

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, Cllr Alexander.

24th April 2024

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 30th April 2024 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF998** CHAIR'S ANNOUNCEMENTS.
 2. **PF999** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
 3. **PF1000** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
 4. **PF1001** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
 5. **PF1002** TO ADOPT THE COMMITTEE'S MINUTES OF 12TH MARCH 2024
 6. **PF1003** TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15TH FEBRUARY 2024
 7. **PF1004** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18TH APRIL 2024.
 8. **PF1005** 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. **PF1006** TO ADOPT REVISED T&Cs FOR THE HUB
 10. **PF1007** TO AGREE TO PURCHASE A NEW TRACTOR
 11. **PF1008** TO AGREE TO RECOMMEND THAT COUNCIL CHANGE A DECISION FROM ITEM PF970 (RESERVE BANK ACCOUNT ALLOCATION).
 12. **PF1009** TO AGREE WHETHER TO RETURN A DEPOSIT FROM A HUB BUILDING HIRER
 13. **PF1010** TO DECIDE ON A QUOTE TO INSTALL CCTV AT COMMUNITY HOUSE
 14. **PF1011** DATE OF NEXT MEETING – TUESDAY 9TH JULY 2024 AT 7.30PM.
 15. **PF1012** 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.*
16. **PF1013** AGED DEBT ANALYSIS

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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 12th March 2024 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 Wendy Veck, Cllr Debbie Donovan, Cllr Ian Alexander, Cllr Nikki Fabry, Cllr Claude Cheta.

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

No members of the public were in attendance.

1. PF975 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:33, welcomed everyone, and informed the Committee that the next Bingo is Wednesday 13th March, and the next Cinema is Wednesday 20th March showing Wicked Little Letters.

2. PF976 PUBLIC QUESTIONS

There were no public questions.

3. PF977 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Gallagher, with Cllr Fabry substituting.

4. PF978 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF979 TO ADOPT THE COMMITTEE'S MINUTES OF 30TH JANUARY 2024

Proposed By: Cllr Sharkey **Seconded By:** Cllr Seabrook

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

6. PF980 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18TH JANUARY 2024

Proposed By: Cllr Donovan **Seconded By:** Cllr Alexander

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

7. PF981 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15TH FEBRUARY 2024

The Committee **noted** the draft minutes.

8. PF982 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The RFO briefly summarised the report, highlighting expenditure codes that have gone over budget.

Cllr Campbell asked a question surrounding the allocation of interest payments received on CIL monies which the RFO clarified.

Cllr Cheta asked about the impact of the Meridian Centre closure which the Clerk and RFO explained there are still a lot of unknowns, but gave an brief summary of how it has been planned for.

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

Proposed by: Cllr Campbell **Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to sign the bank reconciliation statements.

3. Income & Expenditure report

The Committee **noted** the report.

4. Balance Sheet

The Committee **noted** the balance sheet.

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

The Committee **noted** the report.

6. List of payments (for approval)

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

The Committee **resolved** to **approve** the list of payments.

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

The Committee **noted** the report.

8. Funding report for buildings equipment maintenance work

The Committee **noted** the report.

9. PF983 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Chair briefly introduced the item and suggested that the Clerk might have a suggestion for the action plan which is now quite out of date.

The Clerk suggested the action plan could be updated with the business plan items which are coming up later in the agenda, which the Committee felt was a good idea.

10. PF984 TO ADOPT AN ADVERTISING POLICY

The Committee discussed the item and highlighted a couple of changes to be made to the policy: Item 4.4c, that this is changed to say Party Political rather than political.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Donovan

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

Item 4.4f, that this is amended to include vaping.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Donovan
The Committee **resolved** to **agree** to this change.

It was proposed that, subject to the above amendments, the Committee adopt the advertising policy.

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

11. PF985 TO AGREE A NEW TEMPLATE REPORT FORM

The Town Clerk introduced the item and gave some background information. The Committee discussed and suggested some amendments as follow:

Section 4 – to include ‘other’ under the expected benefits.

Section 4 – to merge local community and wider community into one heading of community.

It was proposed that, subject to these amendments, the Committee agree to the new template report form.

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

12. PF986 TO AGREE COMMITTEE PRIORITIES FOR THE COMMUNITY & BUSINESS PLAN

The Chair introduced the item.

It was proposed that the Committee agree to put forward the identified priorities in the papers to the business plan TFG for inclusion.

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

13. PF987 TO AGREE DRAFT TERMS AND CONDITIONS FOR A POP-UP SHOP ON THE DELL (FROM LA&E COMMITTEE)

Cllr Campbell highlighted a discrepancy in one document referring just to the Dell, whereas another to the Dell and Centenary Park.

Concerns were raised over obstructing access to parks, it was suggested that the terms could include that a plot would be allocated by the Grounds Team to ensure this does not happen.

There was also a concern that terms 1 & 12 were conflicting with each other – the Clerk will look at these and ensure that they reflect the terms in condition 1.

It was proposed that the terms & condition be adopted, subject to the above amendments.

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

14. PF988 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON EARMARKED RESERVES

It was proposed to agree the recommendations on earmarked reserves.

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

15. PF989 TO DECIDE WHETHER TO SPEND CREDIT WITH MADISONS ON DESIGNING THE MERIDIAN WALK LEAFLETS/APP (FROM CCE COMMITTEE).

The Town Clerk introduced the item, and gave some additional information about some confusion over which credit with Madison was being referred to, it was clarified that the credit in question was the voucher provided at Christmas, not the paid credit for training.

Cllr Donovan summarised the project and gave an overview of the work of the TFG, including the anticipated full cost of the project.

There was a discussion around the project, including the total cost, work required, and phasing.

It was proposed that the TFG use the £250 credit voucher received at Christmas to start the work for the QR coding on the Meridian Walk leaflet.

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

16. PF990 TO AGREE ALLOCATION OF COSTS ASSOCIATED WITH THE UKRAINIAN EVENT (FROM CCE COMMITTEE)

The Chair introduced the item, the RFO then clarified that £300 of a previously awarded grant has just been returned and could be reallocated to this event.

It was proposed that the returned grant money be used to fund the event, and that it be earmarked if not spent this financial year to be spent next financial year.

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

17. PF991 TO AGREE CENTENARY PARK PLAYGROUND REPAIRS

The Chair introduced the report.

It was proposed that the Committee agree to the costs for the repairs.

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

18. PF992 TO DECIDE ON A REPLACEMENT DOOR OPENING MECHANISM FOR THE COMMUNITY HOUSE DOOR

The Chair introduced the item, and Cllr Seabrook reinforced the importance of carrying out the work to ensure accessibility into the building.

It was proposed that the work goes ahead, with the costs taken from the Repairs and Alterations of Community House budget.

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

19. PF993 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

i. To review conditions of hire for PTC premises

It was reported that the TFG had met earlier today and is still very much active. The Community House T&Cs have been adopted, and the Hub T&Cs will be coming to the next Committee meeting.

20. PF994 DATE OF NEXT MEETING – TUESDAY 30TH APRIL 2024 AT 7.30PM.

The Date of the next meeting was confirmed as 30th April 2024 at 7.30pm.

21. PF995 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander

The Committee **resolved** to exclude press and public from the following items.

CONFIDENTIAL

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

22. PF996 AGED DEBT ANALYSIS.

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

23. PF997 TO AGREE A PREFERRED TENDERER FOR THE MAIN HALL AIR HANDLING UNITS

The Clerk summarised the tendering process.

Cllr Alexander presented a summary of his analysis of the tender submissions, Cllr Campbell then presented hers too.

Cllr Seabrook suggested that it comes down to 2 tenders based on the discussion so far.

Cllr Campbell stated that any agreement would need conditions attached.

It was proposed to recommend that Council accept tender submission 3, subject to confirmation of the warranty information, plus the lead and completion times.

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander

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

There being no further business the meeting ended at 20:56

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DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Charles Neville room, Community House on Thursday 15th February 2024 at 7.30pm

Present:

Cllr Griffiths (Chair), Cllr Paul Davies (Vice Chair), Cllr Mary Campbell, Cllr David Seabrook, Cllr Donovan, Cllr Gallagher, Cllr Cheta.

Officers: Zoe Malone (RFO), Victoria Onis (Committees and Assistant Projects Officer)

1. CH051 CHAIR'S ANNOUNCEMENTS

Cinema showing the film One Life on Wednesday 21st February.
There were no other announcements.

2. CH052 PUBLIC QUESTIONS

There were no public questions.

3. CH053 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received and accepted from Cllr Veck

4. CH054 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CH055 TO ADOPT THE MINUTES FROM THE 18TH JANUARY 2024

Proposed by: Cllr Campbell **Seconded:** Cllr Davies
The minutes were **approved** and signed as accurate.

6. CH056 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN

Cllr Cheta requested that the time scale for item 7 (10-year costed plan) is added to the action plan. The RFO confirmed that it needs to be completed by 31st March and the action plan will be amended to show this.

It was noted that the Town's Resident's have a lot of unanswered questions with regards to the Morrison's redevelopment and suggestions for communication were discussed:-

- Door to door leaflet drops
- Councillor Surgeries
- Peacehaven Directory advert

Cllr Seabrook advised that it is not the Town Council's responsibility to advertise the Morrisons redevelopment and there also is not enough staff capacity right now to promote this on behalf of Morrison's.

The RFO reported that at a recent meeting with Morrisons, communication was discussed and they are planning on updating their website with frequently asked questions, with a view to having an online chat

forum so that they can answer questions quickly. Morrisons are planning on implementing this within the next 2 weeks. The RFO will ask Morrisons if they will be prepared to provide regular updates in the Peacehaven Directory.

The RFO has suggested that she will raise this with Morrisons at the next meeting and ask if they are prepared to advertise their own updates on the development in the Peacehaven Directory.

7. CH057 TO RECEIVE A REPORT ON THE RECENT FIRE SAFETY SURVEY

The RFO updated that she has spoken to the Town Clerk who has suggested that a TFG is arranged to discuss the results of the Fire Survey to then determine the priorities and the next steps. The RFO also updated that she has spoken to Cllr Alexander who does have knowledge in this area and is happy to give advice on this survey and be part of the TFG.

Committee agreed that they would like to see the survey results before agreeing to volunteer to be part of the TFG. The RFO will speak to the Town Clerk and request that the report is distributed to Councillors who can then decide if they want to join this TFG.

It was proposed that a request is made to the Town Clerk to circulate the report to members of this Committee and then volunteers can come forward to join this TFG and for this report and invitation to be extended to Cllr Alexander.

Proposed by: Cllr Seabrook **Seconded:** Cllr Davies
All in Favour

8. CH058 TO REVIEW AND AGREE QUOTES FOR CARBON SURVEY

There was a lengthy discussion for and against the need for this survey.

20.02 the meeting was adjourned for 5 minutes

20:07 meeting reconvened

It was requested by Committee that Officers check the previous recommendation for obtaining a carbon survey for both CH and the Hub.

The RFO reported that the 5k earmarked reserve is for climate change not carbon survey specifically, however, in a previous sub committee for Community House, it was agreed to use that 5k for a carbon survey of CH.

It was proposed to accept the quote from BHESCo for the Carbon Survey.

Proposed Cllr Campbell **Seconded** Cllr Seabrook

Agreed by Majority, 5 in favour, 1 abstention and 1 against.

Cllr Gallagher requested that the procedure is checked with the Town Clerk to check that this decision will now be referred to Policy & Finance due to this Committee being the sub Committee.

9. CH059 TO NOTE ANY UPDATES RELATING TO THE MERIDIAN CENTRE REVELOPMENT

The RFO reported that there have been no further updates on the Morrisons' redevelopment since Cllr Collier's update on Monday.

The RFO updated that it has been requested that it would be beneficial to reinstate the regular meetings with Morrisons as we were having last year. Which will mean the Town Council can be kept

PF1003

up to date with just the operation and technical areas of the development; Morrisons were agreeable to this.

Cllr Campbell requested that Officers put the latest update on the website and social media for the Residents. The Meetings and Assistant Projects Officer agreed this can be done and there is a slight delay to updating social media due to staffing capacity.

Morrisons take possession of the Meridian centre on the 28th February and they are aware of the request for opening the north entrance for better access for residents on that side of the site, who need to access the library.

10. CH050 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting was **confirmed** for 28th March 2024

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

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DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on Thursday 18th April 2024 at 7.30pm

Present:

Cllr Griffiths (Chair), Cllr Davies (Vice Chair), Cllr Veck, Cllr Campbell, Cllr David Seabrook, Cllr Donovan, Cllr Gallagher.

Officers: Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

There were no members of the public in attendance.

CH061 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, and announced the following:-

Dr Bike on Saturday 20th April in Centenary Park 10am – 12pm
Cinema on Wed 24th April 7:30pm Boys in the Boat.

The Chair went briefly ran through the building fire procedure and asked for phones to be on silent.

CH062 PUBLIC QUESTIONS

There were no public questions.

CH063 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies received.

CH064 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH065 TO ADOPT THE MINUTES FROM THE 15TH February 2024

It was proposed to adopt the minutes from the 15th February 2024.

Proposed by: Cllr Campbell Seconded: Cllr Davies

All voted in favour.

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

Cllr Veck arrived at 19:33

CH066 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN

The RFO explained that for item 2 – Main Hall Heating System, the lead time is currently approximately ten weeks.

It was proposed that completed items to be removed from the action plan.

Proposed by: Cllr Griffiths

Seconded by: Cllr Donovan

All voted in favour.

CH067 TO RECEIVE A REPORT FROM THE FIRE SURVEY REPORT TFG

The Responsible Financial Officer (RFO) summarised the report.

Cllr. Gallagher explained it was useful that two caretakers were at the fire survey site meeting, and that the meeting helped explain the need for fire doors that it help explain compartmentalisation, and reminded committee that this is a ground floor building.

The RFO agreed to send the annual fire risk assessment of the building to Sub Committee and TFG members, and that it expires June 2024.

The report was **noted**.

CH068 TO RECEIVE A VERBAL REPORT ON THE PROGRESS OF THE CARBON SURVEY

The RFO explained the survey was completed on Tuesday 9th April and is expecting the report in the next two weeks, which will be passed on to the committee.

The report was **noted**.

CH069 TO DISCUSS REQUIREMENTS FOR CCTV IN COMMUNITY HOUSE

Cllr Veck explained that the need for CCTV is to do with licence conditions, and that active CCTV is required over both doors and outside, which is vital as the outside CCTV is turned off, and the lone working policy is affected.

Members summarised that, in terms of the licence, CCTV is needed inside, with one camera out to the car park; and that there is a need for more in terms of theft issues.

The RFO agreed to return to committee with the number of cameras needed.

The RFO confirmed there is no budget, that the finance may come from neighbourhood CIL, which would be confirmed after 26th April.

Members discussed data protection, the requirement of holding a CCTV licence to operate the CCTV, and that appropriate signage would be a requisite.

The report was **noted**.

CH070 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting was **confirmed** for Thursday 14th May 2024

There being no further business, the meeting closed at 19:49.

Agenda Item:	PF1005a
Committee:	Policy and Finance
Date:	30 April 2024
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

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

Introduction

The attached reports summarise the council's overall financial position as at the end of month 12 (March 2024) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 March 2024 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 107.6% of the budgeted expenditure has been spent, and 125.1% of the budgeted income has been received as at the end of month of financial year

PF1005a
Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2024, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

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

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 29 Feb 2024 & 31 March 2024
- Bank reconciliation statement for cashbook 1 – 29 Feb 2024 & 31 March 2024
- Bank reconciliation statement for cashbook 2 – 29 Feb 2024 & 31 March 2024
- Credit Card reconciliation statement – Feb 2024
- Detailed income and expenditure month 12 (March 2024)
- Detailed balance sheet month 12 (March 2024)

**Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		839,348.49
Current Account	29/02/2024		50,064.00
			889,412.49
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
21/09/2023 121190 RICHARD EVANS.		100.00	
29/02/2024 205607 HMRC		8,626.09	
			8,726.09
			880,686.40
<u>Unpresented Receipts (Plus)</u>			
21/02/2024		21.00	
28/02/2024		27.00	
28/02/2024		46.80	
			94.80
			880,781.20
		Balance per Cash Book is :-	880,781.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		767,441.11
Current Account	31/03/2024		50,000.00
			<u>817,441.11</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
29/02/2024 205608	Peacehaven & District Chamber	50.00	
26/03/2024 205612	HMRC	8,749.47	
28/03/2024 205615	Heatcraft And Ventilation ltd	61,656.30	
			<u>70,455.77</u>
			746,985.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			746,985.34
		Balance per Cash Book is :-	746,985.34
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/03/2024
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/03/2024		591.11
			<hr/> 591.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			591.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			591.11
		Balance per Cash Book is :-	591.11
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	749,213	749,213	0			100.0%	
1008 Grants - Meridian Walk	500	0	(500)			0.0%	500
1009 Grants - Institute of Lead	1,207	0	(1,207)			0.0%	1,207
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	1,715	0	(1,715)			0.0%	3,430
1013 Income from Photocopying	708	200	(508)			354.1%	
1016 Housing Benefit Claims LDC	16,201	15,350	(851)			105.5%	
1094 Other Customer & Client Receipt	60	0	(60)			0.0%	
1100 Interest Received	11,645	200	(11,445)			5822.3%	
1309 Other Income	609	1,000	391			60.9%	
General Administration :- Income	881,539	765,963	(115,576)			115.1%	106,408
4345 CTLA Service Level Agreement	6,500	6,500	0	0	0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0	0	0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0	0	0	100.0%	
General Administration :- Direct Expenditure	21,000	21,000	0	0	0	100.0%	0
4001 Salaries	411,488	422,906	11,418		11,418	97.3%	
4002 Employer N.I Contributions	38,649	45,198	6,549		6,549	85.5%	
4003 Employer Pension Contributions	81,991	82,000	9		9	100.0%	
4004 Overtime	(385)	1,000	1,385		1,385	(38.5%)	
4011 Training	4,487	2,000	(2,487)		(2,487)	224.3%	2,468
4201 Purchase of Vehicles	1,666	5,000	3,334		3,334	33.3%	(3,334)
4212 Mileage Costs	749	500	(249)		(249)	149.8%	
4301 Purchase of Furniture/Equipmen	1,784	1,500	(284)		(284)	119.0%	416
4302 Purchase of Materials	279	500	221		221	55.9%	4
4306 Printing	3,153	5,000	1,847		1,847	63.1%	
4307 Stationery	499	500	1		1	99.8%	
4308 Cllr Printing	223	0	(223)		(223)	0.0%	
4310 Professional Fees - Consultanc	2,271	2,000	(271)		(271)	113.6%	
4311 Professional Fees - Legal	768	2,000	1,233		1,233	38.4%	750
4312 Professional Fees - Other	1,414	2,000	586		586	70.7%	
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	33	200	167		167	16.5%	
4323 PDQ Charges	403	800	397		397	50.4%	
4325 Postage	2,361	1,000	(1,361)		(1,361)	236.1%	
4326 Telephones	2,801	3,168	367		367	88.4%	
4327 Computers	25,019	15,000	(10,019)		(10,019)	166.8%	9,281

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4333 Members Allowance	2,750	3,500	750		750	78.6%	
4334 Members Training	664	1,500	837		837	44.2%	
4341 Grants	8,612	10,000	1,388		1,388	86.1%	
4342 Subscriptions	5,561	5,500	(61)		(61)	101.1%	
4444 Election Costs	6,028	10,000	3,972		3,972	60.3%	(3,972)
4999 Write Off	(75)	0	75		75	0.0%	
General Administration :- Indirect Expenditure	618,278	637,872	19,594	0	19,594	96.9%	5,612
Net Income over Expenditure	242,261	107,091	(135,170)				
6000 plus Transfer from EMR	5,612						
6001 less Transfer to EMR	106,408						
Movement to/(from) Gen Reserve	141,465						
110 Civic Events							
1004 D-Day Grant	2,554	0	(2,554)			0.0%	2,554
1358 D-Day Grant	110	0	(110)			0.0%	110
Civic Events :- Income	2,664	0	(2,664)				2,664
4349 Civic Training	0	500	500		500	0.0%	(500)
4350 Mayors Badge	665	700	35		35	95.0%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	682	1,700	1,018	0	1,018	40.1%	(500)
4331 Mayor's Allowance	436	1,500	1,064		1,064	29.1%	
4332 Mayor's Reception	939	1,000	61		61	93.9%	
4335 Civic Expenses	633	1,200	567		567	52.7%	
4336 Civic Service	209	500	291		291	41.7%	
4338 Remembrance Services	192	550	358		358	34.9%	
4339 National Mourning	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	2,408	5,250	2,842	0	2,842	45.9%	0
Net Income over Expenditure	(426)	(6,950)	(6,524)				
6000 plus Transfer from EMR	(500)						
6001 less Transfer to EMR	2,664						
Movement to/(from) Gen Reserve	(3,591)						
120 Marketing							
1048 E-News Advertising	205	100	(105)			205.0%	
1049 Banner Board	2,550	2,500	(50)			102.0%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	2,755	4,600	1,845			59.9%	0

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	0	100	100	0	100	0.0%	0
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	782	700	(82)		(82)	111.7%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	2,602	3,800	1,198	0	1,198	68.5%	0
Net Income over Expenditure	153	700	547				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	517	0	(517)			0.0%	
Neighbourhood Plan :- Income	517	0	(517)				0
4337 Neighbourhood Plan	1,305	5,000	3,695		3,695	26.1%	(2,000)
Neighbourhood Plan :- Indirect Expenditure	1,305	5,000	3,695	0	3,695	26.1%	(2,000)
Net Income over Expenditure	(788)	(5,000)	(4,212)				
6000 plus Transfer from EMR	(2,000)						
Movement to/(from) Gen Reserve	(2,788)						
<u>200 Planning & Highways</u>							
4851 Noticeboards	998	650	(348)		(348)	153.6%	394
4852 Monument & War Memorial	0	600	600		600	0.0%	(600)
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	998	1,850	852	0	852	54.0%	(206)
4101 Repair/Alteration of Premises	1,479	2,000	521		521	74.0%	
4111 Electricity	1,836	1,092	(744)		(744)	168.2%	
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	12,357	12,633	276	0	276	97.8%	0
Net Expenditure	(13,355)	(14,483)	(1,128)				
6000 plus Transfer from EMR	(206)						
Movement to/(from) Gen Reserve	(13,561)						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	6,692	6,600	(92)		(92)	101.4%	
4203 Fuel	5,034	6,050	1,016		1,016	83.2%	(1,016)

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4204 Road Fund License	298	600	302		302	49.7%	
4305 Uniform	687	900	213		213	76.3%	
Grounds Team General Exp :- Indirect Expenditure	12,710	14,150	1,440	0	1,440	89.8%	(1,016)
Net Expenditure	(12,710)	(14,150)	(1,440)				
6000 plus Transfer from EMR	(1,016)						
Movement to/(from) Gen Reserve	(13,727)						
<u>310 Sports Park</u>							
1025 Rent & Service Charge	19,336	13,845	(5,491)			139.7%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	7,414	3,000	(4,414)			247.1%	
1061 S/P Court Hire	8,135	2,500	(5,635)			325.4%	
Sports Park :- Income	41,267	25,110	(16,157)			164.3%	0
4101 Repair/Alteration of Premises	3,515	0	(3,515)		(3,515)	0.0%	3,450
4111 Electricity	4,159	7,250	3,091		3,091	57.4%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	122	500	378		378	24.4%	
4161 Cleaning Costs	9,157	10,500	1,343		1,343	87.2%	
4164 Trade Refuse	3,299	4,500	1,201		1,201	73.3%	
4171 Grounds Maintenance Costs	10,313	10,000	(313)		(313)	103.1%	
Sports Park :- Indirect Expenditure	32,661	35,095	2,434	0	2,434	93.1%	3,450
Net Income over Expenditure	8,605	(9,985)	(18,590)				
6000 plus Transfer from EMR	3,450						
Movement to/(from) Gen Reserve	12,055						
<u>315 Big Park</u>							
1103 Big Park Repairs	32,564	0	(32,564)			0.0%	32,564
Big Park :- Income	32,564	0	(32,564)				32,564
4101 Repair/Alteration of Premises	57,328	5,000	(52,328)		(52,328)	1146.6%	56,254
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	638	500	(138)		(138)	127.6%	
4112 Gas	445	500	55		55	89.1%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	4,270	5,240	970		970	81.5%	
4166 Skip Hire	654	1,000	346		346	65.4%	
4173 Fertilisers & Grass Seed	2,192	6,500	4,308		4,308	33.7%	(4,308)

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4303 Machinery Mtce/Lease	3,892	4,000	108		108	97.3%	161
4355 Wifi	306	585	279		279	52.3%	
Big Park :- Indirect Expenditure	84,426	38,825	(45,601)	0	(45,601)	217.5%	52,106
Net Income over Expenditure	(51,862)	(38,825)	13,037				
6000 plus Transfer from EMR	52,106						
6001 less Transfer to EMR	32,564						
Movement to/(from) Gen Reserve	(32,319)						
316 Gateway Cafe							
1025 Rent & Service Charge	8,413	8,999	586			93.5%	
1111 Electricity	12,783	10,000	(2,783)			127.8%	
Gateway Cafe :- Income	21,196	18,999	(2,197)			111.6%	0
4101 Repair/Alteration of Premises	82	2,500	2,418		2,418	3.3%	
4111 Electricity	12,783	10,000	(2,783)		(2,783)	127.8%	
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	284	972	688		688	29.2%	
4355 Wifi	635	540	(95)		(95)	117.6%	
Gateway Cafe :- Indirect Expenditure	13,992	17,012	3,020	0	3,020	82.2%	0
Net Income over Expenditure	7,204	1,987	(5,217)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	2,371	2,500	129			94.8%	
Parks & Open Spaces :- Income	7,396	8,000	604			92.4%	0
4050 Allotment Costs	536	0	(536)		(536)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	1,489	2,000	512		512	74.4%	1,400
4106 Signage	0	1,000	1,000		1,000	0.0%	(1,000)
Parks & Open Spaces :- Direct Expenditure	2,252	4,500	2,248	0	2,248	50.1%	400
4101 Repair/Alteration of Premises	2,403	5,000	2,597		2,597	48.1%	93
4141 Water Services	2,652	3,500	848		848	75.8%	
4164 Trade Refuse	742	2,000	1,258		1,258	37.1%	
4171 Grounds Maintenance Costs	1,784	4,000	2,216		2,216	44.6%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
Parks & Open Spaces :- Indirect Expenditure	8,534	17,000	8,466	0	8,466	50.2%	93
Net Income over Expenditure	(3,390)	(13,500)	(10,110)				
6000 plus Transfer from EMR	493						

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(2,897)</u>						
<u>355 The Hub</u>							
1084 Sports Pavilion	22,383	16,979	(5,404)			131.8%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	405	270	(135)			150.0%	
1303 Water Charges	113	150	38			75.0%	
1355 Wifi	233	210	(23)			110.7%	
	<u>23,133</u>	<u>17,879</u>	<u>(5,254)</u>			<u>129.4%</u>	<u>0</u>
The Hub :- Income							
4175 Music Licence	483	500	17		17	96.6%	
	<u>483</u>	<u>500</u>	<u>17</u>	<u>0</u>	<u>17</u>	<u>96.6%</u>	<u>0</u>
The Hub :- Direct Expenditure							
4103 Annual Servicing Costs	2,679	2,500	(179)		(179)	107.2%	2,470
4111 Electricity	3,544	3,000	(544)		(544)	118.1%	
4112 Gas	(238)	3,000	3,238		3,238	(7.9%)	(3,000)
4171 Grounds Maintenance Costs	3,445	2,000	(1,445)		(1,445)	172.2%	2,500
4355 Wifi	397	420	23		23	94.5%	
	<u>9,826</u>	<u>10,920</u>	<u>1,094</u>	<u>0</u>	<u>1,094</u>	<u>90.0%</u>	<u>1,970</u>
The Hub :- Indirect Expenditure							
Net Income over Expenditure	<u>12,823</u>	<u>6,459</u>	<u>(6,364)</u>				
6000 plus Transfer from EMR	1,970						
Movement to/(from) Gen Reserve	<u>14,793</u>						
<u>360 Community House</u>							
1056 Equipment Hire	65	0	(65)			0.0%	
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	5,742	6,242	500			92.0%	
1071 C/H Fields & Robson	4,000	0	(4,000)			0.0%	
1072 C/H Copper Room	7,001	9,216	2,215			76.0%	
1075 C/H Charles Neville	7,429	7,426	(3)			100.0%	
1076 C/H Main Hall	16,496	18,646	2,150			88.5%	
1077 C/H Anzac Room	14,342	9,246	(5,096)			155.1%	
1078 C/H Main Kitchen	1,874	910	(964)			205.9%	
1079 C/H Anzac Kitchen	1,541	510	(1,031)			302.1%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	204	947	743			21.5%	
1090 Storage Income	508	0	(508)			0.0%	
1091 Cinema Income	4,688	3,000	(1,688)			156.3%	
1092 Electricity Feed-in Tariff	51,859	500	(51,359)			10371.8%	50,163
1303 Water Charges	220	0	(220)			0.0%	
	<u>118,424</u>	<u>60,659</u>	<u>(57,765)</u>			<u>195.2%</u>	<u>50,163</u>
Community House :- Income							

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	4,490	2,400	(2,090)		(2,090)	187.1%	
4175 Music Licence	820	900	80		80	91.1%	
Community House :- Direct Expenditure	5,310	3,300	(2,010)	0	(2,010)	160.9%	0
4101 Repair/Alteration of Premises	59,066	7,000	(52,066)		(52,066)	843.8%	51,380
4102 Maintenance of Buildings	7,206	5,000	(2,206)		(2,206)	144.1%	
4111 Electricity	17,728	15,000	(2,728)		(2,728)	118.2%	
4112 Gas	5,363	9,000	3,637		3,637	59.6%	
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	1,531	5,000	3,469		3,469	30.6%	
4151 Fixtures & Fittings	232	1,500	1,268		1,268	15.5%	
4161 Cleaning Costs	969	1,000	31		31	96.9%	
4162 Cleaning Materials	599	1,000	401		401	59.9%	
4163 Personal Hygiene	2,715	2,603	(112)		(112)	104.3%	
4305 Uniform	559	700	141		141	79.9%	
Community House :- Indirect Expenditure	167,920	93,603	(74,317)	0	(74,317)	179.4%	80,233
Net Income over Expenditure	(54,806)	(36,244)	18,562				
6000 plus Transfer from EMR	80,233						
6001 less Transfer to EMR	50,163						
Movement to/(from) Gen Reserve	(24,736)						
<u>430 Summer Fair</u>							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
Summer Fair :- Income	2,537	3,000	463			84.6%	0
4329 Advertising	99	500	401		401	19.8%	
4500 Event Staff Overtime	2,439	1,500	(939)		(939)	162.6%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	1,531	1,200	(331)		(331)	127.6%	
Summer Fair :- Indirect Expenditure	4,069	5,200	1,131	0	1,131	78.2%	0
Net Income over Expenditure	(1,532)	(2,200)	(668)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market :- Income	0	2,160	2,160			0.0%	0

Detailed Income & Expenditure by Budget Heading 19/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	1,133,991	906,370	(227,621)			125.1%	
Expenditure	1,001,815	931,470	(70,345)	0	(70,345)	107.6%	
Net Income over Expenditure	<u>132,176</u>	<u>(25,100)</u>	<u>(157,276)</u>				
plus Transfer from EMR	140,142						
less Transfer to EMR	191,800						
Movement to/(from) Gen Reserve	<u>80,519</u>						

23/04/2024

Peacehaven Town Council

10:40

Balance Sheet as at 31/03/2024

31/03/2023		31/03/2024
	Current Assets	
8,012	Debtors Control	49,021
3,174	VAT Control A/c	29,270
50	Deposit Aqua	50
498,013	Current Bank A/c	746,985
180,580	Reserve Account	591
520	Petty Cash	520
0	PAYE	0
690,349		826,437
	690,349 Total Assets	826,437
	Current Liabilities	
267	Credit Card A/c	885
1,498	Creditors	4,260
0	Credit Card Creditors	292
2,537	Mayor's Appeal	1,487
7,354	Accruals	6,956
0	NIC	0
3,097	Deposits Received	4,783
14,751		18,663
	675,598 Total Assets Less Current Liabilities	807,774
	Represented By	
142,690	General Reserves	223,208
0	Meridian Walk	500
0	D-Day Grant	2,664
10,000	Vehicle Reserve	13,334
588	Warm Havens Grant	168
1,405	Tree Works	5
3,881	Staff training	1,913
9,999	Elections	13,971
1,467	Members Training	1,467
37,500	Service Charges	8,647
1,300	Noticeboards	906
0	Signage	1,000
917	Monument & War Memorial	1,517
0	Institute of Leadership	1,207
0	Football Foundation Fund	7,738

Peacehaven Town Council

Balance Sheet as at 31/03/2024

31/03/2023		31/03/2024
	0 Fuel	1,016
	0 Gas for Hub	3,000
	4,000 P/H Youth Task Group	4,000
343,300	CIL	411,151
59,080	Big Park	59,080
3,100	Hub Improvements	3,100
5,000	Climate Change	5,000
798	Sponsorship	798
2,301	Professional Fees - Legal	1,551
1,640	Neighbourhood Plan	3,640
46,631	Capital Receipts Reserve	37,189
675,598		807,774

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Agenda Item: PF1005e**Committee: Policy & Finance****Date: 30 April 2024****Title: CIL Report Update****Report Authors: Zoe Malone****Purpose of Report: To note the current CIL position****Summary of recommended actions**

To note the current CIL position and committed expenditure.

Introduction

We receive two CIL payments from Lewes each year for developments within the town. This money should be spent as follows;

*“Spending the CIL receipts in Local Councils In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), we will use CIL receipts passed to us to support the development of Peacehaven Town Council, or any part of it, by **funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development place on our area.***

The current amount in our CIL account is **£411,151.42**

See below for expenditure so far this financial year;

CIL Expenditure 2023/24			
Supplier	Description	Amount	Comments
GTA Civils	Pathway / bridle 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
Amazon	Parking Bollards	111.16	Agreed to be paid from CIL up to £2k
Travis Perkins	Ballast / Cement for Howard Park	93.27	Part of successful CIL Bid
Edburtons	Big Park Pathway Resurface	21,297.24	PTC contribution to works. LDC been invoiced for £32,564.02
Pyxis	Hub Condition Survey	2,470.00	Condition Survey for the Hub
Kaner Olette	Feasibility Services for the Hub	2,500.00	
G Richards	Paving at Bowls Club	3,450.00	
Heatcraft	Air Handling Unitd	1,217.10	
		£33,420.17	

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 2024/25			
Supplier	Description	Amount	Comments
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	5,906.73	Meeting & Projects Officer is working on this
N/A	Parking deterrent (mound for grass)	457.44	Agreed to spend up to £2,000 - £792 spent on bollards / on top soil / lights
N/A	Replacement Heating System	28,782.90	Agreed to use Solar Panel rebate AND CIL for replacement system. Not sure on full cost yet but anticipate to be £80,000 – Agreed at P&F 30/01/24
N/A	Replacement tractor for grounds team	10,000.00	New tractor agreed at p&f 30/01/24. £20,000 to be funded from Chalkers Rise 106.
G Richards	G Richards	7,999.00	Pathway improvement at Bowls Club agreed at P&F 30/01/24
March Irrigation		1,768.00	50% of Bowls Club irrigation
N/A	PO approaching signage companies	1,000.00	Signage – agreed 30/01/24 P&F
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof.
		£232,864.07	

Analysis

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

106 Monies

		883,278.34		
Planning Ref	Site	Amounts	Held by / For	Comments from ESCC / PTC
LW/09/0680	200-204 South Coast Road & 17 Dorothy Ave Peacehaven	14,105.06	ESCC for accessibility improvements within the area of the site	30/01/2024 East Sussex County Council still hold these contributions. The intention is still to use the contributions towards constructing measures identified in the A259 Major Road Network South Coast Corridor Study Strategic Outline Business Case. However, this is subject to comments from the Department for Transport on the business case and the proposed schemes, including those in Peacehaven. We are also awaiting clarity from the Department for Transport on whether Major Road Network schemes will need to continue to provide a local contribution, especially where development contributions had been identified to form part of that local contribution.
LW/2009/1093	16-16a South Coast Road	17,207.14	ESCC for accessibility improvements within the area of the site	30/01/24 East Sussex County Council still hold these contributions. The intention is still to use the contributions towards constructing measures identified in the A259 Major Road Network South Coast Corridor Study Strategic Outline Business Case. However, this is subject to comments from the Department for Transport on the business case and the proposed schemes, including those in Peacehaven. We are also awaiting clarity from the Department for Transport on

				whether Major Road Network schemes will need to continue to provide a local contribution, especially where development contributions had been identified to form part of that local contribution.
LW/11/1318 now LW/15/0023	184 South Coast Road	48,148.26	LDC for the Del - DDA equipment, pathways , furniture	<i>Awaiting monies from Lewes</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements - with Parks Officer</i>
LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

Implications

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

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

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	DSD CONCRETE	BACS	705.24		CONCRETE FOR PATH AT ORCHARD
01/03/2024	Trade UK	BACS1	104.96		BENCH GRINDER / PADLOCK
01/03/2024	Double Nine Ltd / Merlin Workw	BACS2	117.96		UNIFORM
01/03/2024	KANER OLETTE	BACS3	3,000.00		FEASIBILITY SERVICES - HUB
01/03/2024	SIEMENS FINANCIAL SERVICES	BACS4	281.83		FRANKING MACHINE RENTAL
01/03/2024	COLLIER TURF CARE LTD	BACS5	7,966.08		TURF MIX
01/03/2024	Block Busters Contracts Ltd	BACS6	5,220.00		REMEDIAL REPAIRS
01/03/2024	R.J.Meaker Fencing Ltd	BACS7	6.08		playground repairs
01/03/2024	Tansleys Printers Limited	BACS8	60.00		BINGO BANNER
01/03/2024	JAX FIRST AID	BACS9	75.07		ICE PACKS / HOODIES
01/03/2024	NEWTON NEWTON FLAGS &	BACS10	28.80		D-DAY FLAG
01/03/2024	DEE THORNTON	BACS11	285.00		LEGIONELLA SAMPLES
01/03/2024	VICTORIA FLANNIGAN	BACS12	50.00		V.HEAD REFUND
01/03/2024	EAST SUSSEX PENSION FUND	BACS13	9,729.86		FEBRUARY SALARIES
01/03/2024	MR & MRS PAVEY	BACS14	320.00		MAYORS RECEPTION ENTERTAINMENT
01/03/2024	ANDY PICTON	BACS15	49.05		MILEAGE FEB/MAR
01/03/2024	EAST SUSSEX PENSION FUND	BACS13	-9,729.86		CORRECT KEY IN ERROR
01/03/2024	EAST SUSSEX PENSION FUND	BACS13	9,279.86		CORRECT KEY-IN ERROR
01/03/2024	CITRUS HR	DD	194.40		CITRUS HR 20/02-09/03
05/03/2024	SUM UP	SUMUP 0503	9.96		TRANSACTION CHGS
06/03/2024	Barclays	DD	3.00		BACS CHARGES
06/03/2024	Northstar IT	DD1	1,511.82		MONTHLY SUPPORT- MARCH
06/03/2024	Northstar IT	DD2	264.00		WFBS 1 YR RENEWAL
06/03/2024	02	DD4	168.28		FEB BILLING
11/03/2024	The Fuelcard People	DD	46.72		FUEL
12/03/2024	Society Of Local Council Clerk	BACS	52.30		CLERKS MANUAL
12/03/2024	Brewers and Sons Ltd	BACS1	82.13		PAINT FOR STAGE
12/03/2024	TRAVIS PERKINS Trading	BACS2	314.28		EXCACVATOR MINI FOR FLINT WAY
12/03/2024	CASTLE WATER	BACS3	287.38		FEB WATER
12/03/2024	CASTLE WATER	BACS4	4.40		JAN WATER - CH
12/03/2024	CASTLE WATER	BACS5	367.11		OCT WATER - ALLOTMENTS
12/03/2024	CVS TYRES LTD	BACS6	84.00		MOWER WELDING
12/03/2024	EDF	BACS7	1,488.59		FEB ELECTRICITY
12/03/2024	WENBAN-SMITH LIMITED	BACS8	73.22		WOOD FOR TRAMPOLINE
12/03/2024	CLARK & KENT CONTRACTORS	BACS10	900.00		pump track consulation
12/03/2024	SUM UP	SUMUP 1203	2.93		TRANSACTION CHARGES
14/03/2024	Spy AlarmsLtd	BACS	248.40		QURTERLY FIRE MAINT
14/03/2024	KEVIN BRAY	BACS1	13.50		MILEAGE TO TRAINING
14/03/2024	LUCA FOSSELLA	BACS2	156.60		L.F MILEAGE TO TRAINING
18/03/2024	Information Commissioner's Off	DD	35.00		ICO FEES
18/03/2024	SUM UP	SUMUP 1803	3.16		TRANSACTION CHARGES
21/03/2024	MICHAEL RIPLEY	BACS	10.00		M.RIPLEY EYE TEST
21/03/2024	LOUISE STONE	50.00	50.00		L.STON REFUND
21/03/2024	KAREN BRAY	BACS1	31.53		MAYORS RECEPTION
21/03/2024	CONSULT CLEANING SERVICES	BACS2	1,037.40		CLEANING - MARCH
21/03/2024	Trade UK	BACS3	49.99		PUSH BUTTON LOCK FOR COSSH
21/03/2024	BRITISH GAS	BACS4	62.35		17FEB-16MAR GAS

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/03/2024	Mailserv LTD	BACS5	156.00		POSTAL RATE CHANGE
21/03/2024	Radius Connect	BACS6	285.80		MARCH PHONES
21/03/2024	MARCH IRRIGATION	BACS7	3,572.66		BOWLS CLUB WORKS
21/03/2024	WYBONE	BACS8	58.56		BIN HINGES
22/03/2024	KINTO UK LTD	DD	499.74		CAR LEASE
25/03/2024	MARCH SALARIES	MAR PAY	27,181.38		MARCH SALARIES
25/03/2024	CITRUS HR	DD	194.40		HR MEMBERSHIP MAR-APR
25/03/2024	Credit Card A/c	FEB CC	885.21		FEB CC
26/03/2024	SUM UP	SUMUP2603	2.66		TRANSACTION CHGS
26/03/2024	HMRC	205612	8,749.47		MARCH SALARIES
27/03/2024	TOTAL GAS & POWER	DD2	1,075.81		FEB GAS
27/03/2024	The Fuelcard People	DD3	124.30		FUEL
27/03/2024	HEALTH ASSURED LTD	DD4	58.78		EAP - MAR-APR
28/03/2024	Society Of Local Council Clerk	BACS	72.00		D.TILLER GDPR TRAINING
28/03/2024	Cinemobile	BACS1	798.00		WICKED LITTLE LETTERS
28/03/2024	THOMAS DOOR & WINDOW	BACS2	942.00		NEW PUSH PADS
28/03/2024	Wightman & Parrish Ltd	BACS3	276.05		TOILET TISSUE/ HAND TOWELS
28/03/2024	EDBURTON CONTRACTORS LTD	BACS4	9,306.95		VALUATION 3
28/03/2024	EAST SUSSEX PENSION FUND	BACS5	9,267.78		MARCH SALARIES
28/03/2024	EDF	DD	658.70		MAY-AUG STREET LIGHTING
28/03/2024	EDF	DD1	581.21		AUG - NOV STREET LIGHTING
28/03/2024	EDF	DD2	682.59		NOV-FEB STREET LIGHTING
28/03/2024	Heatcraft And Ventilation ltd	205615	61,656.30		AIR HANDLING UNITS
Total Payments			162,188.73		

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Policy and Finance	Agenda Item:	PF1006
Meeting date:	30 April 2024	Authors:	Meetings & Projects Officer
Subject:	The Hub Terms and Conditions		
Purpose:	To decide on a couple of clauses and adopt the revised T&Cs		

Recommendation(s):

1. To **decide** whether to adopt paragraph 1 or 2 for clause 1.1.
2. To **decide** whether to omit clause 9.2 'No children under the age of twelve are permitted in the kitchen.'
2. To **adopt** the revised Hub T&Cs.

1. Background

The TFG 'To review conditions of hire for PTC premises' met and revised The Hub T&Cs.

2. Options for Council

There are two clauses (1.1 and 9.2) for Committee to decide on.

- Clause 1.1 – Whether to adopt the first or second option, which are both slightly different. The difference is:-
 - That the first 1.1 would mean that the amount of deposit relates to whether the event is a child's or adult's function
 - That the second 1.1 would mean that the amount of deposit relates to whether the event takes place during the day (before 5pm), or from 5pm onwards.
- Clause 9.2 - Whether to omit.

3. Reason for recommendation

For clause 1.1. the Community & Information Officer has advised the second paragraph (as pasted below) would be more suitable since it does not discriminate against age):-

1.1 A refundable deposit will usually be required at the time of booking The deposit for a daytime function (one that finishes before 5pm) will be £50; the deposit for an evening function (one that starts from 5pm onwards) will be £100; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions. Local community groups may be exempt from paying a deposit at the discretion of PTC.

For clause 9.2 it should be noted that the only cooking facility within the kitchen is a microwave.

4. Expected benefits

a. The community

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices



Peacehaven Town Council

THE HUB: Terms & Conditions of Hire/ Health and Safety

A. TERMS AND CONDITIONS OF HIRE

1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES

Minimum hire: one hour.

1.1 A refundable deposit will usually be required at the time of booking The deposit for an adult function will be £100 and for a children's function (for under 13 years old) will be £50; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions. Local community groups may be exempt from paying a deposit at the discretion of PTC.

OR

1.1 A refundable deposit will usually be required at the time of booking The deposit for a daytime function (one that finishes before 5pm) will be £50; the deposit for an evening function (one that starts from 5pm onwards) will be £100; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions. Local community groups may be exempt from paying a deposit at the discretion of PTC.

1.2 HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY

1.3 Hirers must vacate the premises by 11.45pm.

1.4 Evidence of an organisation`s charitable or community group status must be produced by any organisation claiming a concessionary rate, this includes either a charity number, a website for the community group, or a Treasurer's letter).

1.5 PTC has the right to cancel a booking at any time.

1.6 PTC has the right to refuse a booking at any time.

1.7 **Discos** Applications for Discos will only be accepted from a registered company with evidence of over £5 million public liability insurance.

2. PAYMENT & CANCELLATION FEES

2.1 All fees due must be paid to the Information and Communities Facilities Officer at least 14 days before the hiring.

2.2 Lettings cancelled by the hirer two or more weeks before the day of the hire will be subject to a 20% cancellation fee, less than two weeks will be subject to a 50% cancellation fee.

3. PUBLIC LIABILITY

PTC`s insurance does not cover activities of hirers and the hirer is responsible for having appropriate insurance in place, including the use of the kitchen where applicable.

4. RISK ASSESSMENT

The hirer is responsible for completing their own risk assessment, updated regularly, for the activities they are undertaking.

5. RESPONSIBILITIES OF THE HIRER

5.1 The hirer is responsible for damage caused by their hire and PTC will require reimbursement in full for all financial loss in respect of such damage. The decision of PTC as to the cause will be final.

Important Note: The use of Sellotape, blue tack (or similar) to fix decorations, posters etc. to the wall is NOT allowed.

- 5.2 The hirer is required to place tables and chairs in position as necessary and replace them at the end of the letting.
- 5.3 Chairs to be stacked in stacks of no more than 14.
- 5.4 The hirer is required to leave the premises clean and tidy. Tables and kitchen equipment used must be sanitized and clean before leaving.
- 5.5 The hirer must take home their rubbish, nothing must be left on the premises.
- 5.6 The hirer must switch off kitchen equipment, secure all doors and windows, turn off taps, extinguish all lights, otherwise some or all of the deposit may be retained.
- 5.7 The hirer shall ensure that no nuisance is caused to neighbouring buildings or their occupants by excessive noise, unruly behaviour, inconsiderate parking, etc. In case of complaint, some or all of the deposit may be retained.
- 5.8 The playing of music & serving of alcohol must be ceased by 11pm and premises vacated by 11.45pm by the hirer and attendees. With the permission of the PTC, hirers` may be able to apply to Lewes District Council for a Temporary Event Notice (TEN) to extend these time limits.
- 5.9 It is the hirer`s responsibility to inform attendees of the fire exit procedure and to ensure that there is adequate first aid provision. PTC is not responsible for providing first aid cover.
- 5.10 All electrical equipment must comply with PTC`s Personal Electrical Device Policy.
- 5.11 When hiring the premises the keys must be collected from the Caretaker at Community House prior to the function (open Monday – Friday 9am – 4pm) and must be returned the next working day after the hiring.
- 5.12 Failure to return the key within the timescales will result in a surcharge of £15.00 being payable by the hirer.
- 5.13 Failure to return the key will result in some or all of the deposit being retained.

6. CONDITIONS OF HIRE

- 6.1 **Alcohol** No alcohol may be sold on the premises without the hirer (or another person on their behalf) having the necessary licence(s) and permission(s) to do so, including the permission of PTC.
- 6.3 **Banned and restricted items** Hirers must observe current government guidelines with regard to sale, availability or possession of noxious substances, offensive weapons and other banned or restricted items. If evidence of such sales, availability or possession were discovered PTC will not let premises to the hirer again.
- 6.4 **Illegal drugs and nitrous oxide (including for catering purposes)** are not permitted in PTC buildings.
- 6.5 **Soft play equipment/ bouncy castles** In the event that a hirer wishes to use this play equipment in The Hub it is the hirer`s responsibility to ensure that all Health & Safety regulations are adhered to **and** that it is accompanied by a valid 12-month inspection certificate **and** that the supplier/operator has adequate public liability cover. PTC accepts no liability for the use of this equipment.
- 6.6 **Gas cylinders** of any kind are not allowed within the premises except for medical gasses, and unless agreed in writing by PTC in advance of hire.
- 6.7 **Fire safety** Fires, and the use of candles (unless battery-operated) and BBQs are prohibited. The Building Fire Risk Assessment must be adhered to at all times.
- 6.8 **Smoking and vaping** PTC will not allow smoking or vaping products to be used or sold on its premises.
- 6.9 **Single use plastic** PTC has adopted a policy not to use single use plastic in all our buildings. Hirers are encouraged to follow this policy when hiring our facilities.
- 6.10 **Emergency mobile number** In the event of an out of hours emergency relating to your hire only please ring 07874 876 988

7. AMENDMENT OF CONDITIONS

PTC reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting that it may consider necessary. PTC reserves the right to alter bookings if necessary.

8. DATA PROTECTION

Personal information such as name, postal address, phone number and email address given to PTC will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law. Your details will be stored securely on our Database. You can withdraw your consent for us to use your data or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 or Info@peacehaventowncouncil.gov.uk.

B. HEALTH AND SAFETY REQUIREMENTS

1. INTRODUCTION

The Hub is hired out on a regular basis by the PTC to local organisations. The events can be very popular and generate a large number of people consisting of stall holders and visiting members of the public. Hirers are required to carry out their own suitable risk assessments. It is essential that all rules and procedures are followed to ensure your event proceeds successfully and without incident.

2. LEGAL REQUIREMENTS

All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies:-

2.1 Health & Safety at Work etc Act 1974 section 4 (2), (HASW Act)

2.2 Regulatory Reform (Fire Safety) Order 2005

2.3 The Management of Health & Safety at Work Regulations 1999

2.4 Occupier's Liability Act 1957 & 1984

2.5 Successful health and safety management - HSG65

2.6 Hirers may need to register as a food business and copies of Food Hygiene Certificates at Level 2 or above must be provided to PTC.

3. APPLICATION

PTC operates a robust health and safety regime with zero accident tolerance and therefore requires hirers of PTC premises to follow the same safety principles.

4. RISK ASSESSMENT REQUIREMENTS

Under the legislation the hirer is required to carry out their own Risk Assessments. Guidance and risk assessment templates are available from the Health & Safety Executive website. Risk Assessments must be available for PTC to view upon request.

5. EVACUATION PLAN

5.1 Hirers must familiarise themselves with The Hub's Fire Exits and the Fire Evacuation plan.

5.2 All fire exits are marked with signs which will conform to BS5499.

5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas, shown on the evacuation plan and marked with signage.

6. LAY-OUT OF STALLS

6.1 If the hall is used for a market or exhibition, stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than two metres between opposite stalls.

6.2 Hirers and stallholders must keep all Fire Exits clear at all times.

6.3 Stallholders must not sell any item which PTC considers inappropriate, or anything illegal, offensive, or counterfeit.

6.4 No items can be stored overnight in the building unless this is agreed in advance with PTC – a fee for storing items may also apply.

7. VISITING CHILDREN

Children under twelve years of age must be accompanied and supervised by a parent or responsible person at all times.

8. PARKING OF VEHICLES

It is the responsibility of the Hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not block the designated vehicle access and fire exit routes.

9. KITCHEN

9.1 Because of space restrictions there should be no more than two persons working in the kitchen at any one time.

9.2 No children under the age of twelve are permitted in the kitchen.

9.3 Because of space restrictions, any hirer wishing to have a seat/chair in the kitchen must include this as part of their written risk assessment, with control measures addressing the additional risks the seat/chair may present, which must be submitted and approved before the hire. The hirer accepts any associated liability.

9.4 In the event of a pan catching fire **do not** extinguish with water. A fire blanket is available in the kitchen.

9.5 Deep Fat Friers are not permitted in the kitchen.

9.6 Two carbon monoxide alarms are located in The Hub:-

- i) One is located within the kitchen area,
- ii) One is located in the playgroup storage cupboard.

9.7 If a carbon monoxide alarm activates, the building must be evacuated as per the fire procedure.

10. INSURANCE

10.1 It is the hirer's duty to ensure the reasonable safety of stallholders and members of the public and to ensure that all Terms & Conditions are adhered to.

10.2 It is the hirer's responsibility to ensure that suitable insurance cover is in place, including the public liability insurance, and be able to produce evidence of this upon request.

11. ACCIDENT REPORTING

The reporting of any incidents or accidents should be logged in the PTC accident book, available at Reception, and will be subsequently investigated.

I _____ (PRINT) on behalf of _____

Agree to abide by the above terms and conditions of hire and health & safety regulations.

SIGNED: _____ **DATED:** _____

ADDRESS: _____

COUNTERSIGNED ON BEHALF OF PEACEHAVEN TOWN COUNCIL:

PRINT

DATED

SIGNED

George Dyson
Town Clerk

(01273) 585493
TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Policy and Finance	Agenda Item:	PF1007
Meeting date:	30/04/2024	Authors:	Parks Officer
Subject:	Purchase of a new tractor		
Purpose:	To agree to purchase a tractor		

Recommendation(s):

The committee are asked to agree to purchase a Kubota L2 45hp tractor from the budget set in PF964.

1. Background

The council agreed to finance the purchase of a new tractor for the grounds staff with the budget set at £33,000. (PF964)

The groundstaff have been testing and investigating the best options for the council and three makes of tractor were demonstrated by the team.

2. Options for Council

The team tried out the following tractors.

- I. Kioti DC5020 C model 50 hp £30,414.80 +vat (£4500 + vat trade in and 5-year warranty)
- II. Kubota L2452 45hp £31,897.00 + VAT (£4000 + vat trade in and 2-year warranty)
- III. Iseki TG 6407 Q cab 40hp. £32,186 +vat (plus radio, flashing beacon) (£4000 + vat trade in and 2-year warranty)

The tractors were assessed using a check sheet and the personal opinions of the user.

3. Reason for recommendation

The Kubota came top for user comfort, ease of use, suitability to the tasks it would be used for, it came with all the extra items like radio etc included in the costs.

The Iseki was a very close 2nd but it was felt the cab was a bit small compared to the others and the lower horsepower could mean we may need to hire in a tractor to carry out some task like using the seeders and flails we hire in which is not the case with the other tractors.

We found the Kioti tractor to have a poor build quality despite a longer warranty it was felt this would be vulnerable to rust etc in the salty environment, it was also felt the larger engine was not a requirement and was less efficient and would not be utilised fully.

These conclusions led us to recommend buying the Kubota L2 tractor as the best option. At £31,897.00 + VAT minus £4000 + vat Trade in for our old tractor so total cost £27,897.00 + vat

4. Expected benefits

a. The community

To continue maintaining the amenity areas around Centenary Park

b. The environment

The new tractor is fitted with a DPF filter and can use HVO fuel to reduce the CO2 emissions.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	£27,897.00 + vat
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Better fuel efficiency
5.8 Crime & Disorder	
5.9 Health & Safety	Up to date safety features fitted to the new tractors
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Ockham

Quotation Ref: Peacehaven – Tractor options.

15/04/2024


Attention Of: Kevin Bray

Dear Kevin,

Many thanks for your time recently.

Further to your recent enquiry, it is with pleasure that we submit the following quotation for the Kubota L2 Range of machinery as per your specific requirements. Please find to follow pricing and spec.

To Supply:

1 x	<p>New Kubota L2452 cabbed tractor on turf tyres with manual transmission</p> 	
	<ul style="list-style-type: none"> • 45hp 4 Cylinder turbocharged diesel Kubota engine 	
	<ul style="list-style-type: none"> • Manual gearbox 16 x 16 	
	<ul style="list-style-type: none"> • Beacon Kit 	
	<ul style="list-style-type: none"> • Selectable 4WD / 2WD and differential lock 	
	<ul style="list-style-type: none"> • Deluxe category 1 rear linkage with quick release link ends, and drawbar, TopLink, cat 1 balls, and pins/clips 	
	<ul style="list-style-type: none"> • Rear pto with 540 rpm pto speed 	
	<ul style="list-style-type: none"> • 2 x double acting spool valves 	
	<ul style="list-style-type: none"> • On Turf tyres with integrated cab with air conditioning and Pioneer Bluetooth DAB radio standard and suspension seat 	
	<ul style="list-style-type: none"> • Live Independent PTO with electric on/off 	
	<ul style="list-style-type: none"> • Front and rear working LED lights as standard /beacon 	
	<ul style="list-style-type: none"> • 7 pin trailer electrics 	
	<ul style="list-style-type: none"> • Hydrostatic power steering 	

Thank you for your custom

We recommend payment by BACS. Our account details are Barclays Acc no. 10575046, sort code 20-47-06. Reference details to include your account number please.

If you wish to pay by debit card phone 01491 821652 or 821653

• 1750kg lift capacity on rear 3-point linkage	
• Includes rear window demister as standard	
• 2-year manufacturer's warranty	
• hitch and drawbar	
Recommended retail price	£37,859.00 + VAT

Discounted Price	£31,897.00 + VAT
OPTIONS - 12 WEIGHTS	£1,084.00 + VAT

Quotation is valid for **28 days** from quotation creation date.

All pricing is EX VAT

Standard **2 YEARS** Manufactures Warranty

Estimated machine delivery – IN stock currently – March 2024

The vehicle will be fully road registered – Unless you decline the option.

****All NEW Machinery must be paid in full, or any finance agreement must be signed up and approved before delivery**

Finance options	OPTIONS ATTACHED	
Extended Warranty option	5 YEAR OPTION - 2000HR	£1,163.00 total
Service contract	400hrs 5 year	£28.20 per month
Trade in values	£4,000	
Dealer Delivery		FOC

Should you be considering your method of payment for the purchase of any machinery quoted on, finance APR rates and arrangement fees will be provided and detailed within the confirmation of order prior to completion of any regulated financial documentation. Quotations for finance have been supplied by our preferred finance company, all quotations for finance will be subject to our customers meeting the underwriting criteria of the finance provider. Alternative re-payment profiles can be provided on request. If you require further information regarding this please do not hesitate to contact your Area Sales Manager.

I trust the quotation meets with your approval.

Please do not hesitate to contact me should you need any further information on office 01483 286837 or mobile 07899 062 148.

Yours sincerely,

On behalf of LISTER WILDER LIMITED



Thank you for your custom

We recommend payment by BACS. Our account details are Barclays Acc no. 10575046, sort code 20-47-06. Reference details to include your account number please.

If you wish to pay by debit card phone 01491 821652 or 821653

PF1007

Mark

Mark Carter
Area Sales Manager
E & OE
Mark.carter@listerwilder.co.uk

Thank you for your custom

**We recommend payment by BACS. Our account details are Barclays Acc no. 10575046, sort code 20-47-06.
Reference details to include your account number please.**

If you wish to pay by debit card phone 01491 821652 or 821653

P.J. Machinery

Main agents for: **KIOTI, LANDINI, ALBUTT, ALO, BREVI, BOMFORD, BROWN'S, GRASSHOPPER, HI-SPEC, LSM, McCONNEL (Cultivation), McHALE, MX-UK (Chilton) OPICO, PROTECH, QUANTOCK SIGMA4, SHELBOURNE REYNOLDS, SULKY, TEAGLE, TWOSE, WALTER WATSON, WESSEX, WILLIAM HACKETT.**

New Wharf, Ashurst, Nr. Steyning, West Sussex. BN44 3AL.

e-mail: tgiandy@yahoo.com Phone: 01903-815544 Mobile, SIMON: 07860 707 063 Mobile, ANDREW: 07710 810 434

F.A.O. MR K BRAY
PARKS OFFICER
PEACEHAVEN TOWN COUNCIL
MERIDIA WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB
TEL: 01273 585493
E-MAIL: parksofficer@peacehaventowncouncil.gov.uk

DEAR KEVIN,

THANK-YOU FOR TASKING THE TIME FOR ME TO DEMONSTRATE THE KIOTI CK4030H OPEN PLATFORM WITH TEAGLE FINNISHING MOWER.

TAKING YOUR EXISTING KUBOTA L4200 TRACTOR AS A STARTING POINT FOR A REPLACEMENT TRACTOR AND THE USE OF HIRED IN EQUIPMENT SUCH AS VERTI-DRAIN AND GRASS SEEDERS I WOULD RECOMMEND THE FOLLOWING KIOTI TRACTOR:

KIOTI DK 5020C-EU RETAIL PRICE £36,100.00+VAT
2WD/4WD TRACTOR, C/W FULLY INTERGRATED AIR-CONDITIONED CAB
A GOOD 33 KPH ROAD SPEED (ON AGRICULTURAL TYRES) FOR TRAVELLING BETWEEN SITES
16X16 F/R GEARBOX
CAT 1, 3 POINT LINKAGE WITH POSITION/DRAFT CONTROL
1717 KG LIFTING CAPACITY (REQUIRED FOR VERTIDRAIN ETC)
CRUISE PTO (HAND THROTTLE)
STAGE 5 EMISSIONS REGULATED COMPLIANT
5 YEAR WARRANTY (TERMS & CONDITIONS APPLY)
SET OF TURF MULTITRAC (29X12.50-15/44X18-20 WHEELS RETAIL £4200.00+VAT

KIOTI DK 5020C-EU WITH TURF MULTITRAC @ SPECIAL NETT: £29,210.00+VAT

OPTIONAL GOLF GALAXAY TURFS (22.5-16 6PLY/27X12LL-15 6 PLY) AN ADDITIONAL £400.00+VAT IN LIEU

OPTIONAL FRONT WEIGHT SET (6X26KG) FOR DK5020C @ £750+VAT

T5715-A5021 QUICK TYPE LOWER LINKAGE @ £275+VAT

TD25-A0007A AMBER BEACON & MOUNTING KIT COMPLETE @£130+VAT

TD25-A00028 STEREO KIT WITH BLUETOOTH @ £375+VAT

TD25-A7041 IN CAB POWER SOCKET @ £25+VAT

Our total £30,414.80 +vat

PF1007

TO TAKE AS A PART EXCHANGE: **KUBOTA L4200** 2WD/4WD TRACTOR ON TURF TYRES
IN G.W.O. @ £CIRCA 3099 HOURS + REG:RA02 DFL
PJ MACHINERY WOULD OFFER £4,500.00+VAT

QUOTATION VALID FOR 30 DAYS

FOR PJ MACHINERY ANDREW JESSE

ISEKI TG6407 IQ CAB Compact Tractor

Effective 1st September 2023

Model Number	Description	List Price Excluding V.A.T
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TG6407 IQ CAB

The TG6407 IQ Cab Compact Tractor features an ISEKI Stage V, 3-cylinder, 1826cc, 29.4kW (40hp) diesel engine with common rail fuel injection, EGR, DOC, DPF and a 40L fuel tank. Category 1, 3-point linkage lift capacity of 1270kg (at ball ends) and 1150 kg at 24 inches. Standard equipment includes: Category 2 Cabin with airconditioning and heating, hydrostatic power steering, Dual Clutch IQ gearbox with F24/R24 (8 clutchless speeds and 3 ranges) with an automatic option and finger-tip shuttle control. Selectable 4WD with differential lock; 540/750/1000 rpm Rear PTO with rear mounted switch for use when stationary; 2000 rpm Mid PTO; front hitch & rear drawbar with clevis; two aux. valves, front loader joystick with mid-mounted valve block, PTO stop when linkage is lifted function, linkage lift in reverse, draft control, heated rear window and wiper, LED work lights front and rear, road homologation package including headlights, turn signals, mirrors and reflectors; 7-pin trailer lighting socket, plus speakers & radio aerial. See below for choice of tyres.

TG6407 IQ CAB with standard turf tyres F:212/80D-15 R:355/80D-20 seat, seat belt and outlets		
TG6407GC-TT	ISEKI TG6407 IQ PACKAGE WITH CAB & TURF TYRES	37,865.00
TG6407 IQ CAB with ag tyres F:8-16 R:13.6-24 seat, seat belt and outlets		
TG6407GC-AT	ISEKI TG6407 IQ PACKAGE WITH CAB & AG TYRES	37,865.00 + VAT
TG6407 IQ CAB WITHOUT tyres plus seat, seat belt and outlets		
TG6407GC-NT	ISEKI TG6407 IQ PACKAGE WITH CAB & NO TYRES	36,371.00

Muratori implement prices for the TG6407 tractors may be found in the Muratori section at the back of this price list

£ 32,186 + VAT

£4000 trade in for our tractor

Agenda Item: PF1008

Committee: Policy & Finance

Date: 30th April 2024

Title: Bank Reserve Account – Request to reverse decision.

Report Authors: RFO

Purpose of Report: To authorise allocation of monies and recommendations.

Introduction

On 18th January 2024 it was recommended by the RFO to move a bank balance from the reserves account to the current account. The balance on this account was £182,073.07. Then allocate this money to capital receipts (£60,000) and (£122,037.07) to an ear marked reserve for Town Council Asset Improvements.

Analysis

Following a meeting with our auditor it appears that by allocating this money to an EMR will have a huge impact on the general reserves. The £182,037.07 is not new money and has been shown in the accounts each month, albeit in a separate bank account, therefore it has formed part of the general figures. The confusion lies that the bank account shows it as a separate amount, sitting there unspent when the ledger bank balances take it all into account, less the liabilities to give the overall position.

Should we continue with the agreed recommendations on 18th January of allocating this money to their proposed EMR's then this will reduce the current General reserves by £182,037.07 and therefore put the council in a dangerously low position and well below the recommended amount of general reserves leaving an approx. amount of £62,000.

Recommendations

I recommend the committee request full council to reverse the decision to allocate this money to ear marked reserves;

£60,000 – Capital

£122.037.07 – Town Council Asset Improvements

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

<p><u>Financial</u></p> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	<p>General reserves are below the recommended amount and the council need to build these back up. It would be irresponsible to allocate these for specific purposes.</p>
<p><u>Legal</u></p> <ul style="list-style-type: none"> • UK Law? • Council Powers/Duties? • Lease/landlord responsibilities? 	
<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Accessibility? • Equalities? 	
<p><u>Planning</u></p> <ul style="list-style-type: none"> • LDC permission? • Planning Law? 	

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

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Policy & Finance	Agenda Item:	PF1009
Meeting date:	30 th April 2024	Authors:	Town Clerk
Subject:	Return of a deposit for hire of The Hub		
Purpose:	To Decide		

Recommendation(s):

To decide whether to return a deposit for hire of The Hub building.

1. Background

A hirer’s deposit (£50) was not returned to them following their hire, as the Caretaker who checked the Hub the following morning after their hire found that lights had been left switched on as well as a tap left running hot water all night.

The hirer in question has since appealed this decision (communications included in appendices), so Committee are asked to consider the appeal and make a final resolution on the matter.

2. Options for Council

1. To uphold the decision of Council Officers to retain the deposit.
2. To grant the appeal and return the deposit to the hirer.
3. To partially return the deposit and agree an amount to this effect.

3. Reason for recommendation

In line with Hub hire terms & conditions – conditions 1 & 7.

4. Expected benefits

a. The community

b. The environment

Environmental impact of the hot water running all night and the lights being left on.

c. Other

Fair enforcement of the terms & conditions of hire.

Implications

5.1 Legal	
5.2 Risks	Having enforceable T&Cs.
5.3 Financial	£50
5.4 Time scales	
5.5 Stakeholders & Social Value	The hirer of the Hub
5.6 Contracts	
5.7 Climate & Sustainability	Impact of running water and lights.
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

Hub Hire T&Cs

Copies of Communications with hirer.

PEACEHAVEN TOWN COUNCIL
 CONDITIONS OF HIRE & HEALTH & SAFETY
 HUB BUILDING CENTENARY (SPORTS) PARK - MAIN HALL

1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES

The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing. Minimum hire time for any room: one hour. No bookings will be taken for parties for 13-21-year-old. A refundable deposit will be required – the deposit for an adult function shall be £100 and for a children's function (for under 13 years old) shall be £50.00 This sum will be returned after inspection of the premises has taken place, providing that all of the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Authenticated evidence of Organisations charitable status must be produced to safeguard against bogus applications.

2. PAYMENT & CANCELLATION FEES - All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 1 month of the day of hire will be subject to a 20% cancellation fee.

Note – in the event of inclement weather a 10% cancellation fee will be charged.

3. DISCOTHEQUES – Applications for discotheque dances will only be accepted from bona fide organisations and a person over 25 years of age who must accept full responsibility as set out in **CONDITION 7.**

4. INTOXICATING LIQUOR – No hirer, nor any person on his/her behalf or by his/her permission, shall sell excisable liquor without the necessary licence and this should be produced to the Council's Representative not less than 24 hours prior to the hiring.

5. PUBLIC LIABILITY - Proof of cover of £2m will be required of all organisations (i.e., commercial, club, societies, charitable etc.) hiring the Council's premises at the time of booking.

6. RISK ASSESSMENT

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.

A copy of a Full Covid 19 Risk Assessment must be provided and approved before hire can take place.

7. RESPONSIBILITIES OF HIRER

7.1 The Council will hold the hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage. Important Note: The use of sellotape, blu tack or similar to fix decorations, posters etc. to the wall is NOT allowed.

7.2 Hirers will be required to place tables and chairs in position as necessary and replace them at the end of the letting ensuring the tables are clean. Chairs to be stacked in piles of no more than 14. Remove all items belonging to the hirer. Leave the premises and equipment in a clean and tidy condition, extinguish all lights, and secure all doors and windows.

7.3 When hiring the premises, the keys must be collected from the Caretaker at Community House prior to the Event (open Monday –Saturday 8am to 4pm) and must be returned within 24 hours after the hiring. Failure to return the key within 24 hours after the hiring will result in a surcharge of £15.00 being payable by the hirer.

7.4 The Responsible Representative or the Hirer of the premises shall ensure that no nuisance is caused to the occupants Of neighboring buildings by reason of excessive noise, unruly behavior, inconsiderate parking etc.

7.5 The playing of music of all types shall cease by 11.15pm and premises vacated by 11.45pm by all hirers.

7.6 It is the hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a First Aider On site.

- 7.7 The Town Council reserves the right to alter bookings if necessary – sufficient notice will be given where possible.
8. **AMENDMENT OF CONDITIONS** – The Council reserves the right to amend the conditions set out herein and to apply further conditions to any letting which it may consider necessary.
9. Peacehaven Town Council have adopted a policy not to use single use plastic in all our buildings, Hirers are encouraged to follow this policy when hiring our facilities
10. **OFFENSIVE WEAPONS – THERE MUST BE NO SALE, OR POSSESSION OF ILLEGAL OR OFFENSIVE WEAPONS AND ALL ACCESSORIES AND IF EVIDENCE OF SUCH SALES OR POSSESSION WERE DISCOVERED THE COUNCIL WOULD NOT LET PREMISES TO THE HIRER AGAIN.**
11. **BOUNCY CASTLES - IN THE UNLIKELY EVENT THAT A HIRER WISHES TO ERECT A BOUNCY CASTLE IN THE MAIN HALL, IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT ALL HEALTH & SAFETY REGULATIONS ARE ADHERED TO, THAT IT IS ACCOMPANIED BY A VALID 12 MONTH INSPECTION CERTIFICATE, AND THAT THE SUPPLIER/OPERATOR HAS FULL PUBLIC LIABILITY COVER.**
12. **GAS BOTTLES – OF ANY KIND ARE NOT ALLOWED WITHIN THE PREMISES. IF A HELIUM BOTTLE IS USED TO INFLATE BALLOONS, THIS MUST BE DONE EXTERNAL TO THE PREMISES. THE BOTTLE MUST NOT BE STORED WITHIN THE PREMISES.**
13. **FIRES, BARBECUES AND CANDLES – ARE PROHIBITED**
14. **SMOKING POLICY – IS PROHIBITED IN ANY PREMISES OWNED BY PEACEHAVEN TOWN COUNCIL.**
15. **EMERGENCY MOBILE NUMBER** – In the event of an out of hours emergency relating to your hire only please ring 07894244526.

HEALTH & SAFETY

1 Introduction

- 1.1 The Main Hall, other rooms and facilities located within the Council owned property are hired out on a regular basis by the Council to local organizations. The events are very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This includes a high ratio of physically impaired persons in wheelchairs.
- 1.2 This then presents a situation of **high risk** where an accident can occur if there is a fire alarm or other emergency where the building is required to be evacuated.
- 1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

2 Legal Requirements

All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies: -

- 2.1.1 Health & Safety at Work etc. Act 1974 section 4 (2), (HASW Act)
- 2.1.2 Regulatory Reform (Fire Safety) Order 2005
- 2.1.3 The Management of Health & Safety at Work Regulations 1999.
- 2.1.4 Occupier's Liability Act 1957 (revised 1984).
- 2.1.5 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide"

3 Application

- 3.1 Peacehaven Town Council, therefore, operates a robust health and safety regime with zero accident tolerance and therefore requires the hirers to Council premises to follow the same safety principles.

4 Risk Assessed Requirements

- 4.1 Under the legislation the hirer is required to carry out their own Risk Assessments. A commonsense approach should be taken, and the following rules should be followed which will mitigate some of the risk.

Please adhere to Government restrictions and advice with regards to COVID-19

5 Evacuation Plan

- 5.1 Hirers must familiarize themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.
- 5.2 All fire exits are marked with the overhead green man signs which will illuminate in the case of a power failure.
- 5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas.
- 5.4 The designated Fire Marshall's will give the instruction to return to the building when the Fire Brigade has given all clear.

6 Layout of Stalls.

- 6.1 If the hall is used for a market or exhibition stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than 2 meters between opposite stalls. This is to prevent overcrowding at the stall frontage, and it allows for wheelchair access at all times.
- 6.2 Hirers and stallholders must keep all Fire Exits clear at all times. Stallholders must not block the exists with sales material or tables.
- 7 Visiting Children**
- 7.1 Children under 12 years of age must always be accompanied by a parent or responsible person and kept under control.
- 8 Parking of Vehicles**
- 8.1 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not in any way block the designated fire exit routes.
- 8.2 Disability vehicles should park in their designated bays opposite the entrance
- 9 Kitchen**
- 9.1 Because of space restrictions there should be no more than two adults working in the kitchen at any one time.
- 9.2 Care should be taken when using fat fryers and not to overheat the fat. In the event of a pan catching fire **do not** extinguish with water. A fire blanket or powder extinguisher is available.
- 9.3 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.
- 10 Insurance**
- 10.1 It is the hirer's duty that "Where Practicable" to ensure the safety of stallholders and members of the public. Insurance companies will not pay out on a claim if health and safety legislation and site rules have been flagrantly ignored.
- 11 Accident Reporting**
- 11.1 The reporting of any incidents or accidents should be made directly to the Town Manager on 01273 585493 which will be subsequently investigated.

I _____ (PRINT) on behalf of _____

Agree to abide by the above terms and conditions of hire and health & safety regulations.

SIGNED: _____ DATED: _____

ADDRESS: _____

GENERAL DATA PROTECTION REGULATIONS- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or Info@peacehaventowncouncil.gov.uk.

From:
Sent: Thursday, April 4, 2024 8:51 AM
To:
Cc:
Subject: hall booking - deposit return

Dear ,

I am writing to object to the withholding of our £50 deposit. Please could you show us some evidence of the allegation that we left a tap and light on? Which tap? Where? Which light? I and carefully checked the hall before leaving. I checked all the taps, including in the male toilets, and all the lights, and everything was switched off except some security lights in the entrance which were on when we arrived. When we arrived, there was water on the floor, which I mopped up, thinking it was from condensation from the ceiling, which is perhaps the source of this confusion.

We regularly use halls and are always very careful and respectful of the premises and I strongly contest that we were responsible for lights or taps being left on. Several councillors came to the workshop, and I can ask them also to confirm that we tidied and checked the hall.

Please can you return the deposit to our account as soon as possible.

Best wishes,

Begin forwarded message:

From:

Subject: RE: booking

Date: 14 March 2024 at 14:31:20 GMT

To: "

Cc: "

Good Afternoon,

Unfortunately we are unable to refund the deposit amount of £50.00 for your hire of our premises on Sunday 18th February. When our caretaker went to the premises the next morning it was found that all the lights had been left on and the hot water tap was left running all night.

If you would like to appeal this decision then please put your case forward in writing, addressed to the Town Clerk who will make the relevant committee aware.

Kind Regards,

Peacehaven Town Council
Community House
Meridian Centre
Peacehaven
BN10 8BB

01273 585493

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	Policy & Finance	Agenda Item:	PF1010
Meeting date:	30 th April 2024	Authors:	Town Clerk
Subject:	Community House CCTV		
Purpose:	To Decide		

Recommendation(s):

To decide on a quote to proceed with CCTV installation at Community House

1. Background

External CCTV has previously been operated by the Meridian Centre security, however, this is not going to continue, additionally, as part of PTC’s new premises licence, we are required to have internal and external CCTV.

We have gone out to 4 companies to provide quotes for installing CCTV that complies with the requirements set by the police, from which we have received 2 quotes back (included in appendices)

2. Options for Council

1. To decide which quote to proceed with.
2. To not proceed with CCTV.

3. Reason for recommendation

To ensure compliance with the premises licence, as well as for the safety of staff and other building users, and preventing theft/ damage to the building.

4. Expected benefits

a. The community

Community safety and reducing public nuisance.

b. The environment

c. Other

Implications

5.1 Legal	Compliant with ICO requirements. The Licensing Act 2003 Data Protection Act 2018
5.2 Risks	Ensuring correct management and oversight of system.
5.3 Financial	Up to £4000
5.4 Time scales	Up to 3 months
5.5 Stakeholders & Social Value	All users of Community House.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Acts as a deterrent and increases chances of successful prosecutions.
5.9 Health & Safety	Safety of staff, especially when lone working.
5.10 Biodiversity	
5.11 Privacy Impact	In line with ICA & GDPR requirements.
5.12 Equality & Diversity	

5. Appendices

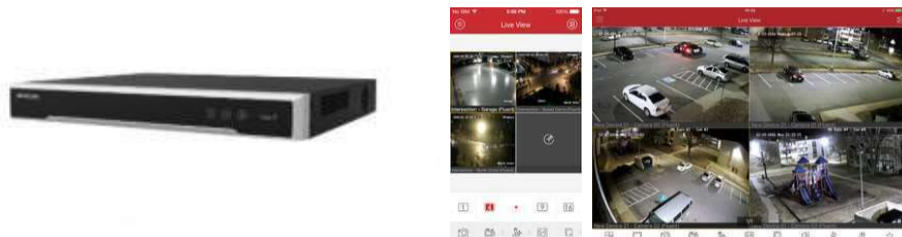
Community house Peacehaven

New 4PM IP networked CCTV system with monitor



Hikvision Network Video Recorder - 16 Channel

8TB Hard Drive
Up to 16 channel IP camera inputs
Up to 16-channel at 4 MP decoding capacity
Up to 256 Mbps incoming bandwidth



806.83
x 1
806.83

AcuSense 4MP Fixed Lens Turret Camera

Hikvision DS-2CD2343G2-IU(2.8mm) AcuSense 4MP fixed lens turret camera with IR & built in mic

4MP high resolution
2.8mm fixed lens
Triple stream
Up to 30m IR distance
H.265+ compression
4 analytics
Face Capture
Smart motion detection
IP67 weatherproof
120dB wide dynamic range
Built-in microphone for real-time audio security
Supports on board storage (up to 256GB)
12V DC & PoE (802.3af)



137.91
x 9
1,241.19

Junction Box Base WHITE

Fits IPC-T2xx cameras
Protects connectors
Conduit entry points



16.50
x 9
148.50

FROM

James Mortimer
Brighton CCTV Ltd

5 Loyal Parade
Mill Rise
Brighton
BN1 5GG
www.brightoncctv.co.uk

PHONE

01273 78 23 23

COMPANY NUMBER

8380697

VAT NUMBER

153867874

FOR

Peacehaven town council

TO

Caretakers

EMAIL

caretakers@peacehaventowncouncil.gov.uk

COPY TO

Twon Clerk

QUOTE NUMBER

5481

DATE

8 April 2024

VALID UNTIL

9 July 2024 at 2:00 PM

[Download PDF](#)

LCD Monitor HDMI/VGA

VGA / HDMI Inputs
 3D Comb filter / De-interlacing / Noise reduction
 1366x768 Resolution
 Wall or desk mount
 Built-in power supply



153.33
 x 1
 153.33

Camera & Recorder location

1 Information office
 2 Community house foyer
 3 Hallway to front door
 4 External for front door
 5 camera to cover external doors to main hall
 6 Main hall camera 1
 7 Main hall cameras 2
 8 Back door by nursery 1
 9 Back door by nursery 2

 Recorder Location - TBC
 Screen Location - TBC

Labour, Commissioning & Testing

1,125.00
 x 1
 1,125.00

Consumables

95.00
 x 1
 95.00

Trunking & containment



7.16
 x 10
 71.60

Notes

1. I have recommended a 16-channel recorder which means you can expand the system at a later date
2. I have made the recommendation based on your licence wording below, this works out as 9 cameras
 (a) Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrances/exits to the premises as well as any outside space. The system shall be on and recording at all times the premises licence is in operation.
3. To access the CCTV remotely there will need to be an internet connection near to where the recorder will be based
4. for the back entrance (near the nursery) i know you asked for a 180-degree camera, But x2 90-degree cameras actually works out cheaper and will give a better coverage anyway

SSAIB Certificate

SSAIB is a leading certification body for organisations providing security systems and services, fire detection and alarm systems, telecare systems and services, manned services, approved contractors scheme and monitoring services. SSAIB operates in the UK and the Republic of Ireland.

25.00
x 1
25.00

12-Month warranty included

- Replace any faulty equipment
- Labour for faulty equipment installation included

Annual CCTV maintenance agreement

- Update Firmware
- Visual inspection of all cameras and equipment, including cabling (where accessible)
- Brackets and fixings secure
- Cleaning of all cameras
- Adjustments of lenses/viewing area where required
- Power supply checks and voltages
- Recording equipment, including playback functions and night time recordings
- Image quality checks
- Automatic and remote camera function checks
- Fields of views are free from obstruction

£250 + Vat every 12 months

Options selected
Total GBP excluding VAT

1 of 1
£3,666.45

Brighton CCTV Association's



Cloud storage now available.

Please get in touch for pricing

Terms and conditions & BACS Details

Payment Terms:

50% Deposit required and the balance to be paid on completion of the works

BACS Details - Barclays - Brighton CCTV - 83142310 - 20-12-80

For your information -:

Brighton CCTV Ltd reserves the right to charge late fees, debt recovery fees of 20% and interest on any amounts due at the statutory rate of 8% above base rate, as prescribed pursuant to Section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 (the "LPCDIA"), which shall also apply in the event that the Client is an individual. The Client accepts that a debt recovery charge of 20% of the overdue amount is reasonable for the purposes of the LPCDIA. 7

Goods:

The goods remain the property of Brighton CCTV until payment has been made in full.

Exclusions:

Anything not mentioned or implied

CCTV Monitors

Not supplied as standard please ask for a quote if required

Most monitors with a VGA or HDMI will work fine with a CCTV recorder

Intruder alarm takeovers' assume that all equipment & cabling are in good order, any defects will either be quoted or chargeable.

Should the client have a requirement for anything other than standard rate VAT, they need to inform you a point of order, providing a certificate or documented guidance of the applicable rate(s)

As once the invoice has been placed on the ledger your unable to amend the vat rate.

Any VAT paid by the client is reclaimable with 3 month of completion directly from HMRC by completing the suitable form.

Leasing and hire purchase facilities

Leasing and Hire Purchase facilities may be available subject to credit approval. Please contact Simply Business Finance Ltd on 01273 961755 should you wish to discuss this option in more detail or email -hello@simplybusinessfinance.com

<https://simplybusinessfinance.com/>

Questions & Answers

Reviews [See all reviews](#)



Amazing service from Brighton CCTV. The team showed up early, were tidy and had completed the job way ahead of the given completion time. Incredibly efficient and competitive. I would have no hesitation in using Brighton ... [More](#)

by Jamie Clark



This company is wonderful. All of the staff are very helpful and trustworthy and want the best for their customers. Would highly recommend them.

by Mary



Brighton CCTV always provide a good service during general maintenance or reactive call outs. I would highly recommend them to anyone who wants to work with a reliable contractor

by Sam

PF1010

**Community house
Peacehaven**

New 4PM IP networked CCTV system with monitor

Total GBP excluding VAT £3,666.45 (1 of 1 options selected)

Additional comments

Optional

Your order/reference number

Optional

Yes, I **Twon Clerk** agree to and accept this quote, on 23 April 2024 at 6:44 PM.

Accept Quote

[Decline this quote...](#)

Powered by **Quotient**

Haven Security Limited
Europa Building
New Road
NEWHAVEN
BN9 0DR

Telephone:
 Head Office
 01273 586801 – 24 hours
www.havensecurity.co.uk



QUOTATION

Specification 012543

Version A

Date 4th April 2024

Haven Security is pleased to offer this Quotation for the work listed below

Peacehaven Town Council
 Meridian Centre
 Meridian Way
 Peacehaven
 East Sussex
 BN10 8BB

Hereafter called the "Premises"

Supply and installation of a Hikvision HD IP CCTV (9 camera's) system	£ 3516.00 + VAT	£ 4219.20 inc
---	-----------------	---------------

Maintenance Option See back of Contract for details	Call out basis	
--	----------------	--

Please Note: This Quotation is subject to the terms and conditions printed overleaf and is valid for 3 months from above date

Signed for and on behalf of
HAVEN SECURITY Limited

A Deposit of 50% is required before commencement of work with the outstanding balance being due on completion.

Lee Okines
 Director
 04 April 2024

ACCEPTANCE (PLEASE SIGN BELOW AND RETURN ONE COPY)

I/We hereby request Haven Security to proceed with the above work in accordance with the attached specification and subject to the terms and conditions which I/We have read.

Full name and address where accounts should be sent if different from that shown above

.....

Sign..... Position.....
 Name..... Date.....

HAVEN SECURITY LIMITED - TERMS AND CONDITIONS OF TRADING

1. General
 - i. **Acceptance of this Quotation includes acceptance of the following terms and conditions as well as any which may have been added in the system design specification, which may specifically override these Terms and Conditions of trading and will take precedence if necessary for the purposes of interpretation.**
 - ii. **Nothing in these Conditions will reduce your statutory rights relating to faulty and miss-described goods. For further information about your statutory rights you can contact your local authority Trading Standards Department or Citizens Advice Bureau.**
2. Basis of Quotation for Installation
 - i. **The specification works shall be carried out during the normal working hours (9.00am to 5.00pm), unless authorised and arranged by the client and Company.**
 - ii. **Variation or additional work ordered by the Customer shall be charged on the basis of reasonable time and materials at rates and costs current at the time of such work (unless separately agreed in writing)**
 - iii. **The Company shall 'make good' where necessary but shall not be liable for re-decoration or re-building.**
3. Customer Obligations
 - i. **The Customer agrees to pay the Quotation Price and the Maintenance Contract Price (if any) for the costs of any works from time to time required to upgrade the Installation to a state which complies with the relevant Applicable Standards.**
 - ii. **To pay for all necessary repairs and replacements to the Installation unless these are covered by guarantees or extended guarantees of the Maintenance Contract or where they are necessary due to the neglect of the Installer, its employees and or agents.**
 - iii. **The said charges shall be due and payable as aforesaid notwithstanding that any British Telecom (or other) line equipment may not then be connected.**
 - iv. **Where the Installation has been installed so as to be linked with any Authority or monitoring service and where it has operated so as to register with such Authority or monitoring service then the Customer or his agent shall immediately after being aware of the event notify the Installer.**
 - v. **Not to permit anyone (including the Customer him/her/itself) other than the Installer to adjust or reset or interfere with the Installation or any part thereof. In the event of a breach of this provision the Installer shall be entitled to terminate the Maintenance Contract forthwith upon its discovery.**
 - vi. **To permit the Installer's staff and agents (and Inspectors representing any approvals or regulatory organisation by which the Installer is for the time being recognised) from time to time to have access to the Customer's premises at all reasonable times.**
 - vii. **To notify the Installer of any proposed structural alteration to the premises or any other modification which may affect the existing Installation which may thereby become necessary shall be carried out by the Installer at the additional expense of the Customer.**
4. Company Obligations

In consideration of the Quotation price paid or to be paid by the Customer the Company shall install the Installation in accordance with all European Standards in force at the date of this agreement to the best of its ability.
5. Other Necessary Licences

If the company shall install apparatus necessitating the use of telephone line(s) or equipment the Client shall procure from their telephone service provider any necessary licence or authority and enter into a separate contract with them in respect of the necessary connection with the telephone circuit.
6. Liability for Loss or Damage
 - i. **The Installer does not know, and shall not be deemed to know, the true value of the Customer's property or premises, and is not the insurer thereof.**
 - ii. **Apart from death or personal injury, the aggregate liability of the Installer and its staff for any breach of contract, breach of statutory duty or negligence arising out of this contract, or presence at the Customer's premises for any kind of loss or damage whatsoever shall be limited to the amount specified in the Company's insurance schedule covering fire detection and alarm systems, a copy of which can be seen on request. The Customer shall notify the Installer of any claims within 30 days of the occurrence giving grounds for such claims.**
 - iii. **Although the Installation is designed to the best of the Installer's skill and knowledge to reduce the risks of loss or damage or to deter intruders (as the case may be) the Installer does not represent or warrant that the Installation may not be neutralised, circumvented or otherwise rendered ineffective by the Customer, intruders or other unauthorised persons, and in such event it shall not be liable for direct or indirect loss or damage suffered by the Customer, intruders or other unauthorised persons.**
 - iv. **In view of the previous sub-paragraphs (i) to (iii) inclusive, the Customer acknowledges that he, she or it should effect separate insurance cover.**
7. Ownership

Until full payment is received in accordance with section 3i and ii above, every part of the Installation and associated equipment shall remain the property of the Installer and the Customer irrevocably grants licence in the event of his, her or its default, to enter upon his her or its premises to recover the same whether fixed or unfixed provided the Installer shall first obtain an Order from a Court of Law permitting entry into the Customer's Premises. Until recovery of the Installer's property, the Customer shall take reasonable care of the same and shall pay the Installer's reasonable costs of replacing or repairing the same.

All remote signalling equipment i.e. digis, STUs, and IP and/or GPRS Devices shall remain the property of the Alarm Company.

HAVEN SECURITY LIMITED - TERMS AND CONDITIONS OF TRADING

- 8. Mediation
Subject always to the right of any party at any time in a contract to which the Housing Grants, Construction and Regeneration Act 1996 applies, to refer a dispute or difference arising out of or in connection with this agreement to adjudication, either party may request by notice in writing, with record of posting, that the dispute be referred to mediation by a person agreed between the parties. Should the parties agree to mediation but fail to agree upon the person to mediate within seven days of such a request being made, then either party may apply to NSI for the appointment of a Mediator and such mediation will be conducted in accordance with guidelines for mediation published by the Academy of Experts.
- 9. Force Majeure
Any failure by the Installer to perform any of its obligations by reason of any cause beyond the control of the Installer shall be deemed not to be a breach of this Contract.
- 10. Jurisdiction
This Contract is subject to the Laws of England and Wales and the parties shall submit to the jurisdiction of the Courts thereof.
- 11. Entire agreement
This Agreement contains the whole agreement between the parties [in respect of (subject-matter of agreement)] and supersedes and replaces any prior written or oral agreements, representations or understandings between them [relating to such subject-matter]. The parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement. Nothing in this Agreement excludes liability for fraud.
- 12. Severance
If any provision of this Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from this Agreement and rendered ineffective as far as possible without modifying the remaining provisions of this agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of this Agreement.

MAINTENANCE

The following shall apply in addition to paragraphs 1-12 above

Corrective Maintenance services are laid down in accordance with the European Standards requirements current at the date of this agreement. A Haven Security representative will be on site within four hours of the fault being reported or within the working day by mutual consent.

PREVENTATIVE MAINTENANCE

Maintenance work is carried out between 09.00am and 5pm, Monday to Friday inclusive. Alarms linked to a Central Monitoring Station will be maintained twice a year.

CONTRACT A

**Cover includes: 1 Service visit per annum (or 2 if linked to central monitoring station); 24 Hour Callout and Office Technical Support.
 Charges for callout attributable to system component failure will be raised for replacement parts only (see notes below).**

CONTRACT B

**Cover includes: 1 Service visit per annum (or 2 if linked to central monitoring station); 24 Hour Callout and Office Technical Support.
 No callout charges will be raised for faults attributable to system component failure (see notes below).**

CONTRACT C

**Cover includes: 1 service visits per annum; Office Hours Callout and Office Technical Support.
 Charges for callouts will be raised for replacement parts and labour (see notes below).**

CONTRACT F

**Cover includes: 2 service visits per annum; 24 Hour Callout and Office Technical Support.
 Charges for callouts will be raised for replacement parts and labour (see notes below).**

NOTES

**A maintenance contract shall be a fixed period of 12 months
 All parts will be charged at current catalogue prices.
 Charges for callouts which are attributable to cabling (interconnection, telephone, etc.) will be raised for replacement parts and labour in all circumstances.
 The company reserve the right to review the Maintenance charges annually.
 Please note that if a prearranged appointment is not kept Haven Security reserve the right to make a charge.**

Haven Security Limited
Europa Building
New Road
NEWHAVEN
BN9 0DR

Telephone:
Head Office
01273 586801 – 24 hours
www.havensecurity.co.uk



4th April 2024

Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

Our Ref: 012543 Version A

Dear Andy,

The following design is for a CCTV System intended to comply with National Security Inspectorate Code of Practice NCP 104 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS8418 EN 50132-7:, with particular reference to clause 7.11 of NCP 104.

DATA PROTECTION ACT and CODE OF PRACTICE FOR CCTV MONITORING

The actual use of CCTV can be affected by statutory legislation, including the Data Protection Act 1998, the Human Rights Act 1998 and, on occasion, the Regulation of Investigatory Powers Act 2000. Schools, in particular, must ensure that they are not in possible breach of these regulations.

Information can be obtained from the Information Commissioner’s Office:-

Website: www.ico.org.uk

Installation Standard: NSI Code of Practice NCP 104 and BS8418 EN 50132-7

System Purpose (Overall) Prevention and detection of crime.
Apprehension of offenders.
Public and Employee Safety and Security

Specific Objectives are given for individual Areas or Cameras

REFERENCE POINT FOR LOCATIONS OF DEVICES

Where appropriate, locations will be described as North, East, South and West.

Cameras

NOTE: Where listed below: 2MP = 1080p TV Lines (1 x HD)
 4MP = 1536 TV Lines (1.5 x HD)
 5MP = 1920 TV Lines (3K HD)
 6MP = 2048 TV Lines (2.0 x HD)
 8MP = 2160 TV Lines (4K UHD)

EXTERNAL CAMERA'S

IP Camera 1 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: externally on the soffit outside the entrance door
 Covering: entrance door
 Purpose: General monitoring of activity within area above.

IP Camera 2 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: externally on the wall
 Covering: main hall fire exit doors
 Purpose: General monitoring of activity within area above.

IP Camera 3 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: externally on the wall
 Covering: robson room external door
 Purpose: General monitoring of activity within area above.

INTERNAL CAMERA'S

IP Camera 4 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the ceiling above door to foyer
 Covering: entrance lobby/WC corridor
 Purpose: General monitoring of activity within area above.

IP Camera 5 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the ceiling within the foyer
 Covering: community house foyer
 Purpose: General monitoring of activity within area above.

IP Camera 6 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the wall above the door to foyer
Covering: main hall
Purpose: General monitoring of activity within area above.

IP Camera 7 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the ceiling within the information office
Covering: information office
Purpose: General monitoring of activity within area above.

IP Camera 8 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the ceiling within the council corridor (facing door)
Covering: entrance door from Greenwich house foyer
Purpose: General monitoring of activity within area above.

IP Camera 9 Fit one Hikvision (4MP) white turret type camera complete with a 30 metre infrared illuminator, inbuilt microphone and a 2.8mm fixed lens.

Situated: internally on the ceiling within the Greenwich house corridor (facing door)
Covering: entrance door from Greenwich house foyer
Purpose: General monitoring of activity within area above.

IP Camera 10-16 Spare for future use if required

Recording Equipment

1 x Hikvision DS-7716 16 way NVR with 16 terabytes of hard-drive.
This to be installed within the Electrical Store at the back of the Stage.

This will give a minimum of 31 days of recorded footage at 20 frames per second per camera using the H265 Protocol.

Note: This system will allow for further expansion.

Display Equipment

The NVR will be connected to a 18.5inch Hikvision HD monitor on top of the NVR above.
This will be connected to the NVR via an HDMI cable, the purpose of this is for live view, playback and setting up purposes.

A mouse will be supplied to operate the CCTV system.

Network Switches

1 x Hikvision 8 port POE gigabit network switch to be sited on top of the NVR in the Electrical Store at the back of the Stage; this will power the camera's locally and stream the video signal back to the NVR.

1 x Hikvision 8 port POE gigabit network switch to be sited in the data cabinet within the Information Office; this will power the camera's locally and stream the video signal back to the NVR.

Lighting

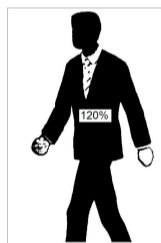
This system has been designed to not be reliant on external lighting sources. All of the cameras have infra-red lighting, and have been selected to meet the needs of the requirements and objective as laid out by the customer.

Definitions

1. Typical light levels

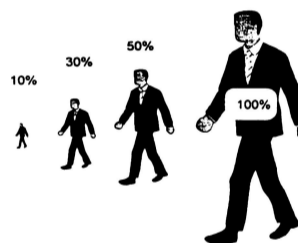
<i>Moonless, overcast night sky</i>	<i>0.0001 lux</i>	<i>Well lit main road</i>	<i>10 lux</i>
<i>Moonless, clear (i.e. starlight) night sky</i>	<i>0.001 lux</i>	<i>Stairs/Passages</i>	<i>250/500 lux</i>
<i>Quarter moonlight on a cloudless night</i>	<i>0.01 lux</i>	<i>Offices/Retail</i>	<i>10,000 lux</i>
<i>Deep twilight</i>	<i>1 lux</i>	<i>Store Daylight</i>	<i>100,000 lux</i>
<i>Twilight</i>	<i>4 lux</i>		

2. The image on the screen will be suitable for identification purposes when the subject occupies 120% of picture height.



Identification

For Detection of an intruder the image should be greater than 10% of the picture height. For Recognition greater than 50% and for monitoring movement, direction speed of people not less than 5% of picture height.



Additional Notes

Where it is identified that images from cameras overlook private properties, and that there may be privacy issues, then images from the relevant cameras will be digitally 'masked' to exclude these areas.

The quality of images will be entirely dependent upon the standard of camera, image management and transmission methods used. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor who will tailor the design to meet this need.

Communications – Remote Viewing

A broadband connection will be needed (Supplied by customer). Please inform Haven Security Limited of router model number and service provider. The NVR will be connected to your router/switch by an ethernet cable; this will allow remote viewing on designated computers, tablets or smart phones. A minimum recommended broadband upload speed for the above to work is 0.5MB per camera.

I hope the above meets with your requirements and approval, but should you have any queries, please do not hesitate to contact me.

Yours sincerely,

Lee Okines
Director