10,090</b>	<b>40.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,269</b>	<b>1,987</b>	<b>(2,282)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Parks &amp; Open Spaces</b>							
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%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>5,025</b>	<b>8,000</b>	<b>2,975</b>			<b>62.8%</b>	<b>0</b>
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	89	2,000	1,912		1,912	4.4%	
4106 Signage	0	1,000	1,000		1,000	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>546</b>	<b>4,500</b>	<b>3,954</b>	<b>0</b>	<b>3,954</b>	<b>12.1%</b>	<b>0</b>
4101 Repair/Alteration of Premises	176	5,000	4,824		4,824	3.5%	
4141 Water Services	4,163	3,500	(663)		(663)	118.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	1,209	4,000	2,791		2,791	30.2%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>5,782</b>	<b>17,000</b>	<b>11,218</b>	<b>0</b>	<b>11,218</b>	<b>34.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,303)</b>	<b>(13,500)</b>	<b>(12,197)</b>				
<b>355 The Hub</b>							
1084 Sports Pavilion	14,072	16,979	2,907			82.9%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	225	270	45			83.3%	
1303 Water Charges	63	150	88			41.7%	
1355 Wifi	163	210	48			77.4%	
<b>The Hub :- Income</b>	<b>14,522</b>	<b>17,879</b>	<b>3,357</b>			<b>81.2%</b>	<b>0</b>
4175 Music Licence	483	500	17		17	96.6%	
<b>The Hub :- Direct Expenditure</b>	<b>483</b>	<b>500</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>96.6%</b>	<b>0</b>
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	1,730	3,000	1,270		1,270	57.7%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	129	2,000	1,871		1,871	6.4%	
4355 Wifi	238	420	182		182	56.7%	
<b>The Hub :- Indirect Expenditure</b>	<b>1,806</b>	<b>10,920</b>	<b>9,114</b>	<b>0</b>	<b>9,114</b>	<b>16.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,234</b>	<b>6,459</b>	<b>(5,775)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>360 Community House</b>							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	2,871	6,242	3,371			46.0%	
1072 C/H Copper Room	7,001	9,216	2,215			76.0%	
1075 C/H Charles Neville	5,201	7,426	2,225			70.0%	
1076 C/H Main Hall	9,939	18,646	8,707			53.3%	
1077 C/H Anzac Room	9,769	9,246	(523)			105.7%	
1078 C/H Main Kitchen	1,105	910	(195)			121.4%	
1079 C/H Anzac Kitchen	1,173	510	(663)			229.9%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	438	0	(438)			0.0%	
1091 Cinema Income	2,904	3,000	96			96.8%	
1092 Electricity Feed-in Tariff	50,163	500	(49,663)			10032.6	
1303 Water Charges	140	0	(140)			0.0%	
<b>Community House :- Income</b>	<b>93,313</b>	<b>60,659</b>	<b>(32,654)</b>			<b>153.8%</b>	<b>0</b>
4167 Cinema Costs	2,589	2,400	(189)		(189)	107.9%	
4175 Music Licence	820	900	80		80	91.1%	
<b>Community House :- Direct Expenditure</b>	<b>3,409</b>	<b>3,300</b>	<b>(109)</b>	<b>0</b>	<b>(109)</b>	<b>103.3%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,809	7,000	5,191		5,191	25.8%	
4102 Maintenance of Buildings	4,742	5,000	258		258	94.8%	
4111 Electricity	7,768	15,000	7,232		7,232	51.8%	
4112 Gas	2,622	9,000	6,378		6,378	29.1%	
4122 Service Charge	58,853	30,000	(28,853)		(28,853)	196.2%	28,853
4131 Rates	13,099	15,800	2,701		2,701	82.9%	
4141 Water Services	1,085	5,000	3,915		3,915	21.7%	
4151 Fixtures & Fittings	126	1,500	1,374		1,374	8.4%	
4161 Cleaning Costs	535	1,000	465		465	53.5%	
4162 Cleaning Materials	599	1,000	401		401	59.9%	
4163 Personal Hygiene	2,023	2,603	580		580	77.7%	
4305 Uniform	482	700	218		218	68.8%	
<b>Community House :- Indirect Expenditure</b>	<b>93,743</b>	<b>93,603</b>	<b>(140)</b>	<b>0</b>	<b>(140)</b>	<b>100.1%</b>	<b>28,853</b>
<b>Net Income over Expenditure</b>	<b>(3,838)</b>	<b>(36,244)</b>	<b>(32,406)</b>				
6000 plus Transfer from EMR	28,853						
<b>Movement to/(from) Gen Reserve</b>	<b>25,014</b>						

## Detailed Income &amp; Expenditure by Budget Heading 05/12/2023

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>430 Summer Fair</b>							
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%	
<b>Summer Fair :- Income</b>	<b>2,537</b>	<b>3,000</b>	<b>463</b>			<b>84.6%</b>	<b>0</b>
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%	
<b>Summer Fair :- Indirect Expenditure</b>	<b>4,069</b>	<b>5,200</b>	<b>1,131</b>	<b>0</b>	<b>1,131</b>	<b>78.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,532)</b>	<b>(2,200)</b>	<b>(668)</b>				
<b>440 Christmas Market</b>							
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%	
<b>Christmas Market :- Income</b>	<b>0</b>	<b>2,160</b>	<b>2,160</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
<b>Christmas Market :- Direct Expenditure</b>	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
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%	
<b>Christmas Market :- Indirect Expenditure</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>1,037,016</b>	<b>906,370</b>	<b>(130,646)</b>			<b>114.4%</b>	
<b>Expenditure</b>	<b>620,225</b>	<b>931,470</b>	<b>311,245</b>	<b>0</b>	<b>311,245</b>	<b>66.6%</b>	
<b>Net Income over Expenditure</b>	<b>416,791</b>	<b>(25,100)</b>	<b>(441,891)</b>				
plus Transfer from EMR	37,113						
less Transfer to EMR	101,271						
<b>Movement to/(from) Gen Reserve</b>	<b>352,633</b>						

06/12/2023

## Peacehaven Town Council

13:26

## Balance Sheet as at 30/11/2023

31/03/2023

31/03/2024

## Current Assets

8,012	Debtors Control	7,731
3,174	VAT Control A/c	14,949
50	Deposit Aqua	50
498,013	Current Bank A/c	921,516
180,580	Reserve Account	181,441
520	Petty Cash	520
0	PAYE	0

690,349

1,126,207

690,349 Total Assets

1,126,207

## Current Liabilities

267	Credit Card A/c	0
1,498	Creditors	26
2,537	Mayor's Appeal	1,330
7,354	Accruals	0
0	PAYE	6,577
0	NIC	8,732
0	Pension Control	13,043
0	Student Loan	11
3,097	Deposits Received	4,157

14,751

33,875

675,598 Total Assets Less Current Liabilities

1,092,332

## Represented By

142,690	General Reserves	495,266
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	8,647
1,300	Noticeboards	306
917	Monument & War Memorial	917
4,000	P/H Youth Task Group	4,000
343,300	CIL	442,290
59,080	Big Park	59,080

Balance Sheet as at 30/11/2023

31/03/2023		31/03/2024
3,100	Hub Improvments	3,100
5,000	Climate Change	5,000
798	Sponsorship	798
2,301	Professional Fees - Legal	1,551
1,640	Neighbourhood Plan	1,640
46,631	Capital Receipts Reserve	42,850
<b>675,598</b>		<b>1,092,332</b>

The above statement represents fairly the financial position of the authority as at 30/11/2023 and reflects its Income and Expenditure during the year.

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

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

**Purpose of Report:** To note the current CIL position

CIL Expenditure 2023/24			
<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
GTA Civils	Pathway / bridal design	1,600.00	To be covered by Successful CIL BID
Robins	Top Soil for Big Park Parking deterrents	360.00	Agreed to be paid from CIL up to £2k
Robins	Top soil for Big Park parking deterrents	300.00	Agreed to be paid from CIL up to £2k
Amazon	Lights for carpark	21.40	Agreed to be paid from CIL up to £2k
		<b>£2,281.40</b>	

## **Analysis**

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2022/23			
<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
ESHRC	Hearing Loop	950.00	Works been completed – awaiting invoice
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	Tender process complete - £40k to be paid by Lewes, remainder by PTC.
N/A	Parking deterrent (mound for grass)	590.00	Agreed to spend up to £2,000 - £750 spent on bollards / £660 on top soil.
N/A	Replacement Heating System	50,000.00	Agreed to use Solar Panel rebate AND CIL for replacement system. Not sure on full cost yet but anticipate to be £100,000
		<b>£83,637</b>	

## **Analysis**

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

## 106 Monies

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



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

### **Implications**

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

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

## List of Payments made between 01/10/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Northstar IT	DD1	1,524.55		OCTOBER MONTHLY SUPPORT
03/10/2023	Society Of Local Council Clerk	121210	372.00		G.DYSON FILCA
03/10/2023	Zurich Municipal	121211	63.30		FIDELITY INCREASE
03/10/2023	SUM UP	SUMUP 0310	15.68		TRANSACTIONAL CHARGES
04/10/2023	TOTAL GAS & POWER	DD2	49.96		AUGUST GAS
05/10/2023	02	DD	246.43		MOBILE CHARGES
05/10/2023	Barclays	DD4	3.00		AUG/SEPT COMM CHGS
09/10/2023	The Fuelcard People	DD	141.67		HK66 WMJ DIESEL
09/10/2023	SUM UP PAYOUT	SUMUP 0910	4.55		SUM UP PAYOUT
10/10/2023	WORKNEST	121221	193.50		T.ALLEN EXIT INTERVIEW
10/10/2023	CVS TYRES LTD	121223	87.54		DELI TURF TYRE
10/10/2023	Mulberry &Co	121222	255.60		INTERNAL AUDIT
10/10/2023	SOUTHCOAST LOCKSMITHS LTD	121220	30.00		LOCK FOR CAFE
10/10/2023	ROBINS OF HERSTMONCEUX LTD	121219	432.00		TOP SOIL
10/10/2023	CASTLE WATER	121218	93.41		SEPT WATER
10/10/2023	Weed Management Ltd	121217	987.50		INSECTICIDE FOR BOWLS GREEN
10/10/2023	PRICEWATCH LIMITED T/A LOCAL	121216	1,876.32		ultra low sulphur delv
10/10/2023	HARTNELL TAYLOR COOK	121215	44,107.96		2021 SERVICE CHARGES
10/10/2023	R.J.Meaker Fencing Ltd	121214	12.00		PALISADES
10/10/2023	HEFFERNANS GARDEN	121212	230.00		ALLOTMENT FENCE REPAIRS
10/10/2023	SAMMY JACKSON	121213	100.00		S,JACKSON DEPOSIT REFUND
10/10/2023	Barclays	DD1	7.12		PDQ SEPTEMBER
10/10/2023	ANDY HEFFERNAN	121212	230.00		CANCEL CHQ / PAY BACS
10/10/2023	HEFFERNANS GARDEN	121212	-230.00		HEFFERNANS GARDEN
10/10/2023	HEFFERNANS GARDEN	121212	-230.00		HEFFERNANS GARDEN
13/10/2023	Trade UK	121226	17.19		TOILET FLUSH
13/10/2023	PPL PRS Ltd	121225	1,564.13		HUB MUSIC LICENCE
13/10/2023	Acacia Groundcare Equipment Re	121224	878.92		UNISEEDER
13/10/2023	CONSULT CLEANING SERVICES	121228	1,037.40		TOILET CLEANING - OCTOBER
13/10/2023	ANDY PICTON	121227	53.55		A.PICTON MILEAGE
16/10/2023	The Fuelcard People	DD	35.89		fuel
17/10/2023	SUM UP	SUMUP 1710	1.99		TRANSACTION CHARGES
18/10/2023	Trade UK	121229	53.35		GLOVES
18/10/2023	AMP Services	121230	336.20		MOWER REPAIRS
18/10/2023	Hugh Page Sussex Ltd	121231	4,339.34		TRACTOR REPAIRS
18/10/2023	Radius Connect	121232	347.05		OCTOBER PHONES
18/10/2023	Farrington Property Developmen	121234	4,404.00		W/C 18/10
18/10/2023	EDF	121233	62.16		SEPTEMBER ELECTRICITY
23/10/2023	HEALTH ASSURED LTD	DD	60.00		EAP 19/10-18/11
23/10/2023	Credit Card A/c	CC TFER	411.82		SEPT CC TRANSACTION
24/10/2023	SUM UP	SUMUP 2410	1.05		TRANSACTION CHARGES
25/10/2023	Ricoh Capital Ltd	205581	936.49		PHOTOCOPIER / PRINTING
25/10/2023	BRITISH GAS	205582	26.26		17 SEPT - 16 OCT GAS
25/10/2023	C.E.F	205583	134.66		LIGHTBULBS / SOCKET FOR UNIT 1
25/10/2023	VICTORIA RUTT	205584	1,967.50		LOCUM SERVICES - V.R
25/10/2023	Trade UK	205585	25.59		MUGA LOCK
25/10/2023	East Sussex Security	205586	180.00		CALL OUT FOR INTRUDER ALARM

## List of Payments made between 01/10/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2023	JOHN FREEMANTLE	121235	100.00		J.FREEMANTLE REFUND
25/10/2023	AMY SMITH	121236	50.00		A.SMITH REFUND
25/10/2023	AGATA ILOWSKA	121237	50.00		A.ILOWSKA REFUND
25/10/2023	L&N CONSULTANCY LIMITED	121238	180.00		PREP TRAINING
25/10/2023	Mailserve LTD	121239	335.41		TMR MAINTENANCE CHARGE
25/10/2023	The Royal British Legion	121240	75.00		WREATHS & LAMPOST POPPIES
25/10/2023	OCTOBER SALARIES	OCT PAY	23,995.38		OCTOBER SALARIES
26/10/2023	ANDY HEFFERNAN	BACS	230.00		ALLOTMENT REPAIRS
27/10/2023	HMRC	205587	7,514.07		OCTOBER SALARIES
27/10/2023	JON BORTHWICK	205589	180.00		J.BORTHWICK HALLOWEEN
27/10/2023	AGATA ILOWSKA	121237	-50.00		CANCEL CHQ
27/10/2023	JON BORTHWICK	205589	-180.00		J.BORTHWICK CANCEL CHQ
30/10/2023	TOTAL GAS & POWER	DD	156.41		SEPTEMBER GAS
30/10/2023	EDF	DD1	4,191.41		JUL-SEPT ELECTRICITY
30/10/2023	EDF	DD2	3,039.20		JUL-SEPT ELECTRICITY
30/10/2023	EDF	DD3	892.62		JUL-SEPT ELECTRICITY
31/10/2023	SUM UP	SUMUP 3110	0.44		TRANSACTIONAL CHARGES
06/11/2023	02	DD	168.32		OCT MOBILE BILLING
06/11/2023	Northstar IT	DD1	1,537.45		MONTHLY SUPPORT - NOVEMBER
06/11/2023	The Fuelcard People	DD2	127.98		HK66 WMJ FUEL
06/11/2023	Barclays	DD3	3.00		comm charges
07/11/2023	SUM UP	SUMUP 0711	1.28		TRANSACTIONAL CHARGES
09/11/2023	Double Nine Ltd / Merlin Workw	BACS	55.14		FLEECE T-SHIRT
09/11/2023	GROUND'S MAINTENANCE	BACS1	92.00		LUCA / DEZ LEVEL 1 TRAINING
09/11/2023	Trade UK	BACS2	120.05		WEEDING BRISH
09/11/2023	CASTLE WATER	BACS3	339.85		OCTOBER WATER
09/11/2023	HMCTS	BACS4	153.67		TJ - FINE REPAYMENT
09/11/2023	LUCA FOSSELLA	BACS5	172.75		MILEAGE
10/11/2023	EAST SUSSEX PENSION FUND	BACS	8,247.80		OCTOBER SALARIES
10/11/2023	WENDY VECK	BACS1	119.00		HALLOWEEN FOOD
10/11/2023	DAVID SEABROOK	BACS2	39.99		MAYORAL EXPENSES
10/11/2023	ROBINS OF HERSTMONCEUX LTBACS		360.00		TOP SOIL FOR BIG PARK
10/11/2023	BLT DIRECT	BACS1	178.74		LIGHT FOR MUGA COURT
10/11/2023	C.E.F	BACS2	88.50		CREDIT FOR HUB LIGHT
10/11/2023	EDF	BACS3	54.25		UNIT 14 OCT ELECITRCITY
10/11/2023	EDF	BACS4	1,090.16		SEPT-OCT ELECTRICITY
10/11/2023	Rigby Taylor	BACS5	256.97		PRO TURF / TURF ELITE
10/11/2023	Business Sream	BACS6	631.05		12 JUL - 11 OCT WASTE
10/11/2023	JON BORTHWICK	BACS	180.00		HALLOWEEN ENTERTAINMENT
10/11/2023	DESTINY ENTERTAINMENTS	BACS3	609.00		SOUND SYSTEM
10/11/2023	AGATA KRAWCZYK	BACS	50.00		A.ILOWWSKA REFUND
10/11/2023	Radius Connect	BACS	347.05		NOVEMBER CHARGES
10/11/2023	RIA BINNEY	205591	50.00		R.BINNEY DEPOSIT REFUND
13/11/2023	The Fuelcard People	DD	47.20		fuel
14/11/2023	SUM UP	SUMUP 1411	12.33		TRANSACTION CHARGES
15/11/2023	HARTNELL TAYLOR COOK	BACS	26,515.20		2020 PARTIAL CREDIT
15/11/2023	ENVIRONMENT AGENCY	DD	171.00		ENVIRONMENT AGENCY

## List of Payments made between 01/10/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2023	ZOE POLYDOROUS	BACS	50.00		Z.POLYDOROU REFUND
17/11/2023	Cinemobile	BACS1	591.75		BARBIE
17/11/2023	Society Of Local Council Clerk	BACS2	144.00		ILCA - VICKY ONIS
17/11/2023	CONSULT CLEANING SERVICES	BACS3	1,037.40		NOVEMBER CLEANING
17/11/2023	BLT DIRECT	BACS4	357.48		MUGA LIGHTS
17/11/2023	Lewes District Council	BACS5	180.00		ANNUAL LICENCE FEE
20/11/2023	HEALTH ASSURED LTD	DD	60.00		EAP - 19/11-18/01
21/11/2023	SUM UP	SUMUP 2111	7.95		TRANSACTIONAL CHARGES
22/11/2023	Credit Card A/c	CC OCT	742.27		OCTOBER CC
23/11/2023	PHS Group	DD1	829.44		28/11-27/02 PHS
24/11/2023	NOVEMBER SALARIES	NOV PAY	36,476.64		NOVEMBER SALARIES
24/11/2023	PHIL & JOY ASHTON	BACS	100.00		DEPOSIT REFUND SOUTHERN STOMP
24/11/2023	HMCTS	BACS1	164.33		T.JAMES FINE REPAYMENT
24/11/2023	CUTTS MARINE	BACS1	115.80		MAROONS FOR REMEMBRANCE
24/11/2023	Wightman & Parrish Ltd	BACS2	429.83		CLEANING MATERIAL
24/11/2023	Trade UK	BACS3	124.70		CUPBOARD FOR IT EQUIP
24/11/2023	GREENTECH LTD	BACS4	106.20		CANES FOR TREES / TUBES
24/11/2023	BARCLAYS	BACS O.L	50.00		BACS OVER LIMIT
<b>Total Payments</b>			<u>191,626.09</u>		

Annual Servicing Record					7,871.00	
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	01/05/24	217.00			
Safeis	Fire Risk Assessment - Café	01/05/24	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 & services 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	EICR Report - Hub	11/04/27	504.00	Last done April 22		
Chris Bartholomew	EICR Report - CH	20/07/24	2,836.00	Last done July 21		
Chris Bartholomew	EICR Report - café	19/07/24	833.00	Last done July 21		

**Appendix A**

**Maintenance Plan**

on

**Community House, Meridian Centre, Peacehaven**

For

**Peacehaven Town Council**



Date of Survey: 11<sup>th</sup> September 2023

Keith Delves

BSc (Hons) MRICS



Pyxis Property Consulting Ltd

Location	Element	Sub Element	Photo Nos	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Rooms and circulation space	Finishes	Ceilings	3, 15, 21, 35, 50, 63, 64, 82, 87, 93	Suspended ceiling grid with prefinished tiles. Generally in good condition with some missing and stained tiles.	Investigate causes of water satins, make necessary repairs and replace tiles as required. Provision for replacement tiles	B	P3	R5	£500	£100	£100	£100	£100	£100	£100	£100	£100	£100	£1,400.00
			6, 7, 27, 28	Emulsion painted plaster, generally in good condition with some wear and tear and minor deterioration.	Provisional allowance for phased redecoration programme based on priority for each room or area.	B	P3	R5	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£15,000.00
Rooms and circulation space	Finishes	Floors	1, 26, 67, 75, 78, 92, 96	Mix of floor coverings, generally in good condition, some wear and tear, and some specific areas with damage. The Main Hall has a sprung vinyl sports hall covering.	Provisional allowance for phased flooring replacement programme, with Fields & Robson Room in Y1, Main Hall in Y4	B	P3	R5	£2,000	£0	£0	£30,000	£0	£0	£5,000	£0	£0	£5,000	£42,000.00
			4, 12, 17, 26, 27, 73, 74, 77	Painted doors, screens, skirting, boards, dado rails, radiators and pipework generally in good condition.	Provisional allowance for phased redecoration programme based on priority for each room or area.	B	P3	R5	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£5,000.00
Throughout	Superstructure	Internal Doors and Glazed Screens	12, 17, 74, 75, 81	Internal doors of timber construction with paint or stain finish. A good proportion of doors and screens are fire rated to provide resistance and prevent fire spread.	Fire doors need regular maintenance to ensure the designed fire rating is maintained. It is recommended that a fire door survey is undertaken and that an annual programme of repair and maintenance is undertaken.	B	P2	R1	£2,000	£250	£250	£250	£250	£250	£250	£250	£250	£250	£4,250.00
			8, 9, 10, 14, 21, 36, 76, 83	The void between the suspended ceiling and the underside of the roof structure provides space for most of the services including air handling, air conditioning, electrical, water and heating.	Where the void was accessible, it was noted that some penetrations through assumed fire compartment walls were not adequately fire stopped. Most notably the fire doors in the corridor outside the Anzac Room kitchen did not have a fire break above the doors which would allow fire spread in the void above. It is recommended that a fire compartmentation survey is undertaken and remedial works undertaken. Provision for survey and subsequent works.	C	P1	R1	£20,000	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£21,000.00
Kitchen adjacent to Police Room	Fittings, Furnishings & Equipment	Kitchen	16	Small kitchenette outside the Police Room has been identified as a fire risk area on a protected route.	Consider options to remove kitchen, relocate of fit fire doors. Provision sum to undertake works to mitigate the identified risk.	C	P2	R2	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000.00
			41, 42, 43, 44, 45	Main male, female and disabled WC facilities in good condition. Some minor maintenance work required.	Provision for minor repairs in Y1, replacement of floor covering in Y7	A	P4	R5	£500	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£5,500.00
Staff & other WC facilities	Fittings, Furnishings & Equipment	General	33, 85, 86, 87, 96, 97	Staff/disabled WC in reasonable condition. WCs serving Fields & Robson Rooms in fair condition, some loose and missing wall tiles and stained ceiling tiles.	Provision for redecoration of staff/disabled in Y6, refurbishment of other WCs in Y2 & Y3	B	P3	R5	£0	£3,000	£3,000	£0	£0	£1,500	£0	£0	£0	£0	£7,500.00
									£29,000	£5,350	£5,350	£32,350	£2,350	£4,850	£12,350	£2,350	£2,350	£7,350	£103,650.00

Condition

- A – Good Performing as intended and operating efficiently
- B – Satisfactory Performing as intended but showing minor deterioration
- C – Poor Showing major defects and/or not operating as intended
- D – Bad Life expired and/or serious risk of imminent failure

Priority rating

- P1 – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
- P2 – Essential work is required within two years that will prevent serious deterioration of fabric or service and /or remedy to minor breach of legislation and /or minor risk to health & safety.
- P3 – Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and /or address a low risk minor breach of legislation and /or minor risk to health & safety.
- P4 – Planned work for replacement beyond the 5 year period

Reason rating

- R1 – Health and Safety Breach
- R2 – Breach of Legislation
- R3 – Deterioration of Fabric
- R4 – Security Implications
- R5 – Appearance/Aesthetic
- R6 – Obsolete/Unrepairable/End of Service Life



Location	Element	Sub Element	Photo Nos	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
External	Superstructure	Walls	100 - 109, 112	External walls of facing brickwork, assumed to be cavity construction with concrete blockwork forming the inner skin. Generally sound, small area of mortar erosion noted adjacent to south entrance door.	Provision for repointing.	B	P3	R3	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£300.00
External	Superstructure	Roofs - Pitched	106-109	Tiled mansard and parapet detail around the central flat roof construction. Generally sound, some missing and slipped Mineral felt roof covering with lead capping details at junction with mansards. The felt roof over most areas is estimated to be in excess of 15 years old, the roof over the Fields and Robson Rooms is estimated to be 20 - 25 years old. This is evidence of leaks into the building at various Rainwater drainage from roof through gulleys in felt roof, with internal rainwater pipes discharging to underground drainage. Build up of debris around gulleys.	Provision for replacement of missing tiles.	B	P2	R3	£2,000	£0	£500	£0	£500	£0	£500	£0	£500	£0	£4,000.00
External	Superstructure	Roofs - Flat	116 - 121	Mineral felt roof covering with lead capping details at junction with mansards. The felt roof over most areas is estimated to be in excess of 15 years old, the roof over the Fields and Robson Rooms is estimated to be 20 - 25 years old. This is evidence of leaks into the building at various Rainwater drainage from roof through gulleys in felt roof, with internal rainwater pipes discharging to underground drainage. Build up of debris around gulleys.	Provision for phased roof covering replacement, Y1 main roof over Community House, Y2 roof over Field and Robson rooms and Y3 Main Hall roof.	C	P2	R3	£62,000	£15,000	£45,000	£0	£0	£0	£0	£0	£0	£0	£122,000.00
External	Services	External Drainage	83, 120	Fields and Robson Rooms is estimated to be 20 - 25 years old. This is evidence of leaks into the building at various Rainwater drainage from roof through gulleys in felt roof, with internal rainwater pipes discharging to underground drainage. Build up of debris around gulleys.	Provision for regular cleaning and jetting of gulleys to ensure efficient drainage of water from roof. Costs included in Annual Maintenance	B	P2	R3	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0.00
External	Superstructure	Doors	25, 81, 95, 99, 104, 106, 109, 111, 113, 115	Mix of aluminium, uPVC and timber doors providing access and egress from the building. Automated doors from Meridian Centre and south entrance. Likely to need repairs and upgrades within the 10 year period	Provision for regular maintenance of external doors, with phased replacements in Y5-10	B	P3	R3	£300	£300	£300	£300	£300	£2,000	£2,000	£5,000	£5,000	£5,000	£20,500.00
External	Superstructure	Windows	19, 32, 66, 71, 94, 101, 103, 105, 107, 109	Mix of aluminium and uPVC windows. Windows facing into Meridian Centre are single glazed aluminium, windows directly facing externally are double glazed uPVC. uPVC units are likely to need major overhaul or replacement with the 10 year period.	Provision for regular maintenance of windows, with phased replacements in Y5-10	B	P4	R3	£200	£200	£200	£200	£200	£200	£200	£10,000	£15,000	£200	£26,600.00
External	Superstructure	External Facades & Finishes	107, 110, 115	Fascias and soffits are predominately clad in uPVC. Wide soffits below main hall mansard have rust staining from	Provision for cleaning and replacement of corroded fixings.	C	P2	R3	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500.00
External	Finishes	Paintwork & Decorated Surfaces	105, 106	Doors and facias in gated courtyard are painted timber.	Provision for regular redecoration	C	P2	R3	£1,000	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£2,000.00
									£67,300	£15,500	£46,000	£500	£1,000	£3,200	£2,700	£15,000	£20,500	£5,200	£176,900.00

Condition

- A – Good Performing as intended and operating efficiently
- B – Satisfactory Performing as intended but showing minor deterioration
- C – Poor Showing major defects and/or not operating as intended
- D – Bad Life expired and/or serious risk of imminent failure

Priority rating

- P1 – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
- P2 – Essential work is required within two years that will prevent serious deterioration of fabric or service and /or remedy to minor breach of legislation and /or minor risk to health & safety.
- P3 – Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and /or address a low risk minor breach of legislation and /or minor risk to health & safety.
- P4 – Planned work for replacement beyond the 5 year period

Reason rating

- R1 – Health and Safety Breach
- R2 – Breach of Legislation
- R3 – Deterioration of Fabric
- R4 – Security Implications
- R5 – Appearance/Aesthetic
- R6 – Obsolete/Unrepairable/End of Service Life

Location	Element	Sub Element	Photo	Nos	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Boiler Room	Boiler Plant And Equipment	Gas Boilers	51		Pair of Broag boilers providing space heating and hot water to most parts of the Community House. Understood to be installed in 2004 as part of internal refurbishment. Likely to be coming to the end of their anticipated service life.	Allowance for replacement of gas boilers with high efficiency replacement. Advise that this is considered within the wider context of the Council's 'net zero' ambitions.	C	P2	R3	£0	£0	£50,000	£0	£0	£0	£0	£0	£0	£0	£50,000.00
Disabled Toilet adj. to Fields Room	Boiler Plant And Equipment	Gas Boilers	88		Alpha CB24 gas boiler serving the Robson and Fields rooms and adjacent facilities. Understood to be installed in 2004 as part of internal refurbishment. Likely to be coming to the end of its anticipated service life.	Allowance for replacement of gas boiler with high efficiency replacement. Advise that this is considered within the wider context of the Council's 'net zero' ambitions.	C	P2	R3	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£10,000.00
Main Hall	Space Heating/Cooling	HVAC	117		Packaged rooftop AHU's providing heating and cooling to Main Hall. Of the two units, one is not working, the other is not functioning properly and cannot be repaired.	Provision to replace packaged air conditioning units	D	P1	R6	£80,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£80,000.00
Offices and Anzac Room	Space Heating/Cooling	Air Conditioning	3, 57, 114		Split units serving Offices and Anzac Room. Understood to be functioning well, but units are thought to be over 10 years old.	Provision for phased replacement in Y4 & Y6	B	P3	R6	£0	£0	£0	£15,000	£0	£15,000	£0	£0	£0	£0	£30,000.00
Boiler Room	Hot Water Generation	Hot Water Storage & Calorifiers	52		Calorifier in boiler room serving main hot water outlets, heat connections to primary boiler circuits and electric Immersion heater element. Likely to have been installed in 2004 with main boiler installation.	Provision for replacement at the end of 10 year period	A	P4	R6	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000.00
Various	Hot Water Generation	Point of Use Water Heaters			Local hot water supplies to Gents toilet adjacent to Robson Room and kitchenette adjacent to Police Room provided by electric water heaters.	Provision for replacement at the end of 10 year period	B	P4	R6	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000.00
Boiler Room	Boiler Plant And Equipment	Pumps	52		Various pumps for the heating and hot water. Two twin set circulation pumps serving heating system, primary heating circuit pump and DHW circulation.	Allowance for phased replacements.	B	P4	R6	£0	£0	£1,000	£0	£0	£0	£0	£1,000	£0	£0	£2,000.00
Throughout	Space Heating/Cooling	Radiators/Heat Emitters	4, 98		Steel radiators providing space heating within rooms, fitted with thermostatic controls. Corrosion noted on radiator in Gents toilet adjacent to Robson Room.	Provision for replacement of corroded radiator and regular testing and servicing of TRVs	B	P3	R3	£100	£500	£100	£100	£100	£100	£100	£100	£100	£100	£1,400.00
Various	Ventilation	Extract	11, 18, 30, 33, 42, 48, 87		Air extraction to WC facilities, kitchens, Police, Charles Neville and Copper Rooms. Not tested during survey.	Provision for regular maintenance and servicing	B	P3	R1	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,000.00
Various	Ventilation	Balanced Ventilation			Input and extraction to Anzac Room, Main Kitchen and main Male/Female WCs.	Provision for regular maintenance and servicing	B	P3	R1	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£3,000.00
										£80,600	£1,000	£61,600	£15,600	£600	£15,600	£600	£1,600	£600	£6,600	£184,400.00

Condition

- A – Good Performing as intended and operating efficiently
- B – Satisfactory Performing as intended but showing minor deterioration
- C – Poor Showing major defects and/or not operating as intended
- D – Bad Life expired and/or serious risk of imminent failure

Priority rating

- P1 – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
- P2 – Essential work is required within two years that will prevent serious deterioration of fabric or service and /or remedy to minor breach of legislation and /or minor risk to health & safety.
- P3 – Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and /or address a low risk minor breach of legislation and /or minor risk to health & safety.
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Reason rating

- R1 – Health and Safety Breach
- R2 – Breach of Legislation
- R3 – Deterioration of Fabric
- R4 – Security Implications
- R5 – Appearance/Aesthetic
- R6 – Obsolete/Unrepairable/End of Service Life

Location	Element	Sub Element	Photo Nos	Description	Recommendation	Condition	Priority	Reason	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Mains rooms	Electrical Installations	Main Distribution Boards	37, 39, 40	Main intakes, meters and boards located in the two Mains Rooms. Various ages of boards with alterations and adaptations over the years. Some elements may date back to when the original building was constructed	Periodic Electrical Installation Condition Reports, typically 5 yearly should be undertaken. These will identify issues with the installation. It is likely that over the ten year period there will be a requirement to upgrade the distribution to LED fittings.	B	P3	R1	£0	£0	£0	£5,000	£0	£5,000	£0	£5,000	£0	£5,000	£20,000.00
Throughout	Electrical Installations	Light Fittings	3, 13, 15, 18, 20, 23, 41, 50, 55, 58, 63, 68, 82	Light fittings a mix of types and age, including ceiling grid mounted, bulkhead and emergency. The majority are fluorescent or compact fluorescent which are being phased out so replacement lamps and parts will not be available in the future	Provision for a phased replacement programme to upgrade to LED fittings.	B	P3	R6	£4,000	£4,000	£4,000	£4,000	£0	£0	£0	£0	£0	£0	£16,000.00
Throughout	Electrical Installations	Power Circuits	26	Standard 13A socket outlets mounted in walls or dado trunking. Supplies to mechanical plant and fixed equipment	Visually power circuits, switchgear and outlets appear serviceable but need to be assessed as part of periodic EICR. Provision for remedial works.	B	P3	R1	£0	£2,000	£0	£0	£0	£0	£2,000	£0	£0	£0	£4,000.00
Roof and Mains Room 2	Electrical Installations	PV Installation	38, 119	Roof mounted solar panels with inverters mounted in Mains Room 2. Understood to have been installed in 2011, inverters are generally expected to have a lifespan of 10 - 12 years	Provision for replacement of inverters in Y3	B	P4	R6	£0	£0	£4,000	£0	£0	£0	£0	£0	£0	£0	£4,000.00
Throughout	Electrical Installations	Fire Alarm System	73	Multi zone fire alarm panel with associated detectors, sounders and call points located throughout the building	Provision for upgrade towards the end of the 10-year period	B	P4	R6	£0	£0	£0	£0	£0	£0	£0	£0	£25,000	£0	£25,000.00
									£4,000	£6,000	£8,000	£9,000	£0	£5,000	£2,000	£5,000	£25,000	£5,000	£69,000.00

Condition

- A – Good Performing as intended and operating efficiently
- B – Satisfactory Performing as intended but showing minor deterioration
- C – Poor Showing major defects and/or not operating as intended
- D – Bad Life expired and/or serious risk of imminent failure

Priority rating

- P1 – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
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Reason rating

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## Community House - Annual Maintenance

[illegible]

Community House - Collection

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Internal	£29,000	£5,350	£5,350	£32,350	£2,350	£4,850	£12,350	£2,350	£2,350	£7,350	£103,650
External	£67,300	£15,500	£46,000	£500	£1,000	£3,200	£2,700	£15,000	£20,500	£5,200	£176,900
Mechanical	£80,600	£1,000	£61,600	£15,600	£600	£15,600	£600	£1,600	£600	£6,600	£184,400
Electrical	£4,000	£6,000	£8,000	£9,000	£0	£5,000	£2,000	£5,000	£25,000	£5,000	£69,000
Annual Maintenance	£2,550	£2,550	£2,550	£2,550	£2,550	£2,550	£2,550	£2,550	£2,550	£2,550	£25,500
Total:	£183,450	£30,400	£123,500	£60,000	£6,500	£31,200	£20,200	£26,500	£51,000	£26,700	£559,450



## Transactions

### Peace Sweep

**20-49-76 30701211**

Available balance	£851,536.93
Last night's balance	£851,536.93
Overdraft limit	n/a

Showing 2 transactions between 30/11/2023 and 01/12/2023 from 30/11/2023 to 01/12/2023

Date	Description	Money in	Money out	Balance
01/12/2023	Transfer TRANSFER 10701173 TRANSFER 10701173		-£17,223.55	£854,158.98
30/11/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£1,217.70		£871,382.53

### Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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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 01 December 2023

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#### Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

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#### Business Savings Accounts

Business Premium Account	£854,158.98
.....	
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

### 25 Nov - 01 Dec 2023

Date	Description	Money out £	Money in £	Balance £
25 Nov	Start Balance			50,067.10
27 Nov	 Direct Debit to Fuel Card Services Ref: Ffb017243	117.90		49,949.20
	 Transfer to Account 30701211	122.10		49,827.10
	 Direct Credit From Daniel Griffiths Ref: Daniel Gri		110.00	49,937.10
	 Direct Credit From Jerome A Ref: Anith		130.00	50,067.10
28 Nov	 Transfer to Account 30701211	835.43		49,231.67
	 Direct Credit From Sumup Payments Acc Ref: McA Pid390606		191.36	49,423.03
	 Deposit at Barclays 42551 Ref: 11.4828Novlkpob000		576.97	50,000.00
29 Nov	 Transfer to Account 30701211	166.50		49,833.50
	 Direct Credit From Sussex Commu Ref: Scda		72.00	49,905.50
	 Direct Credit From Smith A Ref: 14506		94.50	50,000.00
	 Deposit at Barclays Post Office Credit Ref: 201441		135.20	50,135.20
30 Nov	 Direct Debit to Gocardless Ref: Northstarit-Twk6S4	6.30		50,128.90
	 Transfer to Account 30701211	1,217.70		48,911.20
	 Direct Credit From Nature Nurser Ref: 14556		1,224.00	50,135.20
1 Dec	 On-Line Banking Bill Payment to Edf Energy Custome Ref: 000017372095	25.93		50,109.27

Continued

Start balance £50,067.10

Money out £20,262.88

▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £20,195.78

End balance £50,000.00

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

Date	Description	Money out £	Money in £	Balance £
<b>Balance brought forward from previous page</b>				<b>50,109.27</b>
1 Dec	 On-Line Banking Bill Payment to British Gas Busine Ref: 6035056060	46.51		50,062.76
	 On-Line Banking Bill Payment to Tracey Pickett Ref: Ptc Refund	100.00		49,962.76
	 On-Line Banking Bill Payment to Rotary Club of New Ref: Ptc Grant	250.00		49,712.76
	 On-Line Banking Bill Payment to Siemens Financial Ref: 244/24/0037931	335.83		49,376.93
	 On-Line Banking Bill Payment to Greenacre Recyclin Ref: 066231	348.00		49,028.93
	 On-Line Banking Bill Payment to Act On It Ref: Ptc Grant	400.00		48,628.93
	 On-Line Banking Bill Payment to Fleet Line Markers Ref: SI234740	449.28		48,179.65
	 On-Line Banking Bill Payment to Madison Web Soluti Ref: 21190	648.00		47,531.65
	 On-Line Banking Bill Payment to Havens Community H Ref: Ptc Grant	700.00		46,831.65
	 On-Line Banking Bill Payment to Chichester Diocesa Ref: Ptc Grant	700.00		46,131.65
	 On-Line Banking Bill Payment to Ambulance Responde Ref: Ptc Grant	750.00		45,381.65
	 On-Line Banking Bill Payment to East Sussex County Ref: Peacehaven Nov	13,043.40		32,338.25
	 Deposit at Barclays 42551 Ref: 13.2901Deckpob000		23.70	32,361.95
	 Transfer From Account 30701211		17,223.55	49,585.50
	 Direct Credit From P-Haven + T FBL Ref: F/Ball New		414.50	50,000.00
1 Dec	<b>Balance carried forward</b>			<b>50,000.00</b>
<b>Total Payments/Receipts</b>		<b>20,262.88</b>	<b>20,195.78</b>	

**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](http://www.FSCS.org.uk).

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

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

#### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

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

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

### Interest

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

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

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

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### Online

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

### On the phone

**0345-717-1819**

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

### Write to us

**Barclays,  
Leicester  
LE87 2BB**

### Your branch

**LEICESTER,  
LE87 2BB**

### Lost and stolen cards

**01604 230 230**

**– 24 hours**

**Tell us straight away if:**

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

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

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

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

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

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

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

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

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

### Getting information from Barclays

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

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

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## Action Plan – Policy & Finance Committee

	Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
1	<u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u>	At the Committee's meeting on 7 <sup>th</sup> December 2020, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950. Work is in hand. Completion of Main Hall loop repairs. Signage needs to be sourced to inform people the hearing loop is available.	Town Clerk			31 <sup>st</sup> Oct 2022
2	<u>INTERNAL &amp; EXTERNAL SURVEY OF COMMUNITY HOUSE</u>	From the Committee's meeting of 14 <sup>th</sup> June 2022:- <b><u>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL &amp; EXTERNAL SURVEYS FOR COMMUNITY HOUSE</u></b> The Clerk referred to his report, noting three elements to this project:- Internal mechanical & electrical survey of Community House. External building & fabric survey of Community House. Insurance valuation of Community House. The quotes received were discussed. It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.	Town Clerk			11 <sup>th</sup> Sept 2023

## Action Plan – Policy & Finance Committee

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

**Agenda Item: PF948****Committee: Policy and Finance****Date: 12<sup>th</sup> of December 2023****Title: Allotment terms and conditions****Report Authors: parks officer****Purpose of Report: To ratify.**

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**Introduction**

The allotment terms and conditions are given to allotment holders when they pay their yearly subscription.

**Background**

The L, A & E committee agreed the revised terms and conditions at the meeting held on 21<sup>st</sup> November 2023

**Analysis**

The Parks officer has carried out the corrections as directed by the L, A & E committee.

**Conclusions**

This document will be distributed in January to the allotment tenants.

**Recommendations**

The committee are asked to agree to the new terms and conditions document.

**Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	N/A
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	All relevant

<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	All relevant
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	All to be considered

## **Appendices/Background papers**

### **Allotment Terms & Conditions – Cornwall Avenue 2024**

Peacehaven Town Council owns and manages an Allotment Garden at Cornwall Avenue. Allotments can be rented by residents of Peacehaven on a first come first served basis and with written agreement to a contract and Rules. PTC as freeholder and manager retains the right to have the final word on all aspects of Allotment Garden.

Peacehaven Town Council has adopted an Allotment Policy under which the Town Council is committed to meeting its statutory requirements, and to manage the allotments fairly, responsibly, and safely. A full copy of the policy is available on the Peacehaven Town Council website.

The charge for the allotments from 1<sup>st</sup> January 2024 is £38 per large plot and £27 per small plot.



## **Contents Page**

Introduction, Background, Purpose, Equality and Diversity, Harassment Monitoring and Review, over-riding statement

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 6 Cultivation

Section 7 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

Section 11 Trees, Shrubs and Materials

Section 12 Hedges, Fences, and Boundary Features

Section 13 Erection of sheds, greenhouses, polytunnels and compost containers

Section 13a Dimensions

Section 13b Construction Materials

Section 13c Compost Containers and Polytunnels

Section 13d Siting

Section 14 Water Holding

Section 15 Restrictions on Cropping

Section 16 Depositing Refuse / Disposal of Rubbish

Section 17 Bonfires / Burning Rubbish

Section 18 Children

Section 19 Dogs

Section 20 Livestock

Section 21 Bee Keeping

Section 22 Not to Display Advertisements

Section 23 Inspection

Section 24 Disputes

Section 25 Termination of Tenancy

Section 26 Service of Notices

Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

## **Introduction**

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables, and flowers; which can have a positive impact on your well-being.

## **Background**

Peacehaven has an allotment site at Cornwall Avenue under their management. Nationally there is a shortage of available allotments with waiting lists for sites in Sussex. Most sites are managed by Town and Parish Councils or allotment societies.

## **Purpose**

To establish the principles which will guide the establishment and management of the allotment site. It will define the responsibilities of each party. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

## **The document will:**

- set standards for the provision of allotments.
- encourage the uptake of allotments.
- seek to improve the standard of service provision.
- evaluate the benefits derived from allotments.
- Improve the fairness of provision of the allotments.

## **Equality, Diversity, and inclusion**

The Rules of the allotments and their enforcement across Peacehaven will benefit all residents, workers, and visitors by providing a safer environment, fairer access to allotments and increased health benefits.

## **Harassment**

Peacehaven Town Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants.

All tenants are expected to comply with the Council's policies in respect of harassment and discrimination. Harassment or non-verbal conduct may be of a specific racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwarranted and/or offensive and must stop.

## **Monitoring and Review**

Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.

These Terms and Conditions are intended to improve the management of the Council's existing stock of allotments by controlling lettings and operations and will be reviewed in line with corporate guidelines.

### **Overriding Responsibility Statement**

Peacehaven Town Council has overriding responsibility for the management of the allotment gardens. **There may be exceptions to these rules, the Council retains the right to make decisions contrary to or in addition to those detailed in this document.**

## **Allotment Terms and Conditions**

### **1. Qualifications for Allotment Tenancies**

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Peacehaven who are a minimum of age 18 years old. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below). Only one allotment can be allocated to each household.

When an allotment falls vacant due to death of the tenant, the tenant's immediate family can take over the allotment garden if they fit the criteria set out above.

Once a tenant permanently moves out of the Peacehaven boundary, they will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden to be reviewed annually.

### **2. Allocation**

Allotments will be offered on a "first come, first served" basis and where required a waiting list will be held by the Council. Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline two offers of a plot they will be removed from the list. A new application can be submitted however, it will be the new application date which will determine their position on the list i.e., at the end of the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

### **3. Co-workers / Plot Partners**

A co-worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if they choose to nominate a co-worker.

#### **4. Rent**

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed annually.

Allotment garden rents will be based on the area of the allotment.

Approximate Allotment Plot Size:

Large Plot = 112 Metres square    133 Yards Square approx.

Small Plot = 56 Metres square    67 yards Square approx.

#### **5. Use of Land**

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this Terms and Conditions document. Any business use is strictly prohibited.

#### **6. Cultivation**

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate persistent weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden.

#### **7. Use of Chemical Sprays and Fertilisers**

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

## 8. Nuisance

The tenant must not cause or permit any nuisance, annoyance or cause any offence to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

A 60cm (2') grass boundary must be maintained between the allotment and any adjoining boundary fence line and kept clear of debris, and not used for produce growing or storage.

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

Peacehaven Town Council retain the right to issue a penalty charge to any tenant upon leaving a plot, either by surrender or eviction, to cover any costs incurred when preparing the plot for the new tenant.

## 9. Sub-letting of allotments

The tenant may not sub-let, or part share the allotment.

## 10. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer, or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

## 11. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell, or carry away any mineral, sand, earth, or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

## 12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris. The tenant must not erect any fence sub-dividing any allotment garden **without the written consent of the Council**. Allotment plots are permanent fixed features, tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine.

The tenant of an allotment garden must not use barbed wire or razor wire.

### **13. Erection of sheds, greenhouses, polytunnels and compost containers**

There is to be no construction, extension or changes to existing sheds, greenhouses, polytunnels without written prior permission from Peacehaven Town Council. A plan is to be submitted with drawings and sizes. Only a single shed and either a greenhouse or polytunnel will be permitted. Sheds should be used only for storing materials for use on the allotment garden.

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences.

The roof sides and surrounding area must be kept clean and tidy at all times.

Tenants are entirely responsible for the security of sheds and contents and for providing their own insurance cover.

The risk of break in is high and it is not advisable to store any valuable items in sheds. All items are stored at the tenant's own risk.

All sheds and greenhouses must be kept in good order.

#### **13a Dimensions**

No permanent foundations are to be laid, the shed, greenhouse or polytunnel may be supported on a temporary foundation not exceeding 9 inches 0.229 metres in height and laid dry

The maximum size of a shed, greenhouse or polytunnel permitted is 7ft height (2.1 metres) at the apex, length 8ft (2.44 metres) x width 6ft (1.83 metres).

#### **13b Construction Materials**

For Sheds Greenhouses

- i) Metal approved manufactured design.
- ii) Timber approved manufactured design or self-constructed of clean sawn woods. Cladding planed soft wood, shiplap, or weather boarding.
- iii) Glazing in greenhouse must be with glass or horticultural PVC materials. Thin polythene sheeting is not permitted. Any damaged polycarbonate sheeting should be removed immediately as it becomes brittle.
- iv) Finish – to be painted green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

#### **13c Compost containers and poly tunnels**

Compost Containers Maximum permitted 4ft x 6ft x 2ft 6in (1.2m x 1.8m x 0.7m), construction: approved wood, mesh, or manufactured design

Poly tunnels Maximum height 7ft (2.1metres) at apex Maximum Length 6ft (1.8metres)  
Maximum Width 6ft (1.8Metres)

Construction clean sawn timber, metal or approved manufactured design. Covering clean heavy gauge polythene sheeting or mesh.

### **13d Siting**

Where possible at the rear of the plot as per prior written permission from Peacehaven Town Council.

### **14. Water holding**

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. any water overflow from the water butt must be directed away from any boundary fences. No new wells or submerged water holding devices may be dug at all.

### **15. Restrictions on Cropping**

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs, or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

### **16. Depositing Refuse / Disposal of Rubbish**

The tenant is responsible for disposing all of their rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

### **17. Bonfires / Burning Rubbish**

Bonfires and Barbecues are not allowed on the allotments.

### **18. Children**

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

### **19. Dogs**

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

### **20. Livestock**

The tenant must not, keep any animals of any kind on the land.



## **21. Bee Keeping**

Although the keeping of honeybees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council, and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

## **22. Not to Display Advertisements**

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

Breach of rules could lead to termination of the tenancy agreement.

## **23. Inspection**

The tenant will permit any officer or member of the Council, or other Council appointed agent or the police, to enter on to the allotment garden or any structure on it at any time to inspect its state and condition.

## **24. Disputes**

Disputes between tenants which cannot be resolved on site should be referred to the Council. The written decision of the Council will be binding on all tenants involved in the dispute.

## **25. Termination of Tenancy**

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

## **26. Service of Notices**

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

## **27. Change in circumstances**

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will write annually to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit with immediate effect.

## **28. Failure to Comply**

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant.

## **29. Legal Obligations**

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

## **30. Special Conditions**

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

## **31. Enforcement**

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit.

## **32. Power of eviction**

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

## **33. Amendment of these rules**

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way,  
Peacehaven, BN10 8BB

Telephone 01273 585493

**Agenda Item: PF949**

**Committee: Policy & Finance**

**Date: 12 December 2023**

**Title: Budget 2024/25**

**Report Authors: Responsible Financial Officer**

**Purpose of Report: To agree to proposal of 2024/25 budget**

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### **Introduction**

The precept requirement from Lewes needs to be requested in January 2024 and therefore the proposed budget for 2024/25 needs to be agreed so we can put the request in.

### **Analysis**

Historically the council have not put money aside for contingency of any building improvements / repairs, play equipment or vehicle replacement. Items of this nature are expensive and to avoid loans or using CIL monies and in order to help become net carbon zero by 2030 we should be setting up reserves for these items when and if they need replacing.

A recent condition survey has indicated costs of up to £550,000 will need to be spent on Community House in the next 10 years.

The wood guarantee on the Ribina on the Big Park apparatus expires this year, therefore a reserve for replacement equipment which is now 10 years old has been recommended. A playground inspection in 2021 showed most of the equipment's life expectancy (across all parks) was 3-5 years.

We aim to be net carbon zero by 2030 and it has been previously agreed to replace all vehicles to electric.

### **Recommendations**

The budget proposal has two options – the first option includes reserves for play equipment, vehicles and Community House. This option shows a 12.2% increase for residents, equating to an extra £1.61 a month more than what they are currently paying.

Option 2 excludes the reserve for Community House of £50,000, this shows a 5.9% increase to residents, equating to an £0.78 per month more than what they are currently paying.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	<p>This budget proposal is being more realistic and provides a more long term plan to reserve funds in order to replace / fix items</p> <p>The precept is paid to us by Lewes who in turn collect PTC portion from residents.</p>
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	

<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

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

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**POLICY & FINANCE**

<b>100</b>	<b><u>General Administration</u></b>
4301	Purchase of Furniture/Equipment
4302	Purchase of Materials
4306	Printing
4308	Clr Printing
4307	Stationery
4309	C/H Decorations
4311	Professional Fees - Legal
4314	Audit Fees
4315	Insurance
4321	Bank Charges
4322	BACS Charges
4323	PDQ Charges
4325	Postage
4326	Telephone
4327	Computers
4333	Members Allowance
4341	Grants
4342	Subscription
tbc	EAP
4345	CTLA Service Level Agreement
4346	CAB Service Level Agreement
4354	HCC Service Level Agreement
322	Vehicle Reserve
4444	Election Costs
General Administration: Expenditure	
1001	Precept
1013	Income from Photocopying
1016	Housing Benefit Claims LDC
1100	Interest Received
1309	Other Income
General Administration: Income	
<b>Net Expenditure over Income</b>	

**360** **Community House**

2023/24 Budget	Draft 2024/25 Budget	% Change
1,500	1,500	0.0%
500	500	0.0%
5,000	5,000	0.0%
0	1,500	#DIV/0!
500	500	0.0%
0	500	#DIV/0!
2,000	4,000	100.0%
3,000	3,000	0.0%
12,000	13,000	8.3%
100	100	0.0%
200	200	0.0%
800	500	-37.5%
1,000	2,500	150.0%
3,168	3,000	-5.3%
15,000	16,500	10.0%
3,500	3,500	0.0%
10,000	15,000	50.0%
5,500	7,500	36.4%
0	600	#DIV/0!
6,500	6,500	0.0%
11,500	11,500	0.0%
3,000	3,000	0.0%
5,000	5,000	0.0%
10,000	10,000	0.0%
99,768	114,900	15.2%
200	200	0.0%
15,350	15,657	2.0%
200	1,000	400.0%
1,000	500	-50.0%
16,750	17,357	3.6%
<b>83,018</b>	<b>97,543</b>	<b>17.5%</b>

To include Breakthrough Communications

Includes Cyber Essentials certification

Request to increase from Grants Comm

4101	Repair/Alteration of Premises	7,000	8,000	14.3%	Includes £1000 for lights
4102	Maintenance of Building	5,000	6,500	30.0%	
4111	Electricity	15,000	15,000	0.0%	
4112	Gas	9,000	7,500	-16.7%	
4122	Service Charge	30,000	20,000	-33.3%	£8k in reserves
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 Reserves	0	50,000	#DIV/0!	
	Community House: Expenditure	96,903	137,903	42.3%	
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	12,000	#DIV/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	6,472	-30.0%	
1078	C/H Main Kitchen	910	637	-30.0%	
1079	C/H Anzac Kitchen	510	357	-30.0%	
1080	C/H Foyer	1,675	500	-70.1%	
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	59,975	-1.1%	
	Net Expenditure over Income	36,245	77,928	115.0%	
	POLICY & FINANCE: Total Expenditure	196,671	252,803	28.5%	
	POLICY & FINANCE: Total Income	77,408	77,332	-0.1%	
	Net Expenditure over Income	119,263	175,471	47.1%	

[

**PLANNING & HIGHWAYS**

**130**   **Neighbourhood Plan**

4337   Neighbourhood Plan  
Neighbourhood Plan: Expenditure

**Net Expenditure over Income**

**200**   **Planning & Highways**

4101   Repairs & Alterations  
4111   Streetlight Electricity  
4171   Grounds Maintenance Costs  
4850   Grass Cutting Contract  
4851   Noticeboards  
4852   Monument & War Memorial  
4853   Street Furniture  
Planning & Highways: Expenditure

**Net Expenditure over Income**

**PLANNING & HIGHWAYS: Total Expenditure**  
**PLANNING & HIGHWAYS: Total Income**

**Net Expenditure over Income**

2023/24 Budget	Draft 2024/25 Budget	% Change
5,000	3,000	-40.0%
5,000	3,000	-40.0%
<b>5,000</b>	<b>3,000</b>	<b>-40.0%</b>
2,000	2,500	25.0%
1,092	1,092	0.0%
500	500	0.0%
9,041	11,536	27.6%
650	650	0.0%
600	600	0.0%
600	600	0.0%
14,483	17,478	20.7%
<b>14,483</b>	<b>17,478</b>	<b>20.7%</b>
<b>19,483</b>	<b>20,478</b>	<b>5.1%</b>
<b>0</b>	<b>0</b>	
<b>19,483</b>	<b>20,478</b>	<b>5.1%</b>

CIVIC & EVENTS

110 Civic Events

4331	Mayor's Allowance	1,500	1,500	0.0%
4332	Mayor's Reception	1,000	1,200	20.0%
Tbc	Town Crier Outfit	0	750	#DIV/0!
4335	Civic Expenses	1,200	1,200	0.0%
4336	Civic Service	500	500	0.0%
4338	Remembrance Services	550	1,000	81.8%
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%

Includes D-Day 80

Net Expenditure over Income

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

2023/24 Budget	Draft 2024/25 Budget	% Change
6,950	8,150	17.3%
6,950	8,150	17.3%
2,500	2,000	-20.0%
300	500	66.7%
300	300	0.0%
700	500	-28.6%
100	100	0.0%
3,900	3,400	-12.8%
100	100	0.0%
2,000	1,000	-50.0%
2,500	1,500	-40.0%
0		#DIV/0!
4,600	2,600	
-700	800	-214.3%



430 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	
--	--	-------	-------	--

440 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%
4900	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%
	<b>CIVIC &amp; EVENTS: Total Income</b>	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
4011	Training
4171	Grounds Maintenance Costs

need to re-examine every three years

Sports Park: Expenditure

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

Maintenance charges removed due to county pitch being 3G

Sports Park: Income

**Net Expenditure over Income**

**315** **Big Park**

4101	Repair/Alteration
4102	Maintenance of Unit 14

2023/24 Budget	Draft 2024/25 Budget	% Change
6,600	6,600	0.0%
6,050	5,500	-9.1%
600	600	0.0%
900	900	0.0%
14,150	13,600	-3.9%
<b>14,150</b>	<b>13,600</b>	<b>-3.9%</b>
7,250	6,500	-10.3%
2,345	2,345	#DIV/0!
500	500	0.0%
4,500	3,000	-33.3%
0	0	#DIV/0!
10,000	10,000	0.0%
24,595	22,345	-9.1%
13,845	3,645	-73.7%
5,765	6,383	10.7%
3,000	3,000	0.0%
2,500	2,500	0.0%
25,110	15,528	-38.2%
<b>-515</b>	<b>6,817</b>	<b>-1423.7%</b>
5,000	4,000	-20.0%
500	500	0.0%

NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE

4111	Electricity (unit 14)	500	500	0.0%
4112	Gas (unit 14)	500	500	0.0%
4355	Wifi (Unit 14)	585	585	0.0%
4121	Rents	15,000	15,000	0.0%
4131	Rates	5,240	5,240	0.0%
4161	Cleaning Costs	10,500	10,800	2.9%
4166	Skip Hire	1,000	1,000	0.0%
4173	Fertilisers & Grass Seed	6,500	4,800	-26.2%
4303	Machinery Mtce/Lease	4,000	3,500	-12.5%
	Play Equipment Reserve	0	5,000	#DIV/0!
	Big Park: Expenditure	49,325	51,425	4.3%
tbc	Transfer from Big Park EMR	25,000	10,000	-60.0%
	Big Park: Income	25,000	10,000	-60.0%
	<b>Net Expenditure over Income</b>	<b>24,325</b>	<b>41,425</b>	<b>70.3%</b>
<b>316</b>	<b><u>Gateway Café</u></b>			
4101	Repair/Alteration of Premises	2,500	2,500	0.0%
4111	Electricity	10,000	10,000	0.0%
4326	Telephones	972	972	0.0%
4355	Wifi	540	540	0.0%
4115	CCTV Maintenance	1,500	1,500	0.0%
4116	Servicing / Maintenance	1,500	1,500	0.0%
	Gateway Café: Expenditure	17,012	17,012	0.0%
1111	Electricity	10,000	10,000	0.0%
1025	Rent & Service Charge	8,999	9,179	2.0%
	Gateway Café: Income	18,999	19,179	0.9%
	<b>Net Expenditure over Income</b>	<b>-1,987</b>	<b>-2,167</b>	<b>9.0%</b>
<b>330</b>	<b><u>Parks &amp; Open Spaces</u></b>			

4101 Repairs / Alterations  
4104 Vandalism Repairs  
4141 Water Services  
4164 Trade Refuse  
4171 Grounds Maintenance Costs  
4301 Purchase of Furniture/Equipment  
4105 Tree Works  
4106 Signage  
4108 Tree Planting  
4050 Allotment Costs

Amenity Area: Expenditure

1044 Hire of the Dell  
1050 Allotment Rent

Amenity Area: Income

Net Expenditure over Income

355 The Hub

4103 Annual Servicing Costs  
4111 Electricity  
4112 Gas  
4355 Wifi  
4101 Repairs & Alterations  
4175 Music Licence

The Hub: Expenditure

1084 The Hub  
1303 Water  
1112 Gas  
1111 Electric  
1355 Wifi

The Hub: Income

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%
2,000	3,500	75.0%
1,000	1,000	0.0%
2,500	0	-100.0%
0	1,000	#DIV/0!
24,000	24,000	0.0%
5,500	5,500	0.0%
2,500	2,600	4.0%
8,000	8,100	1.3%
16,000	15,900	-0.6%
2,500	2,500	0.0%
3,000	3,000	0.0%
3,000	3,000	0.0%
420	420	0.0%
2,000	2,000	0.0%
500	500	0.0%
11,420	11,420	0.0%
16,979	17,319	2.0%
150	150	0.0%
270	270	0.0%
270	270	0.0%
210	210	0.0%
17,879	18,219	1.9%

Includes tree survey

Net Expenditure over Income	-6,459	-6,799	5.3%
LEISURE, AMENITIES & ENV: Total Expenditure	140,502	139,802	-0.5%
LEISURE, AMENITIES & ENV: Total Income	94,989	71,026	-25.2%
Net Expenditure over Income	45,513	68,776	51.1%

**PERSONNEL**

**100**    **General Administration**

4001	Salaries	
4002	ER's NIC	
4003	ER's Supn	
4004	Overtime	
4011	Staff Training	
4212	Staff Mileage Costs	
4312	Professional Fees - Other	
4310	Professional Fees - Consultancy	
4334	Members Training	
	General Administration: Expenditure	

**Net Expenditure over Income**

**PERSONNEL: Total Expenditure**

**PERSONNEL: Total Income**

**Net Expenditure over Income**

2023/24 Budget	Draft 2024/25 Budget	% Change
422,906	465,906	10.2%
45,198	47,458	5.0%
82,000	86,100	5.0%
1,000	2,000	100.0%
2,000	4,500	125.0%
500	500	0.0%
2,000	1,000	-50.0%
2,000	2,000	0.0%
1,500	1,500	0.0%
559,104	610,964	9.3%
<b>559,104</b>	<b>610,964</b>	<b>9.3%</b>
<b>559,104</b>	<b>610,964</b>	<b>9.3%</b>
<b>559,104</b>	<b>610,964</b>	<b>9.3%</b>

**COUNCIL**

**Option 1**

2023/2024 Budget	Draft 2024/25 Budget	% Change
196,671	252,803	28.5%
19,483	20,478	5.1%
16,210	18,910	16.7%
140,502	139,802	-0.5%
559,104	610,964	9.3%
931,970	1,042,957	11.9%
77,408	77,332	-0.1%
0	0	#DIV/0!
9,760	7,760	-20.5%
94,989	71,026	-25.2%
0	0	#DIV/0!
182,157	156,118	-14.3%
749,213	886,839	18.4%

Policy & Finance  
Planning & Highways  
Civic & Events  
Leisure, Amenities & Environment  
Personnel  
**Total Expenditure**

Policy & Finance  
Planning & Highways  
Civic & Events  
Leisure, Amenities & Environment  
Personnel  
**Total Income**

**Net Expenditure over Income**

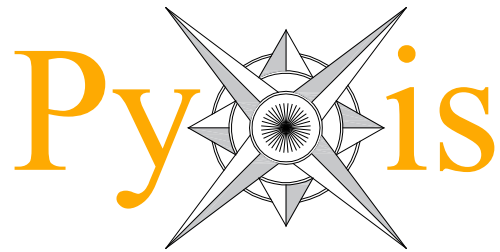
**Precept  
Tax Base  
Band D**

Residents Annual  
Per month

**Option 2**

2023/2024 Budget	Draft 2024/25 Budget	% Change
196,671	202,803	3.1%
19,483	20,478	5.1%
16,210	18,910	16.7%
140,502	139,802	-0.5%
559,104	610,964	9.3%
931,970	992,957	6.5%
77,408	77,332	-0.1%
0	0	#DIV/0!
9,760	7,760	-20.5%
94,989	71,026	-25.2%
0	0	#DIV/0!
182,157	156,118	-14.3%
749,213	836,839	11.7%

**£749,213**  
**£836,839**  
**11.7%**  
**£4,717.6**  
**£158.81**  
**£168.12**  
**5.5%**  
**5.9%**  
  
**£13.23**  
**£14.01**  
**£0.78**



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George Dyson  
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The Meridian Centre  
Peacehaven  
BN10 8BB

☎ 07542 982044

✉ keith.delves@pyxisproperty.co.uk

15 November 2023

Dear George,

**The Hub Peacehaven**

Thank you for inviting us to submit a fee proposal for a comprehensive external & internal building survey of The Hub in Peacehaven.

Similar to the survey undertaken on the Community House, we suggest a full building survey to ascertain the condition and serviceability of all elements of the building fabric.

The report will provide an overall description of the building and an assessment of the condition of each of the building's elements. It will highlight any health and safety concerns identified during the course of the survey and provide guidance to help the Council ensure the building is safe for those who use the building. A photographic schedule will be included to provide a record of the condition and identify specific defects that need attention. Included will be a costed maintenance plan to give an indication of what the likely financial investment will be to maintain The Hub for the next 10-year period.

Fee:

*Building condition survey and ten-year maintenance plan:*

**£2,470.00 + VAT**

Attached herewith is further detail on the scope of services included in the above fees and the assumptions and exclusions on which these services are based.

We hope that we have adequately interpreted your requirements for this project, but if you require any clarification or additional information, please let me know.

Yours sincerely,

Keith Delves  
BSc (Hons) MRICS

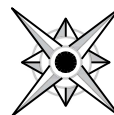
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**Pyxis Property Consulting Ltd**

Directors: Diane Brady BSc (Hons) MRICS, Keith Delves BSc (Hons) MRICS  
Company No. 9384099, registered office: 10 Upper Grosvenor Road, Tunbridge Wells, Kent, TN1 2EP







## Scope of Services – Condition Survey

### Information to be Reviewed Prior to Survey

- Building plans and drawings.
- Operating and Maintenance Manuals.
- Existing Fire Strategy, Evacuation Plans and Fire Risk Assessments.
- Asbestos information and management plans.
- Any statutory information relating to the building.
- Service reports for building services installations.
- confirmation of any site-specific requirements.

### Elemental Condition

The report will record and detail the condition and significant defects found during the survey and will cover the following building element groups:

- Roofs/balconies and canopies.
- Rainwater goods.
- Walls and cladding/facades.
- Windows, doors and joinery.
- Structural frame.
- Substructure/basement.
- Floors.
- Internal walls, ceilings, partitions and doors.
- Finishes.
- Internal and external staircases.
- Sanitary fittings and welfare facilities.
- Building engineering services installations; and
- External areas, outbuildings and boundaries.

### Condition, Priority and Reason Rating

Each element be given a condition and priority rating along with a reason rating for the identified work:

#### Condition

- A** – Good Performing as intended and operating efficiently
- B** – Satisfactory Performing as intended but showing minor deterioration
- C** – Poor Showing major defects and/or not operating as intended
- D** – Bad Life expired and/or serious risk of imminent failure

#### Priority rating

- P1** – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
- P2** – Essential work is required within two years that will prevent serious deterioration of



fabric or service and /or remedy to minor breach of legislation and /or minor risk to health & safety.

**P3** – Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and /or address a low risk minor breach of legislation and /or minor risk to health & safety.

**P4** – Planned work for replacement beyond the 5 year period

#### Reason rating

**R1** – Health and Safety Breach

**R2** – Breach of Legislation

**R3** – Deterioration of Fabric

**R4** – Security Implications

**R5** – Appearance/Aesthetic

#### **Budget Costs**

We will provide indicative details of the cost of repair or replacement of defective elements for each item of identified work noted in the condition survey. These will be sequenced over a ten-year period depending on the relative condition and priority of the work required.



## Assumptions & Exclusions

- Fees exclude VAT.
- Fee based on full unobstructed access to undertake site surveys/inspection during normal working hours.
- Peacehaven Town Council shall provide all relevant data regarding known hazards, including asbestos and access restrictions on the site.
- Our fee does not allow for us to carry out a detailed review of all statutory compliance information for the site.
- Fees for any specialist consultant/contractor input are excluded.
- Our fee does not allow for review of lease documentation or commentary on repairing covenants/responsibility of works items between the client and any tenant individuals/organisations
- We have not allowed for any access requirements over and above those available on site, including scaffolding or cherry pickers, nor have we arranged to carry out intrusive investigations.
- The survey does not include an accessibility audit, carbon consultancy or health and safety audit of the premises.
- Statutory fees for utilities information are excluded from the fee proposal but are not anticipated.
- We reserve the right to review this proposal and charge additional fees if deemed necessary due to programme overrun outside the proposed timescales. Also, in the event that the scope of work alters significantly we reserve the right to notify the client of any appropriate fee uplifts.
- The condition report will provide a record of the condition of the accessible parts of the property. It is not a full structural survey and does not open up any parts of the building and therefore no comment will be made upon the condition of those parts which are concealed from a visual inspection due to existing fixtures, fittings, finishes and similar.
- No testing or sampling for deleterious materials will be carried out.
- No inspection will be undertaken of underground elements, including foundations or underground drainage. No manhole covers will be lifted or any specialist CCTV surveys of the drainage system undertaken.
- No testing of services will be carried out as part of the survey including mechanical, electrical, water, heating, cooling, or alarm services within the property. Any reference to the condition of building services is made from a limited visual inspection.
- The maintenance plan will provide estimated budget costings for the work identified. It should not be regarded as a developed schedule of work.
- The report will be for the private and confidential use of the Peacehaven Town Council for whom it is undertaken. It should not be reproduced in whole or in part or relied upon by third parties for any purpose without the express written agreement of Pyxis Property Consulting Ltd.
- Condition Survey reports will be issued electronically via email or file share link.