

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.

6<sup>th</sup> March 2024

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 12<sup>th</sup> March 2024 at 7.30 p.m.**

George Dyson, Town Clerk.

### AGENDA

1. **PF975** CHAIR'S ANNOUNCEMENTS.
2. **PF976** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF977** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF978** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF979** TO ADOPT THE COMMITTEE'S MINUTES OF 30<sup>TH</sup> JANUARY 2024
6. **PF980** TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> JANUARY 2024
7. **PF981** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15<sup>TH</sup> FEBRUARY 2024.
8. **PF982** 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. **PF983** TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.
10. **PF984** TO ADOPT AN ADVERTISING POLICY
11. **PF985** TO AGREE A NEW TEMPLATE REPORT FORM
12. **PF986** TO AGREE COMMITTEE PRIORITIES FOR THE COMMUNITY & BUSINESS PLAN
13. **PF987** TO AGREE DRAFT TERMS FOR A POP-UP SHOP ON THE DELL (FROM LA&E COMMITTEE)
14. **PF988** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON EARMARKED RESERVES
15. **PF989** TO DECIDE WHETHER TO SPEND CREDIT WITH MADISONS ON DESIGNING THE MERIDIAN WALK LEAFLETS/ APP (FROM CCE COMMITTEE)
16. **PF990** TO AGREE ALLOCATION OF COSTS ASSOCIATED WITH THE UKRAINIAN EVENT (FROM CCE COMMITTEE)
17. **PF991** TO AGREE CENTENARY PARK PLAYGROUND REPAIRS

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

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

- a. To review conditions of hire for PTC premises

**20. PF994** DATE OF NEXT MEETING – TUESDAY 30<sup>TH</sup> APRIL 2024 AT 7.30PM.

**21. PF995** 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.*

**22. PF996** AGED DEBT ANALYSIS

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

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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 30<sup>th</sup> January 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.

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

No members of the public were in attendance.

**1. PF954 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:33, welcomed everyone, and informed the Committee that the next Bingo is Wednesday 14<sup>th</sup> February, and the next Cinema is Wednesday 21<sup>st</sup> February showing One Life.

**2. PF955 PUBLIC QUESTIONS**

There were no public questions.

**3. PF956 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Gallagher.

**4. PF957 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. PF958 TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> DECEMBER 2023**

**Proposed By:** Cllr Sharkey                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted**.

**6. PF959 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023.**

It was highlighted that there were spelling errors on items CH036, CH039, CH038, and CH031.

**Proposed By:** Cllr Griffiths                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted** subject to the necessary spelling corrections being made.

**7. PF960 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> JANUARY 2024.**

The Committee **noted** the draft minutes.



**8. PF961 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

The RFO briefly summarised the report and added that she would be speaking to Committee Chairs shortly about proposed items to be earmarked.

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

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

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 Seabrook      **Seconded by:** Cllr Campbell

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. PF962 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

Items 1 & 3 can now be removed from the Action Plan as completed.

The review of PTC Terms & Conditions of Hire to be added to the Action plan.

**10. PF963 TO AGREE FUNDING FOR PARKS SIGNAGE**

The Clerk briefly introduced the report. Cllr Donovan asked for clarification on the material, the Parks Officer confirmed the signs are to be made from recycled plastic.

Cllr Sharkey explained that lots of work has gone into this through the Leisure, Amenities, and Environment Committee.

It was proposed that the funding for the signage be approved to come from PTC CIL, up to £1000.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Alexander

The Committee resolved to agree to this proposal.



#### **11. PF964 TO RECEIVE A REPORT AND AGREE ACTIONS ON THE GROUNDS TEAM MACHINERY**

The Parks Officer introduced the item and summarised the background. The Committee briefly discussed the possibility of electric vehicles and the practicalities of using HVO fuel.

It was proposed that the Parks Officer proceed with the work to replace the tractor for up to £33,000. £20,000 is to come from Chalkers Rise CIL, and the remaining amount to be made up from PTC CIL and the trade in value of the current tractor.

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

#### **12. PF965 TO RECEIVE A REPORT AND AGREE ACTIONS FOR BOWLING GREEN WORKS**

The Parks Officer introduced the item.

It was proposed that the quote from G. Richards for £7,999 be accepted to undertake the work on the pathway.

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

The Committee then discussed the irrigation system – the Parks Officer printed out and circulated a copy of the quote received, explaining that due to the specialist nature of the system there are very few local companies available to quote.

It was proposed that the Committee accept the recommendation to proceed with the works, with the Bowls club contributing half the cost, and with PTC's contribution being paid from PTC CIL, provided that the Parks Officer speak with other local bowls clubs to check that the quote is in line with what they would expect to be paying.

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

#### **13. PF966 TO RECEIVE A REPORT AND AGREE ACTIONS RELATING TO THE COMMUNITY HOUSE AIR HANDLING UNITS TENDER**

The Town Clerk introduced the item and gave an update on the status of the tender.

It was proposed that the Committee agree to the recommendation to fund the additional cost from the PTC CIL pot.

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

Cllrs Griffiths and Seabrook will be present at the opening of the tenders and provide a shortlist for Committee to consider.

#### **14. PF967 TO ADOPT A REVISED SINGLE USE PLASTICS POLICY**

Cllr Seabrook introduced the item and explained that the proposed changes are tracked in red on the document.

It was proposed to adopt the revised policy.

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

**15. PF968 TO ADOPT A REVISED MEMORIAL BENCHES POLICY**

The Town Clerk introduced the item, the Committee briefly discussed the background to the policy.

It was proposed to adopt the revised policy.

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

**16. PF969 TO ADOPT REVISED CONDITIONS OF HIRE FOR COMMUNITY HOUSE**

The Chair raised a number of concerns with the proposed policy, most of which were retained from the existing conditions of hire adopted in 2020.

It was felt that the document needed some further work before it can be adopted.

It was proposed that the conditions of hire be returned to the TFG for revision and that they report back to the next Full Council meeting, and that Cllrs Griffiths, Veck, and Seabrook be added to the PTC conditions of hire TFG.

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

**17. PF970 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A RESERVE BANK ACCOUNT**

The RFO introduced the item and gave a thorough summary of the research she has undertaken into this matter.

It was proposed that the Committee accept the recommendation in the report.

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

**18. PF971 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

- i. To review conditions of hire for PTC premises

This TFG had already been discussed at length earlier in the meeting.

**19. PF972 DATE OF NEXT MEETING – TUESDAY 12<sup>TH</sup> MARCH 2024 AT 7.30PM.**

The Date of the next meeting was confirmed as 12<sup>th</sup> March 2024 at 7.30pm.

**20. PF973 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

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

*The Parks Officer left at this point (20:48)*

**CONFIDENTIAL**

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

**21. PF974 AGED DEBT ANALYSIS.**

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

*There being no further business the meeting ended at 20:50*

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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 18<sup>th</sup> January 2024 at 7.30pm**

**Present:** Cllr Paul Davies (Vice Chair), Cllr Ian Alexander, Cllr Mary Campbell, Cllr David Seabrook, Cllr Donovan, Cllr Veck.

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

**1. CH041 CHAIR'S ANNOUNCEMENTS**

In the absence of the Chair, the Vice Chair, Cllr Davies, took the chair.

**2. CH042 PUBLIC QUESTIONS**

There were no public questions.

**3. CH043 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received and accepted from Cllr Griffiths and Cllr Gallagher.  
It was resolved that Cllr Alexander would substitute for Cllr Gallagher. Cllr Cheta was not present.

**4. CH044 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. CH045 TO ADOPT THE MINUTES FROM THE 20<sup>TH</sup> NOVEMBER 2023**

**Proposed by:** Cllr Seabrook **Seconded:** Cllr Alexander  
The minutes were **approved** and signed as accurate.

**6. CH046 TO REVIEW AND UPDATE THE SUB COMMITTEE ACTION PLAN**

Cllr Alexander noted that there had been no meetings with Morrisons since 20<sup>th</sup> November.

**1 Morrisons Survey** – Cllr Seabrook stated that this item can be updated as completed

**2 Quotes for Main Hall heating** – The specification was agreed at Full Council, that tender will go out on Monday 22<sup>nd</sup> January, we are giving 6 weeks for that, with a closing date of the 4<sup>th</sup> March, which ties in with the Policy and Finance and Full Council Committee. The heating units will be discussed at Policy and Finance on 30<sup>th</sup> January; the decision will be made on how the units will be funded, with the recommendation that they are paid for from the Solar Panel Rebate and a there will need to be a discussion on how the remaining amount will be funded.

Cllr Alexander touched on the asbestos survey; good results but need to be aware that the survey we had was a management survey which is looking at how it is now. If Morrisons decide to start works on Community House they need to be aware of this and obtain the next level up from a management



survey before works commence. The RFO reported that signage regarding the current asbestos which is in the damp proof course, have been put up around the building.

Cllr Campbell noted paragraph 4.2 which says that ducts flues, voids and any similarly enclosed areas for which access necessitated the use of specialist equipment/ use of tools, were not inspected. Cllr Campbell noted that that they have done limited visual where possible, but we need to highlight for future reference that paragraph 4.2 areas were omitted, it could be assumed that these areas were included when they weren't.

**3 Climate Change Survey** – The RFO reported that two quotes were received yesterday. One is for £3,570 and the other for £3,858. The higher quote cannot get to us until March. As we only received these quotes yesterday, the surveys will be circulated by the Town Clerk for review and agreement at Policy & Finance to enable us to push this survey along.

**6 Fire Survey report** –The RFO reported that the fire safety checks took place on the premises on the 16<sup>th</sup>/17<sup>th</sup> and today were working on the compartmentations part of the survey; the report will be received in due course.

Cllr Alexander volunteered to review the report once received. The Committee agreed that Cllr Alexander's experience will be invaluable.

The Finance Officer noted that our legal rep and consultant from ME are liaising to get movement but no updates as yet.

## **7. CH047 TO RECEIVE AN UPDATE ON COMMUNITY HOUSE SURVEYS**

This item was discussed at item CH046

## **8. CH048 TO RECEIVE A REPORT ON WORKS CARRIED OUT DURING THE JANUARY 2024 CLOSURE**

The RFO gave an update on the work carried out in the 2 weeks closure. The RFO informed the Committee that Community House is closed to hirers for the first 2 weeks of the year and this is so that staff can carry out maintenance, clear out unnecessary paperwork and get everything in order.

- The meeting rooms and corridors have had a paint but not the foyer due to the future work that will happen in that area of the building.
- Blockbusters have been on the premises, which was previously agreed, to get the pipes sorted, they were in for a few days. Asbestos survey done and fire surveys completed just awaiting report.
- Cllr Seabrook queried the tourist information missing from the Foyer as we have a responsibility to have that information available. Cllr Veck confirmed that the leaflets have moved into the reception to make room for the work to be carried out.
- Cllr Alexander & Cllr Donovan praised the Caretakers and Grounds team for their hard work and excellent job in painting Community House.

## **9. CH049 TO NOTE ANY UPDATES RELATING TO THE MERIDIAN CENTRE REVELOPMENT**

The RFO noted that there are no new updates for the Meridian Development. Details are being dealt with through the Solicitor and Consultant.

The below items were discussed and noted.

- 1) Cllr Campbell noted that we have now received official notice that the library will remain open through the redevelopment, at least for a year and a half.
- 2) Cllr Donovan noted that we have not received any confirmation from Morrisons about a bus service from Peacehaven to the Morrisons in Seaford.
- 3) Cllr Veck queried the locking of the co op doors. The RFO reported that this has been raised though our consultant as it was brought to PTC's attention that the security were locking the doors to the

centre on the 20<sup>th</sup> January, but, apparently, they are not and no date has yet been confirmed. It is not known who will be responsible for the locking and unlocking of the external doors for access to the Library once the security are no longer there.

- 4) The RFO will find out if the Community House insurance will be affected if the doors to the Meridian Centre are left unlocked.
- 5) Concerns with vandalism and security if the Co-op doors are left unlocked.
- 6) Concerns that the lights in the south service car park are now off, which leaves the car park in complete darkness, which raises concerns for staff and hirers leaving Community House late at night. Cllr Campbell felt that we should alert the Police to the lack of security at the Meridian Centre.
- 7) It was noted that for any new bookings that are being taken; the hirers have been written to and verbally advised by the Bookings and Information Officer, that from the 1<sup>st</sup> March we will only be honouring bookings on a month on month basis.
- 8) Cllr Donovan advised that she has made arrangements for the Meridian Centre site to be recorded with a drone before works commence.
- 9) It was requested that The Town Clerk make contact with Morrisons to make them aware of the lack of light in the south service car park and the locking/unlocking of the Meridian Centre door as the Library will also need access, but it shouldn't be left open at night or weekend.

## **10. CH050 DATE OF NEXT MEETING**

The next meeting was confirmed as the 15<sup>th</sup> February 2024





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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 15<sup>th</sup> 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 21<sup>st</sup> 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 18<sup>TH</sup> 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 31<sup>st</sup> 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

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 28<sup>th</sup> 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 28<sup>th</sup> March 2024

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





**Agenda Item:** PF982 a

**Committee:** Policy and Finance

**Date:** 12 March 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

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### Summary of recommended actions

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

### Introduction

The attached reports summarise the council's overall financial position as at the end of month 11 (February 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 January 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 93.9% of the budgeted expenditure has been spent so far, and 138.5% of the budgeted income has been received as at the end of month 11 (January 2024)



### 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 – 31 January 2024
- Bank reconciliation statement for cashbook 1 – 31 January 2024
- Bank reconciliation statement for cashbook 2 – 31 January 2024
- Credit Card reconciliation statement – January 2024
- Detailed income and expenditure month 11 (February 2024)
- Detailed balance sheet month 11 (February 2024)



**Agenda Item: PH982 a****Committee:** Policy & Finance**Date:** 12<sup>th</sup> March 2024**Title:** Budgetary Codes analysis**Report Authors:** RFO**Purpose of Report:** To note

---

**Introduction & Background**

It has been recommended that budgetary codes that have been overspent should be noted at committee.

**Analysis**

Please see below overspent budgets at time of reporting and comments below.

Code	Budget	Amount over	Comments
4004	Overtime	1,114.00	Caretaker absence cover
4212	Mileage	30.00	A Caretaker has been using his personal vehicle whilst waiting for the new vehicle
4310	Professional Fees - Consultancy	271.00	HR support required – moved to different provider 2024/25
4315	Insurance	935.00	increased fidelity insurance as recommended by auditors
4321	Bank charges	18.00	received a charge for going over bacs limit
4325	Postage	1,231.00	includes rental of franking machine - need to re-code
4202	Repairs / maintenance of vehicle	22.00	Essential repairs required
4111	Electricity	1,231.00	Actual use of electric for unit 14 – will be proposing to vire fuel costs to cover some of the over spend in 2024/25
4355	Wifi - Café	32.00	costs have increased - switching to new provider
4167	Cinema Costs	1,110.00	increased income mitigates this – the cost of a screening is dependant on how many attend.
4102	Maintenance of CH	1,999.00	includes fire safety survey which has been previously agreed
4163	Personal hygiene	112.00	services include changing places toilet

**Recommendations**

To note the overspend.

**Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li></ul>	Increased expenditure
---	-----------------------



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

### **Appendices/Background papers**

Date: 28/02/2024

Peacehaven Town Council

Page 1

Time: 11:40

Bank Reconciliation Statement as at 01/02/2024  
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/02/2024		-209.12
G Dyson CC	01/02/2024		-214.54
			<u>-423.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-423.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-423.66
		Balance per Cash Book is :-	-423.66
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

STATEMENT FOR Z MALONE

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

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

5476760307525801  
5476760055803988  
28 January 2024  
4 of 4  
£1,000.00

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

Date	Description	Amount
9 Jan 2024	SP WATERHAUL NEWQUAY LND	54.99
100185383904	MISCELLANEOUS AND RETAIL STORES	
11 Jan 2024	FFX Order Hythe	54.95
120105184894	HARDWARE STORES	
16 Jan 2024	MALPASTRATORS.CO. 01978 664400	65.23
170185481474	MOTOR VEHICLE SUPPLIES AND NEW PARTS	
16 Jan 2024	AMZNMKTPLACE LONDON GBR	6.95
170185389244	MISCELLANEOUS AND RETAIL STORES	
16 Jan 2024	AMZNMktplace amazon.co.uk GBR	27.00
170152718714	MISCELLANEOUS AND RETAIL STORES	
5 new purchases / cash advances. Total of spending.		£209.12

G 022504 BBA2269A 46136





Waterhaul

01/12/24  
Invoice for #215623

VAT: GB350988958 Waterhaul Ltd, 9A Seabase Units  
Newquay ENG TR7 2SX  
United Kingdom

Item Details

Quantity	Item	Taxes	Price
5 x	BYCATCH - Recycled Ocean Plastic Standard Litter Picker	£8.50 GB VAT	£12.00


Payment Details

Subtotal price:	£51.00
Includes discount "BIGSCUBA"	£-9.00
Total tax:	£9.17
Shipping:	£3.99
Total price:	£54.99

Shipping Details

<p><b>Zoe Malone</b> Peacehaven Town Council Meridian Centre Peacehaven BN10 8BB United Kingdom</p>
---

If you have any questions, please send an email to [customerservice@waterhaul.co](mailto:customerservice@waterhaul.co)

Order No. 4171/ 330	Order Date 20/12/2024
Cheque No.	Payment Authorised 

**Sales Invoice**  
**Folkestone Fixings Ltd.**

Dyna House t : 01303 852692  
Lympe Industrial Estate f : 01303 852699  
Hythe e : info@ffx.co.uk  
CT21 4LR

**Invoice To :**

ZOE MALONE  
PEACEHAVEN TOWN COUNCIL  
COMMUNITY HOUSE  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB  
GB

**Account No : FFX572827****Deliver To :**

PEACEHAVEN TOWN COUNCIL  
COMMUNITY HOUSE  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB  
GB

**\*4328161\***

Order Date :	Invoice Date :	Invoice No :	Reference :	Processed By :	Picked By :	Packed By :
11/01/2024	11/01/2024	4328161	BC5018947	MMWARE		

Loc	Product	Qty	Price ea (Inc)	Total (Inc)	VAT
	Scruffs T55016 Switchback 3 Safety Boots - Tan 8/42	1.00	£54.9500	£54.95	20%
	RM PARCEL - RM Tracked 24	1.00	£0.0000	£0.00	20%

Order No. <b>4305/300</b>	Invoice Checked / Agreed <b>[Signature]</b>
Cheque No.	Payment Authorised

**Special Instructions :****1.82kg 0.32m/0.21m/0.13m**

**When returning goods  
please refer to  
[www.ffx.co.uk/returns](http://www.ffx.co.uk/returns)  
for full instructions**

Subtotal	£45.79
VAT 20%	£9.16
Total	£54.95
Paid	£54.95

Extract from Terms of Trading: "All goods remain the property of Folkestone Fixings Ltd until payment is received. Customers requesting delivery away from the public highway do so entirely at their own risk and accept any responsibility for any damaged caused."

Registered Office: Folkestone Fixings Limited, Dyna house, Lympe Industrial Estate, Hythe, CT21 4LR  
Registered in England and Wales, No:5668753  
VAT Registration No: 819516610.



# MalpasOnline

Parts - Hardware - Supplies

For all enquiries relating to your order please visit [www.malpasonline.co.uk](http://www.malpasonline.co.uk) and click on the Contact Us link.

Invoice # 100071682	Order # 2401161C0005 / 100072194	Invoice Date: 17 Jan 2024	Order Date: 16 Jan 2024
---------------------	----------------------------------	---------------------------	-------------------------

Sold to:	Ship to:
Zoe Malone Peacehaven Town Council Meridian Centre Community House Peacehaven, BN10 8BB United Kingdom Tel: 01273 585493	Zoe Malone Peacehaven Town Council Meridian Centre Community House Peacehaven, BN10 8BB United Kingdom

Payment Method	Shipping Method:
Payment made using Epdq in GBP	PARCEL FORCE

Products	SKU	HS Code	Wt.(kg)	Unit Price	Qty	Tax	Subtotal
PTO Guard - GARDLOC, (Lz) Length: 950mm, Size: Small Guard * PROMO * (original price £56.87)	163810	---	2.4	£46.00	1	£9.20	£46.00

Order No. 4171/330	Handwritten Signature
Cheque No.	Payment Authorised

Subtotal: £46.00  
Tax: £10.87  
Shipping & Handling: £8.36  
Grand Total: £65.23

**Thank you for your order.**



Invoice

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

Paid

Payment reference ID 3Wdfynmf8Mhgb8pCKnrf  
Sold by Cheng du Si xi yan xi Guang gao Chuan mei You xian

Invoice date / Delivery date 16.01.2024  
Invoice # DS-ASE-INV-GB-2024-24152662  
Total payable £6.95

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

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

Billing address	Delivery address	Sold by
Andy picton	Andy picton	Cheng du Si xi yan xi Guang gao Chuan mei You
PEACEHAVEN TOWN COUNCIL COMMUNITY	PEACEHAVEN TOWN COUNCIL COMMUNITY	xian
HOUSE MERIDIAN CENTRE	HOUSE MERIDIAN CENTRE	GB
PEACEHAVEN, BN10 8BB	PEACEHAVEN, BN10 8BB	
GB	GB	

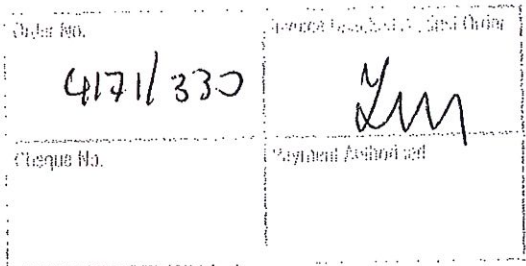
Order information

Order date 16.01.2024  
Order # 206-7548140-9514717

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
2Pcs Bench Grinder Eyeshield, 304 Stainless Steel Case Shield Attachment Accessories, Shield Angle Grinder Safety Cover Grinder Wheel, Double Bench Grinder for Bench Type 125/150/200/250 Grinders   B09B2G3HFX ASIN: B09B2G3HFX	1	£5.79	20%	£6.95	£6.95
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £6.95



	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£5.79	£1.16
Total		£5.79	£1.16

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

LU-B10-01

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg  
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647140

VAT declared by Amazon

# Invoice

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

## Paid

Payment reference ID SplbiPRQrFQOk0bS56VT  
Sold by Kellys Eye Club Supplies LTD  
VAT # GB310103290

Invoice date / Delivery date 16 January 2024  
Invoice # INV-GB-1486187685-2024-696  
Total payable £27.00

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

<b>Billing address</b>	<b>Delivery address</b>	<b>Sold by</b>
Andy picton	Andy picton	Kellys Eye Club Supplies LTD
PEACEHAVEN TOWN COUNCIL COMMUNITY	PEACEHAVEN TOWN COUNCIL COMMUNITY	Unit 33 1 Wesley Way
HOUSE MERIDIAN CENTRE	HOUSE MERIDIAN CENTRE	NEWCASTLE UPON TYNE, Tyne and Wear, NE12
PEACEHAVEN, BN10 8BB	PEACEHAVEN, BN10 8BB	9RY
GB	GB	GB
		VAT # GB310103290

## Order information

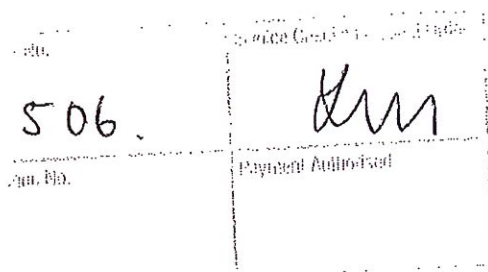
Order date 16 January 2024  
Order # 206-0637694-3333903

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
6000 Bingo Flyers Single Sheets Jumbo 6 To View - 10 Pads of 600 (RED) ASIN: B08NXJX9RL	1	£11.25	20%	£13.50	£13.50
6000 Bingo Flyers Single Sheets Jumbo 6 To View - 10 Pads of 600 (BLUE) ASIN: B08NXJ1L18	1	£11.25	20%	£13.50	£13.50
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £27.00

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£22.50	£4.50
<b>Total</b>	<b>£22.50</b>	<b>£4.50</b>



## STATEMENT FOR G DYSON

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

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

Company reference: 5476760307525801  
Card number: 5476760490508309  
Statement date: 28 January 2024  
Page number: 3 of 4  
Monthly spend limit: £1,000.00

Date	Description	Amount
29 Dec 2023	THE RANGE NEWHAVEN 010185481473 DEPARTMENT STORES	68.45
5 Jan 2024	C BREWER & SONS HOVE 1 080185481474 LUMBER AND BUILDING MATERIALS STORES	210.32
5 Jan 2024	C BREWER & SONS HOVE 1 090185481474 LUMBER AND BUILDING MATERIALS STORES	189.00 CR
9 Jan 2024	AMZNMktplace amazon.co.uk GBR 100152718714 MISCELLANEOUS AND RETAIL STORES	7.99
15 Jan 2024	THE RANGE NEWHAVEN 160185481474 DEPARTMENT STORES	26.97
23 Jan 2024	BOOKER LTD - 38537454 WELLINGBOROUGH 240105272464 GROCERY STORES, SUPERMARKETS	89.81
6 new purchases / cash advances. Total of spending.		£214.54

G 022504 BBA2269A 46136

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*





Unit 2  
The Drove  
Newhaven  
East Sussex  
BN9 0AD  
01273076819  
VAT no. 591272335

SALE TRANSACTION

081619	Grey & White Wall C1	£5.00
081619	Grey & White Wall C1	£5.00
081619	Grey & White Wall C1	£5.00
081619	Grey & White Wall C1	£5.00
081904	Black Gold Numer C1k	£35.00
061508	Aspley Frame 7x5", 3	£2.49
061508	Aspley Frame 7x5", 3	£2.49
061508	Aspley Frame 7x5", 3	£2.49
080702	Aspley Frame 8x6", 3	£2.99
080702	Aspley Frame 8x6", 3	£2.99

No. items 10  
Balance to pay

Mastercard

Invoice Checked J 68.45  
£68.45

AID: A0000000041010

MASTERCARD

Card: \*\*\*\*\*8309

PAN Seq Nr: 01

Start: \*\*/\*\* Expiry: \*\*/\*\*

No.

CONTACTLESS

SALE

TOTAL: GBP68.45

Payment Authorised

4152/360

NO CARDHOLDER VERIFICATION

Auth: 014680

Merchant: \*\*58114

TID: \*\*\*\*5190

Trans no: 272165

Date: 29/12/2023 Time: 15:02:57

Please retain for your records

CUSTOMER COPY

Last day to change your mind is 12/01/2024  
This does not affect your statutory rights  
Exclusions apply - See overleaf for details

Let us know how we did today?

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[www.therange.co.uk/customer-feedback](http://www.therange.co.uk/customer-feedback)

Today you were served by Niamh

STORE TILL OP NO. TRANS. DATE TIME  
0200 6 136454 243671 29/12/2023 15:03



99902020000062436711

# Brewers

## DECORATOR CENTRES

### Cash Invoice



Supplied by Hove Tel: 01273 705555

Invoice to:-  
PEACEHAVEN TOWN COUNCIL  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

Collected by:-  
PEACEHAVEN TOWN COUNCIL  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

Invoice Number  
HVE/00341908

Sales Rep  
SET1

Phone: 01273 585493

Category  
Cash Collected

Account	Our Operator	Order Date	Time	Order Number
PEAC021	U000242	05/01/2024	07:45	643770
Your Contact	Your Reference	Date Required	Page	
		05/01/2024	1	

NEW GREAT DEALS OUT NOW!  
Ask in-store or view online at [www.brewers.co.uk](http://www.brewers.co.uk)

Ask in-store or view online at [www.brewers.co.uk](http://www.brewers.co.uk)

Quantity	Per	Product	Price	Total V
1	EA	750ML THOMPSONS STAIN BLOCK DAMP SEAL FA64Q	17.77 EA	17.77 S

No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Invoice Checked Against Order

*[Signature]*

Payment Authorised

---

Rate	Goods	VAT
S 20.00	17.77	3.55

GBP Sterling

Payment details:-

M Mastercard/Visa

Order Value : 21.32

Previous payments : 0.00

Current Payment : 21.32

Goods supplied : 21.32

Outstanding : 0.00

All prices are in Sterling

21.32

The sale of goods provided for under this advice note is subject to C. Brewer & Sons Limited Terms and Conditions of Sale, a copy of which is available in each branch or on the website [www.brewers.co.uk](http://www.brewers.co.uk). Please read the Terms and Conditions of Sale carefully before you order. If you have any questions regarding the Terms and Conditions of Sale, please ask for help from a member of staff.

VAT Reg. No. 190 1565 70

All values GBP Sterling

# INVOICE

INV-GB-2161618384-2024-1-1040

09 January 2024

Petrolscooter  
12-20 Carter Road  
CV3 1BX  
UNITED KINGDOM  
UK 785 2835 88

## Order

206-8064042-0095514  
08 January 2024

## Shipping Address

Kevin Bray  
PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE  
MERIDIAN CENTRE  
PEACEHAVEN  
BN10 8BB  
UNITED KINGDOM

## Billing Address

George Dyson  
51 CHURCH LANE  
COPTHORNE  
CRAWLEY  
RH10 3QF  
UNITED KINGDOM

Product	Quantity	Unit Price (excl. VAT)	VAT Rate	Unit Price (incl. VAT)	Total Price (incl. VAT)
4.00-4 Wheel Barrow Inner Tube Bent Valve 400-4 400x4 Innertube Wheelbarrow Tyre (B0844ZZBYC)	1	£6.66	20%	£7.99	£7.99

Total VAT	£1.33
Total (excl. VAT)	£6.66
Total (incl. VAT)	£7.99

Order No. 4171/330	Invoice Generated On 4/1/24
Invoice No.	Payment Authorised





Unit 2  
The Drove  
Newhaven  
East Sussex  
BN9 0AD  
01273076819  
VAT no. 591272335

SALE TRANSACTION

083680	50Ltr LiftEvrydyBin	£8.99
083680	50Ltr LiftEvrydyBin	£8.99
083680	50Ltr LiftEvrydyBin	£8.99

No. items 3  
Balance to pay

£26.97

Mastercard

£26.97

AID: A0000000041010

MASTERCARD

Card: \*\*\*\*\*8309

PAN Seq Nr: 01

Start: \*\*/\*\* Expiry: \*\*/\*\*

CONTACTLESS

SALE

TOTAL: GBP26.97

NO CARDHOLDER VERIFICATION

Auth: 035766

Merchant: \*\*58114

TID: \*\*\*5191

Trans-no: 181545

Date: 15/01/2024 Time: 16:49:14

Please retain for your records.

CUSTOMER COPY

Last day to change your mind is 29/01/2024  
This does not affect your statutory rights  
Exclusions apply - See overleaf for details

Let us know how we did today?  
For your chance to win a £200 gift card  
[www.therange.co.uk/customerfeedback](http://www.therange.co.uk/customerfeedback)

Today you were served by Edward

STORE	TILL	OP NO.	TRANS.	DATE	TIME
0200	7	109963	166925	15/01/2024	16:49



99902020000071669254

**BOOKER** www.booker.co.uk

Booker is the trading name of Booker Limited  
Registered Office: Equilly House, Irthlingborough Road, Wellingborough, Northants NN8 1LT  
Telephone: 01933 371000  
Registered in England. Number 197390, VAT Number GB 220 4302 31  
Alcohol Wholesale Registration No - XTAW00000102869

BRANCH 307

BRIGHTON  
MOULSECOOMB WAY  
BRIGHTON

BN2 4NP TEL : 01273 624242  
FAX : 01273 684565

CUSTOMER 737249466 MR  
PTC  
Comm MERIDIAN CENTRE  
PEACEHAVEN  
BN10 8BB

DYSON  
COMMUNITY HOUSE  
EAST SUSSEX  
TEL: 07749491877

INVOICE NUMBER 0460930 PAGE 01  
CUSTOMER PO NUMBER 0000000000  
DATE 23/01/24 TIME 08:10

TILL 04 OPERATOR 119 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
281036	LF Assorted Mini Pack Bisc	1 100pk	1	19.99	19.99	A		
081902	LF Luxury Biscuit Packs	100 2s	1	23.99	23.99	A		
288657	Class Milk Choc Stick PM120	24 110ml	2	11.65	23.30	B	1.20	51.5%
288656	Class White Choc Stick PM120	24 110ml	1	11.65	11.65	B	1.20	51.5%
261392	Lakeland SS UHT Portions	1 120x12m	1	3.89	3.89	A		

Cinema Ice cream

Various / Bingo / warm havers

Bingo

506 - 4999 43.98  
Cinema costs - 34.95  
4302/100 (323) 3.89

Order No.	
Cheque No.	Payment Authorised

TOTAL ITEMS: 6								
RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS	82.82	: CASH	0.00
A: 0.00	47.87	0.00	47.87	0.00	VAT	6.99	: CREDIT	0.00
B: 20.00	34.95	0.00	34.95	6.99			: CHQ B	0.00
					INVOICE TOTAL	89.81	: CHQ P	0.00
					OUTSTANDING	0.00	: C/CARD	89.81
					WAITING TO PAY	0.00	: D/CARD	0.00
							: T/COUP	0.00
					GRAND TOTAL	89.81	: R/COUP	0.00

THANK YOU FOR SHOPPING AT BRIGHTON







Date:08/02/2024

Peacehaven Town Council

Page 1

Time: 13:54

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 1 - Current Bank A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/01/2024		50,000.00
Current Account	31/01/2024		728,343.51
			<u>778,343.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
14/03/2023 205393	TIANNA KING	50.00	
09/08/2023 121182	NO NAME SHOW PRODUCTIONS	66.40	
21/09/2023 121190	RICHARD EVANS.	100.00	
08/12/2023 205595	KATIE CRONE	50.00	
			<u>266.40</u>
			778,077.11
<u>Unpresented Receipts (Plus)</u>			
17/01/2024		7.00	
26/01/2024		50.00	
26/01/2024		37.00	
29/01/2024		14.04	
29/01/2024		27.00	
30/01/2024		27.00	
30/01/2024		16.80	
30/01/2024		52.41	
30/01/2024		42.00	
30/01/2024		9.60	
30/01/2024		27.00	
			<u>309.85</u>
			778,386.96
		Balance per Cash Book is :-	778,386.96
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



Today: 07 Feb 2024



MRS ZOE LEIGH MALONE

## Transactions

### Peace Sweep

20-49-76 30701211

Available balance	£690,244.27
Last night's balance	£690,244.27
Overdraft limit	n/a

Showing 1 transaction between 31/01/2024 and 31/01/2024 from 31/01/2024 to 31/01/2024

Date	Description	Money in	Money out	Balance
31/01/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£4,356.60	£728,343.51

### Need to view older transactions?

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

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

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

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

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





Bank Reconciliation Statement as at 31/01/2024  
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	31/01/2024		182,073.07
			<u>182,073.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			182,073.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			182,073.07
		Balance per Cash Book is :-	182,073.07
		Difference is :-	0.00

## Signatory 1:

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

## Signatory 2:

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





	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	749,213	749,213	0			100.0%	
1002 Capital Receipts	60,000	0	(60,000)			0.0%	60,000
1003 Town Council Asset Improvement	122,073	0	(122,073)			0.0%	122,073
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%	
1013 Income from Photocopying	694	200	(494)			346.8%	
1016 Housing Benefit Claims LDC	16,201	15,350	(851)			105.5%	
1100 Interest Received	8,146	200	(7,946)			4072.8%	
1309 Other Income	580	1,000	420			58.0%	
<b>General Administration :- Income</b>	<b>1,058,302</b>	<b>765,963</b>	<b>(292,339)</b>			<b>138.2%</b>	<b>283,344</b>
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>21,000</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
4001 Salaries	377,853	422,906	45,053		45,053	89.3%	
4002 Employer N.I Contributions	35,456	45,198	9,742		9,742	78.4%	
4003 Employer Pension Contributions	75,207	82,000	6,793		6,793	91.7%	
4004 Overtime	2,114	1,000	(1,114)		(1,114)	211.4%	
4011 Training	4,379	2,000	(2,379)		(2,379)	218.9%	2,453
4201 Purchase of Vehicles	1,249	5,000	3,751		3,751	25.0%	
4212 Mileage Costs	530	500	(30)		(30)	106.0%	
4301 Purchase of Furniture/Equipmen	1,776	1,500	(276)		(276)	118.4%	416
4302 Purchase of Materials	264	500	236		236	52.9%	4
4306 Printing	3,153	5,000	1,847		1,847	63.1%	
4307 Stationery	384	500	116		116	76.9%	
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	716	2,000	1,284		1,284	35.8%	750
4312 Professional Fees - Other	990	2,000	1,010		1,010	49.5%	
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	30	200	170		170	15.0%	
4323 PDQ Charges	381	800	419		419	47.6%	
4325 Postage	2,231	1,000	(1,231)		(1,231)	223.1%	
4326 Telephones	2,434	3,168	734		734	76.8%	
4327 Computers	23,539	15,000	(8,539)		(8,539)	156.9%	9,281
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4334 Members Training	664	1,500	837		837	44.2%	
4341 Grants	8,803	10,000	1,197		1,197	88.0%	
4342 Subscriptions	5,287	5,500	213		213	96.1%	
4444 Election Costs	6,028	10,000	3,972		3,972	60.3%	
4999 Write Off	(57)	0	57		57	0.0%	
General Administration :- Indirect Expenditure	<u>572,365</u>	<u>637,872</u>	<u>65,507</u>	<u>0</u>	<u>65,507</u>	<u>89.7%</u>	<u>12,903</u>
<b>Net Income over Expenditure</b>	<u>464,937</u>	<u>107,091</u>	<u>(357,846)</u>				
6000 plus Transfer from EMR	12,903						
6001 less Transfer to EMR	283,344						
<b>Movement to/(from) Gen Reserve</b>	<u>194,496</u>						
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	637	700	63		63	91.0%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	<u>654</u>	<u>1,700</u>	<u>1,046</u>	<u>0</u>	<u>1,046</u>	<u>38.5%</u>	<u>0</u>
4331 Mayor's Allowance	436	1,500	1,064		1,064	29.1%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
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	<u>1,470</u>	<u>5,250</u>	<u>3,780</u>	<u>0</u>	<u>3,780</u>	<u>28.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,124)</u>	<u>(6,950)</u>	<u>(4,826)</u>				
<b>120 Marketing</b>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	2,535	2,500	(35)			101.4%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<u>2,710</u>	<u>4,600</u>	<u>1,890</u>			<u>58.9%</u>	<u>0</u>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	485	700	215		215	69.2%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<u>2,305</u>	<u>3,800</u>	<u>1,495</u>	<u>0</u>	<u>1,495</u>	<u>60.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>405</u>	<u>700</u>	<u>295</u>				

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>130 Neighbourhood Plan</b>							
1101 Neighbourhood Plan	517	0	(517)			0.0%	
Neighbourhood Plan :- Income	<u>517</u>	<u>0</u>	<u>(517)</u>				<u>0</u>
4337 Neighbourhood Plan	1,305	5,000	3,695		3,695	26.1%	
Neighbourhood Plan :- Indirect Expenditure	<u>1,305</u>	<u>5,000</u>	<u>3,695</u>	<u>0</u>	<u>3,695</u>	<u>26.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(788)</u>	<u>(5,000)</u>	<u>(4,212)</u>				
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	998	650	(348)		(348)	153.6%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<u>998</u>	<u>1,850</u>	<u>852</u>	<u>0</u>	<u>852</u>	<u>54.0%</u>	<u>994</u>
4101 Repair/Alteration of Premises	1,479	2,000	521		521	74.0%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<u>10,526</u>	<u>12,633</u>	<u>2,107</u>	<u>0</u>	<u>2,107</u>	<u>83.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(11,524)</u>	<u>(14,483)</u>	<u>(2,959)</u>				
6000 plus Transfer from EMR	994						
<b>Movement to/(from) Gen Reserve</b>	<u>(10,530)</u>						
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	6,622	6,600	(22)		(22)	100.3%	
4203 Fuel	4,797	6,050	1,253		1,253	79.3%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	687	900	213		213	76.3%	
Grounds Team General Exp :- Indirect Expenditure	<u>12,082</u>	<u>14,150</u>	<u>2,068</u>	<u>0</u>	<u>2,068</u>	<u>85.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(12,082)</u>	<u>(14,150)</u>	<u>(2,068)</u>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	17,229	13,845	(3,384)			124.4%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	6,678	3,000	(3,678)			222.6%	
1061 S/P Court Hire	6,877	2,500	(4,377)			275.1%	
Sports Park :- Income	<u>37,166</u>	<u>25,110</u>	<u>(12,056)</u>			<u>148.0%</u>	<u>0</u>



## Detailed Income &amp; Expenditure by Budget Heading 28/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	2,725	7,250	4,526		4,526	37.6%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	26	0	(26)		(26)	0.0%	
4160 Changing Places Costs	122	500	378		378	24.4%	
4161 Cleaning Costs	8,136	10,500	2,364		2,364	77.5%	
4164 Trade Refuse	3,299	4,500	1,201		1,201	73.3%	
4171 Grounds Maintenance Costs	9,036	10,000	964		964	90.4%	
Sports Park :- Indirect Expenditure	25,505	35,095	9,590	0	9,590	72.7%	0
<b>Net Income over Expenditure</b>	<b>11,661</b>	<b>(9,985)</b>	<b>(21,646)</b>				
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	49,538	5,000	(44,538)		(44,538)	990.8%	48,498
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	1,731	500	(1,231)		(1,231)	346.1%	
4112 Gas	386	500	114		114	77.2%	
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%	
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	77,669	38,825	(38,844)	0	(38,844)	200.0%	48,659
<b>Net Expenditure</b>	<b>(77,669)</b>	<b>(38,825)</b>	<b>38,844</b>				
6000 plus Transfer from EMR	48,659						
<b>Movement to/(from) Gen Reserve</b>	<b>(29,010)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	7,011	8,999	1,988			77.9%	
1111 Electricity	9,169	10,000	831			91.7%	
Gateway Cafe :- Income	16,180	18,999	2,819			85.2%	0
4101 Repair/Alteration of Premises	82	2,500	2,418		2,418	3.3%	
4111 Electricity	9,169	10,000	831		831	91.7%	
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	255	972	717		717	26.3%	
4355 Wifi	572	540	(32)		(32)	105.8%	
Gateway Cafe :- Indirect Expenditure	10,286	17,012	6,726	0	6,726	60.5%	0
<b>Net Income over Expenditure</b>	<b>5,894</b>	<b>1,987</b>	<b>(3,907)</b>				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	2,344	2,500	156			93.8%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>7,369</b>	<b>8,000</b>	<b>631</b>			<b>92.1%</b>	<b>0</b>
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	1,489	2,000	512		512	74.4%	1,400
4106 Signage	0	1,000	1,000		1,000	0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>1,946</b>	<b>4,500</b>	<b>2,554</b>	<b>0</b>	<b>2,554</b>	<b>43.2%</b>	<b>1,400</b>
4101 Repair/Alteration of Premises	868	5,000	4,132		4,132	17.4%	93
4141 Water Services	5,171	3,500	(1,671)		(1,671)	147.7%	
4164 Trade Refuse	742	2,000	1,258		1,258	37.1%	
4171 Grounds Maintenance Costs	1,673	4,000	2,327		2,327	41.8%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>9,406</b>	<b>17,000</b>	<b>7,594</b>	<b>0</b>	<b>7,594</b>	<b>55.3%</b>	<b>93</b>
<b>Net Income over Expenditure</b>	<b>(3,983)</b>	<b>(13,500)</b>	<b>(9,517)</b>				
6000 plus Transfer from EMR	1,493						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,490)</b>						
<b>355 The Hub</b>							
1084 Sports Pavilion	20,325	16,979	(3,346)			119.7%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	360	270	(90)			133.3%	
1303 Water Charges	100	150	50			66.7%	
1355 Wifi	215	210	(5)			102.4%	
<b>The Hub :- Income</b>	<b>21,000</b>	<b>17,879</b>	<b>(3,121)</b>			<b>117.5%</b>	<b>0</b>
4175 Music Licence	483	500	17		17	96.6%	
<b>The Hub :- Direct Expenditure</b>	<b>483</b>	<b>500</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>96.6%</b>	<b>0</b>
4103 Annual Servicing Costs	2,679	2,500	(179)		(179)	107.2%	2,470
4111 Electricity	1,583	3,000	1,417		1,417	52.8%	
4112 Gas	(238)	3,000	3,238		3,238	(7.9%)	
4171 Grounds Maintenance Costs	3,445	2,000	(1,445)		(1,445)	172.2%	2,500
4355 Wifi	357	420	63		63	85.1%	
<b>The Hub :- Indirect Expenditure</b>	<b>7,826</b>	<b>10,920</b>	<b>3,094</b>	<b>0</b>	<b>3,094</b>	<b>71.7%</b>	<b>4,970</b>
<b>Net Income over Expenditure</b>	<b>12,690</b>	<b>6,459</b>	<b>(6,231)</b>				
6000 plus Transfer from EMR	4,970						
<b>Movement to/(from) Gen Reserve</b>	<b>17,660</b>						

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>360 Community House</b>							
1056 Equipment Hire	45	0	(45)			0.0%	
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	4,593	6,242	1,649			73.6%	
1071 C/H Fields & Robson	2,000	0	(2,000)			0.0%	
1072 C/H Copper Room	7,001	9,216	2,215			76.0%	
1075 C/H Charles Neville	6,369	7,426	1,057			85.8%	
1076 C/H Main Hall	14,549	18,646	4,097			78.0%	
1077 C/H Anzac Room	13,220	9,246	(3,974)			143.0%	
1078 C/H Main Kitchen	1,608	910	(698)			176.7%	
1079 C/H Anzac Kitchen	1,448	510	(938)			284.0%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	163	947	784			17.2%	
1090 Storage Income	496	0	(496)			0.0%	
1091 Cinema Income	4,026	3,000	(1,026)			134.2%	
1092 Electricity Feed-in Tariff	51,394	500	(50,894)			10278.8	50,163
1303 Water Charges	180	0	(180)			0.0%	
<b>Community House :- Income</b>	<b>109,549</b>	<b>60,659</b>	<b>(48,890)</b>			<b>180.6%</b>	<b>50,163</b>
4167 Cinema Costs	3,510	2,400	(1,110)		(1,110)	146.3%	
4175 Music Licence	820	900	80		80	91.1%	
<b>Community House :- Direct Expenditure</b>	<b>4,331</b>	<b>3,300</b>	<b>(1,031)</b>	<b>0</b>	<b>(1,031)</b>	<b>131.2%</b>	<b>0</b>
4101 Repair/Alteration of Premises	6,791	7,000	209		209	97.0%	
4102 Maintenance of Buildings	6,999	5,000	(1,999)		(1,999)	140.0%	
4111 Electricity	13,852	15,000	1,148		1,148	92.3%	
4112 Gas	4,540	9,000	4,460		4,460	50.4%	
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	1,505	5,000	3,495		3,495	30.1%	
4151 Fixtures & Fittings	232	1,500	1,268		1,268	15.5%	
4161 Cleaning Costs	801	1,000	199		199	80.1%	
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%	
<b>Community House :- Indirect Expenditure</b>	<b>110,544</b>	<b>93,603</b>	<b>(16,941)</b>	<b>0</b>	<b>(16,941)</b>	<b>118.1%</b>	<b>28,853</b>
<b>Net Income over Expenditure</b>	<b>(5,325)</b>	<b>(36,244)</b>	<b>(30,919)</b>				
6000 plus Transfer from EMR	28,853						
6001 less Transfer to EMR	50,163						
<b>Movement to/(from) Gen Reserve</b>	<b>(26,636)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>430 Summer Fair</b>							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
Summer Fair :- Income	<u>2,537</u>	<u>3,000</u>	<u>463</u>			<u>84.6%</u>	<u>0</u>
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	<u>4,069</u>	<u>5,200</u>	<u>1,131</u>	<u>0</u>	<u>1,131</u>	<u>78.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,532)</u>	<u>(2,200)</u>	<u>(668)</u>				
<b>440 Christmas Market</b>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
Christmas Market :- Income	<u>0</u>	<u>2,160</u>	<u>2,160</u>			<u>0.0%</u>	<u>0</u>
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	<u>0</u>	<u>160</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>0.0%</u>	<u>0</u>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>				
<b>Grand Totals:- Income</b>	<b>1,255,329</b>	<b>906,370</b>	<b>(348,959)</b>			<b>138.5%</b>	
<b>Expenditure</b>	<b>874,769</b>	<b>931,470</b>	<b>56,701</b>	<b>0</b>	<b>56,701</b>	<b>93.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>380,560</b></u>	<u><b>(25,100)</b></u>	<u><b>(405,660)</b></u>				
plus Transfer from EMR	97,872						
less Transfer to EMR	333,507						
<b>Movement to/(from) Gen Reserve</b>	<u><b>144,924</b></u>						





05/03/2024

## Peacehaven Town Council

10:05

## Balance Sheet as at 28/02/2024

31/03/2023

31/03/2024

## Current Assets

8,012	Debtors Control	10,450
3,174	VAT Control A/c	17,314
50	Deposit Aqua	50
498,013	Current Bank A/c	887,432
180,580	Reserve Account	182,073
520	Petty Cash	520
0	PAYE	0

690,349

1,097,839

**690,349 Total Assets****1,097,839**

## Current Liabilities

267	Credit Card A/c	0
1,498	Creditors	17,901
2,537	Mayor's Appeal	1,392
7,354	Accruals	0
0	PAYE	3,566
0	NIC	5,060
0	Pension Control	9,280
3,097	Deposits Received	4,483

14,751

41,682

**675,598 Total Assets Less Current Liabilities****1,056,157**

## Represented By

142,690	General Reserves	287,613
0	Town Council Asset Improvement	122,073
10,000	Vehicle Reserve	10,000
588	Warm Havens Grant	168
1,405	Tree Works	5
3,881	Staff training	1,428
9,999	Elections	9,999
1,467	Members Training	1,467
37,500	Service Charges	8,647
1,300	Noticeboards	306
917	Monument & War Memorial	917
4,000	P/H Youth Task Group	4,000
0	Air Handling Units	50,163
343,300	CIL	391,010

05/03/2024

Peacehaven Town Council

10:05

Balance Sheet as at 28/02/2024

31/03/2023

31/03/2024

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	1,640
46,631	Capital Receipts Reserve	97,189

**675,598**

**1,056,157**

The above statement represents fairly the financial position of the authority as at 28/02/2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

Agenda Item: PF982 e

Committee: Policy & Finance

Date: 12 March 2024

Title: CIL Report Update

Report Authors: Zoe Malone

Purpose of Report: To note the current CIL position

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### 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 **£391,010.29**

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	18,075.24	Part of successful CIL Bid - £40,000 to be recovered from LDC
Edburtons	Big Park Pathway Resurface	28,030.23	Part of successful CIL BID - £40,000 to be recovered from LDC
Pyxis	Hub Condition Survey	2,470.00	Condition Survey for the Hub
Kaner Olette	Feasibility Services for the Hub	2,500.00	
		<b>£53,561.30</b>	

## Analysis

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2024/25			
<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
ESHRC	Hearing Loop	950.00	Works been completed – awaiting invoice
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	5,906.73	Parks Officer is working on this
N/A	Big Park pathway resurface- CIL BID	25,097.00	Tender process complete - £40k to be paid by Lewes, remainder by PTC.
N/A	Parking deterrent (mound for grass)	457.44	Agreed to spend up to £2,000 - £792 spent on bollards / on top soil / lights
N/A	Replacement Heating System	30,000.00	Agreed to use Solar Panel rebate AND CIL for replacement system. Not sure on full cost yet but anticipate to be £80,000 – <b>Agreed at P&amp;F 30/01/24</b>
N/A	Replacement tractor for grounds team	10,000	New tractor agreed at p&f 30/01/24. £20,000 to be funded from Chalkers Rise 106.
G Richards	G Richards	7,999	Pathway improvement at Bowls Club agreed at P&F 30/01/24
March Irrigation		1,768	50% of Bowls Club irrigation
N/A	PO approaching signage companies	1,000	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.
		<b>£250,178.17</b>	

## Analysis

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



## 106 Monies

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

LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC &amp; PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>
LW/2013/0644	Land north side of Arundel Road	139,326.63	ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC &amp; PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>

### Implications

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

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

<u>Climate</u>	N/A





## List of Payments made between 01/01/2024 and 29/02/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2024	Northstar IT	DD1	1,503.42		monthly support - jan
04/01/2024	02	DD	172.25		MOBILES - JAN
05/01/2024	HMRC	205599	8,491.69		DECEMBER SALARIES
05/01/2024	ISOBEL SHARKEY	205600	40.00		I.SHARKEY EXPENSES
05/01/2024	Lewes District Council	205601	675.00		DOG BINS 01/01/24-31/03/24
05/01/2024	EAST SUSSEX PENSION FUND	BACS	8,968.23		DECEMBER SALARIES
05/01/2024	CELTICA MAPPING	BACS1	66.50		ORIENTEERING SIGNS
05/01/2024	CASTLE WATER	BACS2	327.82		NOVEMBER WATER
05/01/2024	Trade UK	BACS4	16.48		WD40 / PUSH BUTTON
05/01/2024	SOUTH EAST LANDBASED	BACS5	2,198.40		CHAINSAW REFRESHER
05/01/2024	GeoXphere Ltd - Parish Online	BACS6	270.00		DIGITAL MAPPING
05/01/2024	Business Sream	BACS7	26.41		20SEP - 19 DEC WASTE
05/01/2024	AMP Services	BACS8	7.39		MAINTENANCE
05/01/2024	EDF	BACS9	143.82		NOV REVISED BILL
05/01/2024	TRAVIS PERKINS Trading	BACS10	111.92		BALLAST / CEMENT HOWARD PARK
05/01/2024	BRITISH GAS	BACS11	62.14		17NOV-16 DEC GAS
05/01/2024	EDBURTON CONTRACTORS LTDBACS12		21,690.29		BIG PARK PATH - VAL 1
08/01/2024	The Fuelcard People	DD	13.20		FUEL CARD COSTS
09/01/2024	Barclays	DD1	3.00		BACS FILE CHGS
09/01/2024	SUM UP	SUMUP 0901	0.35		TRANSACTIONAL CHGS
12/01/2024	CONSULT CLEANING SERVICES	BACS	1,037.40		january cleaning
12/01/2024	TEN-B TRAINING	BACS1	195.00		FIRST AID TRAINING
12/01/2024	EDF	BACS2	1,204.46		DECEMBER ELECTRIC
12/01/2024	C.E.F	BACS3	76.20		BATTEN LIGH FOR HUB
12/01/2024	Brewers and Sons Ltd	BACS4	350.10		PAINT FOR CH
12/01/2024	R.J.Meaker Fencing Ltd	BACS5	49.32		MAINTENANCE BITS
12/01/2024	AMP Services	BACS6	224.00		CHAINSAW COLLECTIVE KIT
12/01/2024	Tansleys Printers Limited	BACS7	120.00		TOWN PLAN COPIES X6
12/01/2024	SOUTHERN GROUND CARE LTD	BACS8	4,200.00		AERATION
12/01/2024	NUCO TRAINING LTD	BACS10	49.19		FIRE SAFETY BOOK
12/01/2024	RONA SURTIE	BACS11	50.00		R.SURTIE REFUND
12/01/2024	KAINE SIMMONS	BACS12	50.00		K.SIMMONS REFUND
16/01/2024	SUM UP	SUMUP 1601	3.63		TRANSACTIONAL CHARGES
19/01/2024	Farrington Property Developmen	BACS	4,404.00		UNIT 14 & YARD
19/01/2024	NUCO TRAINING LTD	BACS1	46.80		CATASTROPHIC BLEEDING CERTS
19/01/2024	EDF	BACS2	70.69		DECEMBER ELECTRICITY
19/01/2024	Ricoh Capital Ltd	BACS3	985.48		JAN-MAR RENTAL P/COPIER
19/01/2024	SAFELINCS LTD	BACS4	74.66		DOORGARD PLATE
19/01/2024	Radius Connect	BACS5	285.80		JAN TELEPHONES
19/01/2024	Tansleys Printers Limited	BACS6	28.80		A1 BINGO POSTERS
19/01/2024	R.J.Meaker Fencing Ltd	BACS7	11.48		WOOD FOR HUB
19/01/2024	CVS TYRES LTD	BACS8	119.39		WINDOW SWITCH
19/01/2024	CASTLE WATER	BACS9	339.85		DECEMBER WATER
19/01/2024	BRIGETTE MAGASA	BACS10	50.00		B.MAGASA REFUND
21/01/2024	The Fuelcard People	DD	124.33		HK66 WMJ
22/01/2024	Credit Card A/c	CC DEC	737.30		DEC CC
22/01/2024	HEALTH ASSURED LTD	DD	58.78		JAN EAP

## List of Payments made between 01/01/2024 and 29/02/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/01/2024	SUM UP	SUMUP 2301	4.24		TRANSACTIONAL FEES
25/01/2024	JANUARY SALARIES	JAN PAY	25,695.13		JANUARY SALARIES
25/01/2024	Pitney Bowes LTD	DD1	200.59		BALANCE TOP UP
25/01/2024	HMRC	205603	8,191.39		JANUARY SALARIES
25/01/2024	Lewes District Council	205604	50.00		loan contribution
26/01/2024	Trade UK	BACS	14.79		BANNER BOARD REPLACEMENT
26/01/2024	Trade UK	BACS1	68.97		BANNER BOARD REPLACEMENT
26/01/2024	BRITISH GAS	BACS2	63.05		17dec-16jan GAs
26/01/2024	L&N CONSULTANCY LIMITED	BACS3	360.00		LEWES LOCAL PLAN NOTES
26/01/2024	R.J.Meaker Fencing Ltd	BACS4	48.96		FENCE POSTS FOR BOWLING GREEN
26/01/2024	Business Sream	BACS5	393.08		12OCT-11JAN WASTE
26/01/2024	ESALC Limited	BACS6	48.00		LEE ASHBY-PARKIN CLLR TRAINING
26/01/2024	TOTAL GAS & POWER	BACS7	274.91		MARCH 2023 GAS - HUB
26/01/2024	VICTORIA ONIS	BACS7	90.00		V.ONIS MINUTE TAKING
26/01/2024	EAST SUSSEX PENSION FUND	BACS8	8,992.65		JANUARY SALARIES
26/01/2024	EDF	DD2	5,628.39		SEP-DEC ELECTRICITY
26/01/2024	EDF	DD3	993.37		JUN-SEPT ELECTRICITY CRED
26/01/2024	EDF	DD4	3,637.89		SEP -DEC ELECTRICITY
26/01/2024	TOTAL GAS & POWER	DD	1,203.88		DEC GAS
26/01/2024	Ernest Doe & Sons Ltd	BACS	1,219.20		TIPPING BOX
30/01/2024	SUM UP	SUM UP3001	7.84		TRANSACTIONAL CHARGES
01/02/2024	B & S CHAINS Ltd	bacs	127.20		CRADLE SEAT FOR EPINAY
01/02/2024	CONSULT CLEANING SERVICES	bacs1	1,037.40		FEB CLEANING
01/02/2024	Trade UK	bacs3	44.92		COACH BOLTS / BATTERIES
01/02/2024	EDBURTON CONTRACTORS LTD	bacs4	33,636.28		VALUATION 2 - BIG PARK PATH
01/02/2024	Wightman & Parrish Ltd	bacs5	386.71		CLEANING MATERIAL
01/02/2024	MRS K COATES	BACS6	50.00		COATES - REUND
01/02/2024	LAWRENCE GARDNER	BACS7	50.00		E.GARDNER REFUND
01/02/2024	ANDY PICTON	BACS6	60.75		A.PICTON MILEAGE
05/02/2024	Barclays	DD	3.00		COMM CHGS 12/12-14/01
05/02/2024	SUM UP	SUMUP 0502	5.26		TRANSACTION CHARGES
06/02/2024	Northstar IT	DD1	1,503.42		MONTHLY SUPPORT FEB
06/02/2024	02	DD2	168.28		MOBILES FEB
09/02/2024	Tansleys Printers Limited	BACS	118.80		BINGO BANNER
09/02/2024	EDF	BACS1	1,254.37		JAN ELECTRICITY
09/02/2024	Cinemobile	BACS2	406.00		THE GREAT ESCAPER
09/02/2024	VERITAS INSPECTIONS LTD	BACS4	1,746.00		FIRE SURVEY/COMPARTMENTATION
09/02/2024	FILCRIS LTD	BACS5	109.45		SQUARE BROWN POSTS
09/02/2024	VITORIA ONIS	BACS6	150.00		V.ONIS MINUTES
09/02/2024	SWANN SYSTEMS LTD	BACS7	72.13		SEAT SWITCH
09/02/2024	BUSINESS WASTE	BACS8	516.00		OIL COLLECTION
09/02/2024	BHGS	BACS9	131.54		BOWLS GREEN
09/02/2024	DESTINY ENTERTAINMENT	BACS10	346.07		SLIP ON SPEAKER COVER
09/02/2024	Lewes District Council	205606	6,028.17		MAY 23 ELECTIONS
09/02/2024	KINTO UK LTD	BACS	1,499.22		ELECTRIC VAN - INITIAL COSTS
12/02/2024	The Fuelcard People	DD	46.55		FUEL
13/02/2024	SUM UP	SUMUP 1302	4.77		TRANSACTION CHARGES

## List of Payments made between 01/01/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/02/2024	Northstar IT	DD1	14.10		OFFICE 365
19/02/2024	The Fuelcard People	DD	34.31		HK66 WMJ
19/02/2024	HEALTH ASSURED LTD	DD1	58.78		eap - feb
20/02/2024	SUM UP	SUMUP 2002	2.39		TRANSACTION CHGS
21/02/2024	AQUARIUS MENTAL HEALTH	BACS	400.00		CIVILITY & RESPECT TRAINING
21/02/2024	PYXIS PROPERTY CONSULTING	BACS1	2,964.00		HUB CONDITION SURVEY
21/02/2024	Trade UK	BACS2	24.48		RODENT BAIT
21/02/2024	Radius Connect	BACS3	285.80		FEB PHONES
21/02/2024	East Sussex County Council	BACS4	230.40		FEEDER PILLARS
21/02/2024	EDF	BACS5	68.71		UNIT 14 JAN ELECTRIC
21/02/2024	TRAVIS PERKINS Trading	BACS7	111.92		BALALAST FOR GYM & PATH
21/02/2024	BRITISH GAS	BACS8	72.25		17JAN-16 FEB GAS
21/02/2024	CASTLE WATER	BACS9	339.85		JAN WATER
21/02/2024	DEE THORNTON	BACS10	458.00		LEGIONELLA AUDIT FOR HUB
21/02/2024	QDA	BACS11	498.99		DISHWASHER & FREEZER
21/02/2024	TINY BOX	BACS12	113.99		BADGE BOX
21/02/2024	SARAH SMITH	BACS13	50.00		S.SMITH REFUND
21/02/2024	KAREN BRAY	BACS14	7.00		K.BRAY REFUND
21/02/2024	CHARLOTTE HART	BACS15	50.00		C.HART REFUND
21/02/2024	P CARRON	BACS16	50.00		H.BAILY REFUND
21/02/2024	East Sussex Security	BACS	126.00		EXTERNAL SOUNDER
22/02/2024	Credit Card A/c	JANCC	423.66		JANCC
23/02/2024	Trade UK	BACS	17.38		SWITCH FOR CAFE
23/02/2024	PHS Group	DD	829.44		FEB-MAY
23/02/2024	FEBRUARY SALARIES	FEB PAY	26,349.94		FEBRUARY SALARIES
28/02/2024	TIANNA KING	205393	-50.00		CANCEL REFUND T.KING
28/02/2024	NO NAME PRODUCTIONS	121182	-66.40		CANCEL REFUND NO NAME
Total Payments			199,888.58		





Annual Servicing Record					7,871.00	
Supplier	Description of works	Due	Price	Comments		
Catercraft	Servicing of catering & refrigeration equipment	01/08/24	350.00	Service completed		
Heatcraft	Annual maintenance & service	01/02/24	1,145.00	New agreement for 2023 signed		
Thomas Doors	Servicing of internal doors at CH	01/04/24	570.00	April 2023 Completed		
Audience Seating	Servicing of theatre chairs	01/01/24	621.00	Service completed Jan 2023		
Safeis	Fire Risk Assessment - CH	01/05/24	217.00			
Safeis	Fire Risk Assessment - Café	01/05/24	195.00			
Safeis	Fire Risk Assessment - Hub	01/05/24	195.00			
Spy Alarms	Fire Alarm check - CH	Quarterly				
Spy Alarms	Fire Alarm check - HUB	Quarterly				
Spy Alarms	Fire Alarm check - Café	Quarterly				
Chris Bartholomew	Clean & services Café WC Fans	01/04/24	39.00			
Chris Bartholomew	Emergency Light test - HUB	01/04/24	183.00	Can bring in house with Dan to test		
Chris Bartholomew	Emergency Light test - Café	01/04/24	183.00	Can bring in house with Dan to test		
Chris Bartholomew	EICR Report - Hub	11/04/27	504.00	Last done April 22		
Chris Bartholomew	EICR Report - CH	20/07/24	2,836.00	Last done July 21		
Chris Bartholomew	EICR Report - café	19/07/24	833.00	Last done July 21		



## Action Plan – Policy & Finance Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Completion Date
2	<p><u>INTERNAL &amp; EXTERNAL SURVEY OF COMMUNITY HOUSE</u></p> <p>From the Committee's meeting of 14<sup>th</sup> June 2022:-  <b>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL &amp; EXTERNAL SURVEYS FOR COMMUNITY HOUSE</b></p> <p>The Clerk referred to his report, noting three elements to this project:-            Internal mechanical &amp; electrical survey of Community House.            External building &amp; fabric survey of Community House.            Insurance valuation of Community House.            The quotes received were discussed.            It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.</p> <p>Quotes have been obtained from four companies recommended by LDC and forwarded to Morrisons to progress.</p>	Town Clerk			11 <sup>th</sup> Sept 2023
3	<p><b>TO REVIEW PTC TERMS &amp; CONDITIONS OF HIRE</b></p>	TFG			





George Dyson  
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:		Agenda Item:	
Meeting date:		Authors:	
Subject:			
Purpose:			

Recommendation(s):

#### 1. Background

#### 2. Options for Council

#### 3. Reason for recommendation

#### 4. Expected benefits

The local community

The environment

The wider community

## 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	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

\*Bold indicates areas that there is a statutory duty to consider.

## 6. Appendices

Agenda Item:	PF986
Committee:	Policy & Finance
Date:	12 <sup>th</sup> March 2024
Title:	To agree Committee priorities relating to the Community & Business plan
Report Authors:	Town Clerk/ Business plan TFG
Purpose of Report:	To discuss and agree

---

### **Introduction & Background**

On 11<sup>th</sup> July 2023, Full Council formed a TFG to revise the community and business plan. The business plan is a working, strategic document that sets the direction of Peacehaven Town Council for the next 4 years.

It is important that the plan focuses on the strategic aims and not small projects or objectives towards those aims.

Careful consideration needs to be given to the resource allocation (which includes factors such as Councillor/ Officer time, financial implications, facilities/ infrastructure required) – the intention is that the plan should be realistically achievable within the 4 year period.

### **Analysis**

The current Community and Business plan provides a good basis for creating the new one, although it requires a lot of refining. The TFG has therefore asked that each Committee considers the points on the current plan relevant to the Committees delegated areas of responsibility, priorities these, and ensures that they are aligned with the Councils core values.

The Council's core values set out in the plan are:

**Growing the economy sustainably**

**Valuing the environment**

**Empowering and supporting the community**

**Supporting residents in need**

**Helping children and young people**

**Improve the quality of life for residents and visitors to Peacehaven**

Items in the plan should align with one or more of these values wherever possible.

### **Conclusions**

It is asked that if each Committee could aim to have around 5 priorities to put forward for inclusion in the community and business plan – these could be items from the current plan (in the attached table), amended items from the current plan, or new items that perhaps weren't priorities when the previous plan was created.

### **Recommendations**

To discuss and agree around 5 priorities for the Community and Business plan relevant to the Committee's areas of responsibility to be reported back to the TFG.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li></ul>	Consideration for financial implications of priorities over the next 4 years.
---	---

<ul style="list-style-type: none"> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	
<u><b>Legal</b></u> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	Any priorities need to be within the power of the Council to achieve – PTC currently has GPC so can generally do anything that an individual is normally permitted to do.
<u><b>Health &amp; Safety</b></u> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	When considering projects and resource allocation, H&S implications and completion of Risk Assessments will need to form part of action plans.
<u><b>Planning</b></u> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	Some items on the plan may require planning permission to be sought – consideration for resource allocation.
<u><b>Environmental and sustainability</b></u> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	Aligns with the core values as set out in the report.
<u><b>Crime and disorder</b></u> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	Aligns with the core values as set out in the report.
<u><b>Social value</b></u> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Aligns with the core values as set out in the report.
<u><b>Climate</b></u> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	Aligns with the core values as set out in the report.

#### Appendices/Background papers

Proposed items



# Policy & Finance Committee

<b>Project</b>	Community House		
<b>Description</b>	To refurbish with the aim of making the building Carbon Neutral. See Action Plan for Climate Change.		
<b>Target Completion</b>	Dependant on Funding	<b>Current Position</b>	Main Hall AHUs & Carbon Survey Underway.
<b>Resource Allocation</b>	Officer time to manage project, procure grant funding and develop 10 year plan.		
<b>Measure of Success</b>	Net Carbon by 2030		

<b>Project</b>	Net Zero Carbon Resolution		
<b>Description</b>	To monitor and report on the Council progress to net zero carbon.		
<b>Target Completion</b>	2030	<b>Current Position</b>	Ongoing
<b>Resource Allocation</b>	Officer time and finance		
<b>Measure of Success</b>	Achieve net zero carbon		



# Policy & Finance Committee

<b>Project</b>	Marketing Plan		
<b>Description</b>	To develop a marketing plan to increase income and maximise use of resources.		
<b>Target Completion</b>	April 2025	<b>Current Position</b>	Need to employ marketing officer
<b>Resource Allocation</b>	Officer time		
<b>Measure of Success</b>	Marketing plan in place		

<b>Project</b>	Grant Applications		
<b>Description</b>	To develop knowledge of available grant funding from all sources.		
<b>Target Completion</b>	2026	<b>Current Position</b>	
<b>Resource Allocation</b>	Officer time for research		
<b>Measure of Success</b>			



Agenda Item: PF987

Committee: Policy & Finance

Date: 12<sup>th</sup> March 2024

Title: Pop up shop T&C's

Report Authors: Town Clerk & Parks Officer

Purpose of Report: To review the draft T&C's

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### **Introduction**

A proposal for a pop-up store to sell natural dog treats at either the Dell or Centenary Park was reported to the LA&E Committee last year, in February 2024 (LA891) The Committee agreed to recommend the attached T&Cs to the Policy & Finance Committee for consideration.

### **Background**

The proposal is to sell natural dog treats once a week from a gazebo type tent, the committee asked officers to produce some drafty T&C's for this, they are attached in the appendices.

### **Analysis**

If the proposal is to be allowed to go ahead the council needs to be certain it is not giving any sole rights to the proprietor, so that any other events can still take place within the area proposed.

The council should carry out an impact assessment, as we need to consider the impact on current stake holders within our parks, local residents, possible traffic increases, noise, etc, before proceeding with any permission.

### **Conclusions**

The draft T&Cs have been agreed by LA&E Committee.

### **Recommendations**

The committee are asked to

1. Review the draft T&C's document and propose any changes required.

## **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Use of Officer time to carry out an impact assessment
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Equality Act 2010, Workplace (Health, Safety and Welfare) Regulations 1992.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A at this stage
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	All relevant
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	All relevant
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	All to be considered



## Appendices/Background papers

### Draft conditions of hire for pop up shops on the Dell

1. Site – The Hirer is responsible for any damage to the ground and should cancel the shop if wet weather has made the site unfit. The council also reserves the right to cancel due to weather.
2. Application - The hirer must submit an application to the town council for approval, detailing their intended use of the space, duration of operation, and any proposed structures.
3. Compliance - The hirer must adhere to all relevant laws, regulations, and health and safety standards. This includes obtaining necessary permits and licenses, including food safety provisions where applicable.
4. Environmental - The shop must not create undue environmental impact. It should minimize waste and ensure the cleanliness of the park area.
5. Park Preservation - The pop-up shop must not interfere with the normal use of the park by other residents. This includes respecting designated areas and preserving the park's flora and fauna.
6. Insurance and Liability - The hirer must carry adequate liability insurance (at least £2m public liability) and provide a copy of this policy to the Town Council at least 14 days before the date of hire.
7. Clean-up - The hirer is responsible for leaving the area in its original condition after the agreed-upon duration.
8. Community Engagement - The shop should strive to engage with and benefit the local community, potentially through events, promotions, or contributions to local initiatives.
9. Duration – The duration of the hire agreed with the Town Council must be adhered to.
10. Single use plastics – The Town Council has resolved to not use single use plastics; hirers are encouraged to also follow this policy.
11. Fee – The fee for a 3m x 3m plot for a pop-up shop shall be £15 per hour. This does not guarantee exclusive use of the Dell, and the Council reserves the right to hire plots to multiple vendors.
12. Cancellation – Cancellation of the hire within 2 weeks of the hire date shall incur the full booking fee.
13. There must be no sale of illegal or otherwise offensive items.
14. Health & Safety – the Hirer is solely responsible for conducting a suitable and sufficient Risk Assessment for all their activities and undertakings.



**Agenda Item: PF988**

**Committee: Policy & Finance**

**Date: 12 March 2024**

**Title: EMR Considerations**

**Report Authors: Zoe Malone**

**Purpose of Report: To agree to recommended earmarked reserves**

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### **Introduction**

We are entering the final couple of weeks of the year and the RFO is now looking at what expenditure we may need to carry over to the new financial year.

Leisure & Amenities and Planning & Highways have agreed to the proposals relating to their committees.

### **Recommendations**

General Admin		
Description	Ledger Code	Amount to earmark
Football Foundation Grant	1012	1,715.00
	TOTAL	1,715.00
Purchase of vehicles	4201	3,751.00
Elections	4444	3,972.00
	TOTAL	7,723.00

Planning & Highways		
Description	Ledger Code	Amount to earmark
Monument & War Memorial	4852	600.00
Neighbourhood Plan	4337	2,000.00
Noticeboards	4851	600.00
	TOTAL	3,200.00

Civic & Marketing		
Description	Ledger Code	Amount to earmark
Civic Training	4349	500.00
	TOTAL	500.00

Leisure & Amenities		
Description	Ledger Code	Amount to earmark
Fuel	4203	1,253.00
Fertiliser & Grass Seed	4173	4,308.00
Signage	4106	1,000.00
Gas	4112	3,000.00

	TOTAL	9,561.00
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**Please note these figures are correct at the time of writing the report.** These could change if expenditure is made between 13<sup>th</sup> March & 31<sup>st</sup> March. The Committee should agree to earmarking the ledger codes and a final figure will be reported in the new financial year.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	Earmarking funds to not impact the following years budget but not compromising the general reserves.
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?



**Agenda Item:** PF989  
**Committee:** Policy & Finance  
**Date:** 12<sup>th</sup> March 2024  
**Title:** Use of credit with Madisons  
**Report Authors:** Town Clerk  
**Purpose of Report:** To agree

---

### **Introduction & Background**

PTC pays for time with Madisons to provide website support. Some additional hours were purchased last year intended for training for the Marketing & Communications Officer, who left before this was used. The standard rate is £85 per hour of support.

### **Analysis**

The CCE Committee, on 27<sup>th</sup> February 2024, have requested to use this money to help with designing and developing a leaflet and app for the Meridian Walk, under item CCE408.

### **Recommendations**

To agree whether to spend the money as detailed in the report to CCE Committee (report attached)

### **Implications**

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

### **Appendices/Background papers**

Report from CCE Meeting



Agenda Item: CCE408

Committee: CCE

Date: 27<sup>th</sup> February 2024

Title: Peacehaven Meridian Line Walk

Report Authors: Cllr. Deborah Donovan (on behalf of the TFG)

Purpose of Report: To agree recommendations

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### Introduction

A follow up to item CCE391, meeting 16<sup>th</sup> January 2024

### Background

To develop a walk along the Meridian line starting from The Peacehaven Monument to North Peacehaven. To encourage visitors to the town to enjoy a healthy walk taking in Peacehaven's places of interest along the route.

A photo example of what could be placed along the route is shown within appendix A.

### Analysis

To report that the TFG met with Hilda & Graham Heap (authors of the Greenwich Meridian Trail) and walked the Meridian Line in Peacehaven, keeping to the official line as much possible. Help would be required from Madisons to create QR codes to link with those placed on fences, the ground or buildings (with permission) along the Line to the website.

If we are successful with obtaining grants both a map/leaflet, designed & illustrated by Amanda Davidson and an App (as an alternative) created by Madison, visitors could then log on to the App using their mobiles to find the route and tick when a place of interest has been reached. A children's leaflet would show items to be spotted along the way.

To research a commemorative 'coin' with the printing 'I have walked the Meridian line in Peacehaven' (or words to that effect). With the PTC logo on the reverse. Coins and Certificates to be designed (in house) and to be given to each person who scans the QR codes and completes the walk. Analytics would need to be recorded to monitor the interaction. This will encourage interaction through local schools and visitors to the town.

### Conclusions

To complete the work of the TFG the following recommendations will need to be agreed.

### Recommendations

1. To use the credit PTC has with Madisons to design a leaflet/ map and App which links to the PTC website to give information of the various places of interest along the route which includes co-ordinates. An appointment has been booked with the website designers on Monday 4<sup>th</sup> March at 10.45am.
2. To get quotes for Peacehaven Meridian Line Coins & certificates to present once the walk has been achieved. Walkers will need to show proof of completing the route on their mobiles!
3. To get a quote for objects placed along the route to encourage an interactive children's walk. Can be ticked off on leaflet.
4. To get a quote for signage along the route (specifics yet to be determined). However, the original sign which gives full information about the history of the Meridian Line at the Monument site will need to be re-designed and replaced.
5. The Monument will need to be power washed and repainted. A full clean is advised, especially if this is to be promoted as a place of interest. We should be proud of the fact that our town is the first on the Meridian Line in the United Kingdom.

6. To apply for various grants to cover the costs – Heritage Fund, Historic England, The National Lottery.

### Implications

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

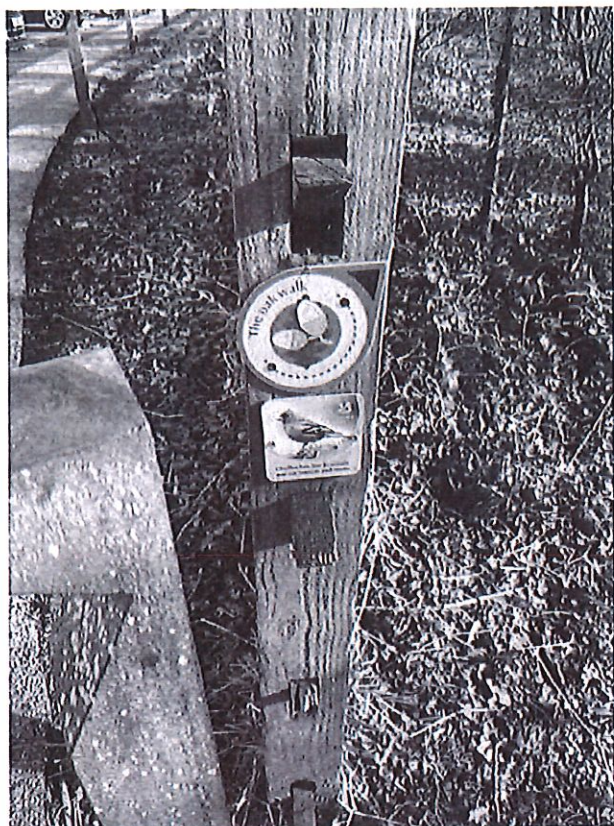
<b><u>Financial</u></b> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	<p>To use budget /credit against Madisons account. To use marketing &amp; advertising budget</p> <p>To apply for grants to cover other expenditures</p>
<b><u>Legal</u></b> <ul style="list-style-type: none"> <li>• UK Law?</li> <li>• Council Powers/Duties?</li> <li>• Lease/landlord responsibilities?</li> </ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	<p>Make route accessible (to design an alternative flat route)</p>
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	<p>To seek permission to place QR codes along route and signage (to be agreed)</p>
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	<p>To encourage visitors to the town through various advertising methods, website, Enews social media platforms.</p> <p>To advise local schools, doctors' surgeries of the walk to help with wellbeing.</p>
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	



## Appendices/Background papers

### Appendix A

An example of what could be placed along the route.





**Agenda Item:** PF990

**Committee:** Policy & Finance

**Date:** 12<sup>th</sup> March 2024

**Title:** Funding for Ukrainian event

**Report Authors:** Town Clerk

**Purpose of Report:** To agree

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### **Introduction & Background**

A proposal has been made by a local Ukrainian group to put on a fundraising event to share their culture. The CCE Committee have agreed to support this event with facility hire and marketing support.

### **Analysis**

The CCE Committee, on 27<sup>th</sup> February 2024, item CCE405 agreed to provide free facility hire and marketing support, but not where the costs for this are being funded from. The cost of the agreed support could be from a PTC grant or an appropriate events budget.

### **Recommendations**

To agree to the source of funding for the CCE Committee decision.

### **Appendices/Background papers**

Report from CCE Meeting





**Agenda Item:** CCE405

**Committee:** Civic & Community Events

**Date:** 27/02/2024

**Title:** Ukrainian Cultural Event

**Report Authors:** David Seabrook

**Purpose of Report:** To discuss a Ukrainian Cultural Event at Community House

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### **Introduction & Background**

Since the Russian invasion of Ukraine two years ago, significant numbers of Ukrainians have settled in the UK including Peacehaven. Their culture is very different to the UK and many of us know very little about their customs, language, traditions, food, and heritage.

### **Analysis**

- **Purpose of the event**  
To enable a greater understanding of Ukrainian Culture in Peacehaven and to raise funds for the Ukraine.
- **How will it be funded**  
Through admission charges to the event.
- **What resources are needed**  
The use of the main hall, kitchen, and foyer for one evening.
- **Officer time required**  
Possibly none depending on how we organise the event. This needs to be discussed by CCE Committee.
- **How long will the event take to organise**  
Approximately 8 weeks.
- **How will it be marketed?**
  - Will it require digital marketing - social media, PTC website, eNews? **Yes**
  - Survey/questionnaire? **No**
  - Print marketing – poster, banner, booklet? **Banner perhaps on the Dell**
  - Combination of both? **See above**
  - What key information will go in the poster? **Date, time, location and details of the event.**
  - Does it need the inclusion of other organisations logos? **No other organisation logos**
  - When does it needs to be advertised? **As soon as the event is agreed by CCE committee.**

### **Conclusions**

Please see attached plan that has been devised by the Ukrainian community for details of the event which will seek to foster a greater understanding of Ukrainian culture, to raise awareness and to raise funds for the Ukraine.

## Recommendations

There are two options:

1. The event is organised as a Council Event by officers with funds going to the Ukraine. Should this option be accepted a small TFG will be required with officer support.
2. We request the Ukrainians to organise the event themselves with support from Peacehaven Town Council such as a reduced hire fee for the hall and facilities.

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Ticket price needs to cover all expenses and generate a surplus. The event could include a raffle and donations from participants.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	This is with the power of PTC to organise.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Normal health and safety requirements for a large event in the hall apply together with a suitable risk assessment. Due consideration will need to be given to any constraints posed by the redevelopment of the Meridian Centre.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	Not required
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	In line with PTC policy this should be a single use plastic free event. Waste should be recycled where possible.
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	Not applicable although a licence may be required if alcoholic drinks are served.
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need.</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	The event will benefit residents of Peacehaven and the Ukrainian Community in Peacehaven.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	Single use plastic free policy to be adhered to. Any waste to be recycled where possible / practical.



## Appendices/Background papers

This plan has been devised by the Ukrainian Community in Peacehaven.

### "UKRAINE CULTURE DAY"

The purpose of the event is to acquaint the audience with Ukrainian culture, creativity and traditions.

The date will need to avoid other planned events such as D Day.

The number of invitees is 100-150 people

The duration of the event is 3 hours

Entrance fee - ?

### EVENT PLAN

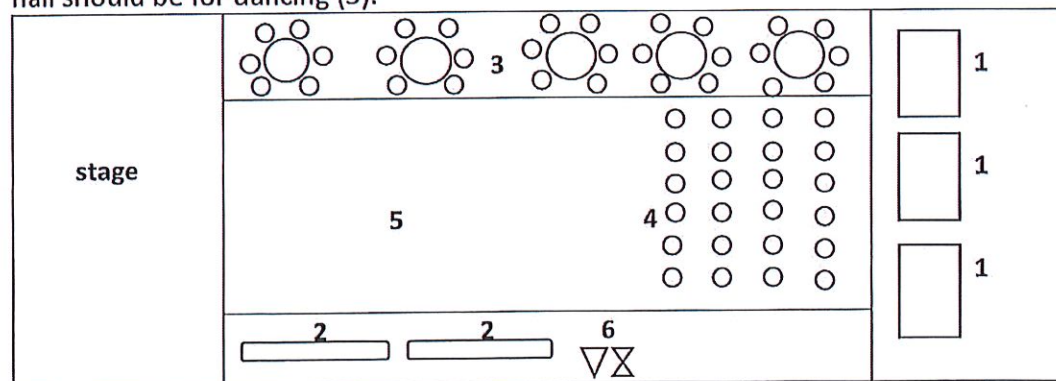
1. Opening speech of the organizers
2. Buffet
3. Watching a film about Ukraine
4. The speech of the announcer
5. The theatre group performance
6. The speech of the announcer
7. The choir performance
8. The speech of the announcer
9. The performance of the youth singing group
10. The speech of the announcer
11. Musical folk band
12. Auction
13. The thanks speech of the organisers

### ORGANISATION OF THE SPACE

In the back of the hall or in the hall before the entrance there will be shops (1)

- a bench of Ukrainian souvenirs
- a Ukrainian folk doll bench
- the exhibition of folk costume
- the information stand

Along one of the walls of the hall (closer to the kitchen) there will be tables with food and goodies (2).  
Along the other - tables with chairs (3) and separate rows with additional chairs (4). The middle of the hall should be for dancing (5).



At the entrance to the hall will stand girl and boy (6) and hospitably welcome guests with bread and salt on an embroidered towel, as in ancient Ukrainian traditions. Also each guest will be given a small congratulatory souvenir (ribbon, badge, etc.).





The hall will be decorated with balloons and a ribbon of Ukrainian flags. 2-3 large flags of Ukraine and Great Britain will also be placed.

### 1. OPENING SPEECH OF THE ORGANIZERS


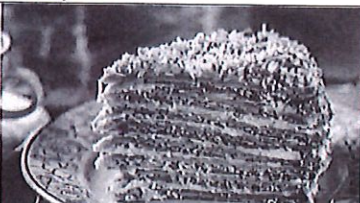

Speech of the mayor and the person in charge: to introduce representatives of the Ukrainian community, tell about the purpose of the event, inform about the plan of the event and invite to a buffet and watch a film.

### 2. BUFFET

Main dishes:

Dumplings with potatoes	Meatballs	Garlic bread	Borsch
			

Sweets:

Poppy roll	Honey cake	Grated cake
		

Drinks: Bottled water and juices

### 3. WATCHING A FILM ABOUT UKRAINE

During the food tasting, guests will be offered to watch a short film about Ukraine: landscapes of different regions of the country, national costume, folk dance, etc.

The film has a historical and cultural character.

Guests will be able to comfortably eat while watching and then go to the active part of the program.  
Duration - 15 min.

### 4. THE SPEECH OF THE ANNOUNCER

The leading girls will tell TOP-10 interesting facts about Ukraine. It will be about the economy, achievements in science and sports, and about world-famous Ukrainians.

The presentation is entertaining.

The duration - 15 min.

### 5. THE THEATER’S GROUP PERFORMANCE

In the previous informative parts of the event we talk about the fact that Ukraine has its own identity: culture, language, traditions. We are a separate sovereign state with our own values.



But in the next performance we want to show how our life changed with the beginning of the war. What people had to go through and what willpower they have.

It will be a theatrical performance - the love story of a young couple separated by the war. Ukrainian songs, ritual dances, sirens and explosions will be in the performance. At the end of the performance young people will be together, but the path to this will be difficult.

The duration - 20 min.

#### **6. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile the announcer will introduce the team.

#### **7. THE CHOIR PERFORMANCE**

A choir of 9 women will sing 4-5 Ukrainian folk songs. During the performance the artists will tell what the next song is about. The last song will be partially translated into English.

The duration is 15-20 minutes.

#### **8. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile, the presenter will introduce the team.

#### **9. PERFORMANCE OF YOUTH SINGING GROUP**

Youth Ukrainian band will sing modern well-known Ukrainian pop songs. The team consists of 5 girls. They will sing 4-5 songs. Usually the audience sings along and starts dancing.

The duration - 20 min.

#### **10. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile, the presenter will introduce the team.

#### **11. MUSICAL FOLK BAND**

Guests will be invited to continue dancing with a British folk music band. Artists play well-known music to which everyone dances in a circle.

The duration - 20 min.

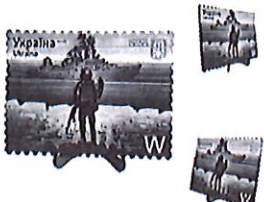



#### **12. AUCTION**

If it is appropriate, our volunteer group can offer to support Ukrainians and buy interesting slots at the auction. All funds go to help the army, an orphanage in the city of Kharkiv city or an animal shelter. We help with medical supplies, animal feed, things and equipment for the army. We receive different requests at different times.





Duration - 30 minutes.

Among the slots we can offer the following:



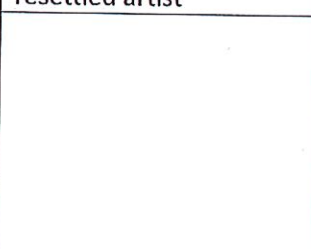

- well-known collectible stamps of the National Post of Ukraine (one of that)

«Russian ship»	«Dog Patron»	«Good evening, we are with Ukraine! »	«The Ukrainian Dream»
			

- collection coins of the National Bank of Ukraine (one of that)

«Defenders»	«Borsch»	Commemorative banknote "REMEMBER! WE WILL NOT FORGIVE!" (in an envelope)	«Oh, there is a red viburnum in the meadow»
			

- and also:

Charm doll of a Ukrainian craftswoman	A picture of children from Ukraine, Petryky painting	Painting by a Ukrainian resettled artist	A set of candies "Strong Ukraine"
			

A bottle of champagne from the factory in Bakhmut	Flag of Ukraine with signatures of soldiers	Flag «Open it in the Victory Day»	
			

#### 14. THE THANKS SPEECH OF THE ORGANISERS



Agenda Item: PF991

Committee: Policy and Finance

Date: 12<sup>th</sup> March 2024

Title: Centenary Park playground repairs

Report Authors: Parks Officer

Purpose of Report: To agree.

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### **Introduction**

Every year PTC has an annual playground inspection carried out by an independent inspector and these results are analysed by the park officer and any works required are allocated either in house or to a contractor.

### **Background**

At Centenary Park we also have a separate inspection carried out by the company who installed the playground as part of the ten-year warranty of the Robinia wood used in its construction, when they carried out their survey, they identified some other works which had been highlighted by the independent inspection as well, so they priced up all the works that were separate to the warranty works.

### **Analysis**

The extra works included some items the inhouse team would not be able to carry out due to height and other factors.

The cost for all the extra works is £5,280.00 + VAT.

This can be paid for from Chalker's Rise 106 money.

### **Conclusions**

The works needing to be done include.

Self-closing gate mechanism replacement x 3

High Swing seats and chain replacement.

Bespoke climbing net building and installing (the contractor would need to do this anyway as they are bespoke nets)

Zip line safety items replacement (stopper, chains, seat)

### **Recommendations**

The committee are asked to agree.

1. To use Chalker's rise 106 money to pay for the works quoted for

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Use of 106 money
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A at this stage
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	All relevant
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	N/A at this stage
<b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	All relevant
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	All to be considered

## Appendices/Background papers





## PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,

Midhurst, West Sussex. GU29 0JS

Tel: 01730 815472 Fax: 01730 815872

E-mail: [info@playsafeplaygrounds.co.uk](mailto:info@playsafeplaygrounds.co.uk)

Peacehaven Town Council

Meridian Centre

Meridian Way

Peacehaven

East Sussex

BN10 8BB

Ref: 04724

13/02/2024

QUOTATION – Centenary Park repairs

### Quotation Summary Sheet

#### Site Setup

Provide H & S documentation & erect site security fencing for the duration of the works

#### Repair works

All repair works as itemised below

#### General Site

On completion clear site of all surplus materials and waste

#### Estimated project time scale

3 days

#### Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

CHAS, Constructionline and SMAS.

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**Quote Total = £5,280.00 + VAT**

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See detailed works break down below

All prices are excluding VAT and valid for 21 days.

MCD has been included unless otherwise stated.

Terms: To be confirmed at point of order



Please contact us  
for details of our  
FSC® certified  
products  
The mark of  
responsible forestry  
FSC® C007915

### **Basket Swing**

Supply and replace 2No stainless steel safety chains  
Supply and replace 4No stainless steel D-shackles  
Supply and replace 6No M8 Stainless steel fixings

**£168.00**

### **Cradle/Mirage Swing**

Supply and replace 4No stainless steel D-shackles  
Supply and replace 4No M8 Stainless steel fixings

**£99.00**

### **Zip Line**

Supply and replace 1No pendulum seat c/w stainless steel chain and fixing  
Supply and replace 1No stainless steel bumper spring  
Supply and replace 10No U-clamps

**£384.00**

### **Flat seat 2.4m Swing**

Supply and replace 2No flat seats  
Supply and replace 2No stainless steel chain sets  
Supply and replace 4No M8 Stainless steel fixings

**£276.00**

### **Single point Swing**

Supply and replace 4No stainless steel D-shackles  
Supply and replace 4No M8 Stainless steel fixings

**£99.00**

### **Single point Swing Mulch repair**

Cut out approx. 1x1m damaged Mulch safety surface area  
Clean and apply primer to all cut edges  
Supply and install new 1x1m Mulch safety surface.

**£237.00**

### **3No Self Closing pedestrian gates**

Supply and replace 3 No Self Closing mechanisms on 3 No Pedestrian gates

**£1,008.00**

### **Big climbing unit Tunnel net**

Carefully remove 1 No damaged tunnel net  
Supply and replace 1 No Tunnel net (like for like) including all stainless steel fixings required

**£1,509.00**



### Acorn play unit

Carefully remove 3 no cross ropes from access tower to main Acorn unit V shaped bridge  
Supply and install approx. 140-150mm Ø Robinia log access log, planed one side with cross cutting to make anti-slip surface.

**£1,375.00**

Carefully remove 1 no access rope from access tower  
Supply and install new 1No access rope

**£125.00**

**Notes:** Prices assume all of the above is made as one order (options excluded). Splitting a quotation may be subject to a price change.



## PLAYSAFE PLAYGROUNDS LIMITED

### TERMS AND CONDITIONS

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation they should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for twenty one days from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 25 metres from site, and access of 1.5 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
  - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
  - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.





**Agenda Item:** PF992  
**Committee:** Policy & Finance  
**Date:** 12<sup>th</sup> March 2024  
**Title:** Replacement door opening mechanism in Community House  
**Report Authors:** Town Clerk  
**Purpose of Report:** To agree

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### **Introduction & Background**

The entrance to Community House from the South Service yard (which we are currently using as the main entrance), has had problems for a number of years with the PIR openers and frequently does not work. The door is very heavy and a number of visitors to the building struggle to open it.

### **Analysis**

A quote has been obtained to replace the door opener with a 'push button' style, similar to the internal doors, which are much more reliable. This will improve reliability and accessibility to the building.

The quoted cost is £785 (included in appendices).

### **Recommendations**

To decide whether to replace the PIR door openers with a push button system.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	£785
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Equality Act – ensuring accessibility to the building.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Risk of injury from malfunctioning doors.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li></ul>	N/A

<ul style="list-style-type: none"> <li>• Road safety?</li> </ul>	
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Ensuring that Community House is accessible for residents.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

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

Copy of email quote.

**townclerk@peacehaventowncouncil.gov.uk**

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**From:**

**Sent:**

**To:**

**Cc:**

**Subject:**

FW: Requesting quote

Dear Sir

We can disconnect the existing radars and supply and install 2 no new push pads with receivers and transmitters.

The cost will be £785-00 + vat,

Kind regards

On Sat, 3 Feb 2024 at 13:11, [seniorcaretaker@peacehaventowncouncil.gov.uk](mailto:seniorcaretaker@peacehaventowncouncil.gov.uk)  
<[seniorcaretaker@peacehaventowncouncil.gov.uk](mailto:seniorcaretaker@peacehaventowncouncil.gov.uk)> wrote:

Dear

Please could we request a quote to change our south service door from automatic opening to press button opening. I've attached a couple of pictures for you to see out current setup which doesn't work well in bad weather.

We await to hear from you soon.

Kind regards

**Michael Ripley**

Senior Caretaker

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 General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from 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 in order to provide the information you have requested. The councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website.*