

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.

24<sup>th</sup> January 2024

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

A handwritten signature in black ink, appearing to be "G Dyson", written in a cursive style.

George Dyson, Town Clerk.

## AGENDA

1. **PF954** CHAIR'S ANNOUNCEMENTS.
2. **PF955** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF956** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF957** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF958** TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> DECEMBER 2023
6. **PF959** TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023
7. **PF960** TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> JANUARY 2024.
8. **PF961** 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. **PF962** TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.
10. **PF963** TO AGREE FUNDING FOR PARKS SIGNAGE
11. **PF964** TO RECEIVE A REPORT AND AGREE ACTIONS ON THE GROUNDS TEAM MACHINERY
12. **PF965** TO RECEIVE A REPORT AND AGREE ACTIONS FOR BOWLING GREEN WORKS
13. **PF966** TO RECEIVE A REPORT AND AGREE ACTIONS RELATING TO THE COMMUNITY HOUSE AIR HANDLING UNITS TENDER
14. **PF967** TO ADOPT A REVISED SINGLE USE PLASTICS POLICY
15. **PF968** TO ADOPT A REVISED MEMORIAL BENCHES POLICY
16. **PF969** TO ADOPT REVISED CONDITIONS OF HIRE FOR COMMUNITY HOUSE
17. **PF970** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A RESERVE BANK ACCOUNT
18. **PF971** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
  - a. To review conditions of hire for PTC premises

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

**20. PF973** 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.*

**21. PF974** AGED DEBT ANALYSIS

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**DRAFT Minutes of the meeting of the Policy & Finance Committee held in the Anzac Room, Community House on Tuesday 12<sup>th</sup> December 2023 at 7.30pm.**

**Present:** Cllr Sue Griffiths (Chair), Cllr Mary Campbell (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Wendy Veck, Cllr Cathy Gallagher, Cllr Debbie Donovan, Cllr Claude Cheta, Cllr Kiera Gordon-Garrett (non-voting).

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

No members of the public were in attendance.

**1. PF939 CHAIR'S ANNOUNCEMENTS.**

The Chair opened the meeting at 19:30, welcomed everyone and informed the Committee that Bingo is tomorrow (13<sup>th</sup> December) 2 – 4pm, and that the Christmas Afternoon Tea is next Wednesday (20<sup>th</sup> December).

**2. PF940 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.***

There were no public questions.

**3. PF941 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

There were no apologies or substitutions.

**4. PF942 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

There were no declarations of interest.

**5. PF943 TO ADOPT THE COMMITTEE'S MINUTES OF 24<sup>TH</sup> OCTOBER 2023**

**Proposed by:** Cllr Seabrook

**Seconded by:** Cllr Sharkey

The minutes of the meeting of 24<sup>th</sup> October 2023 were **agreed** and **adopted**.

**6. PF944 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 16<sup>TH</sup> OCTOBER 2023.**

Cllr Gallagher raised a query over the remit of the sub-committee, which the Clerk responded to.

Cllr Donovan highlighted the important decisions being made at the sub-committee and that she felt more Councillors should have involvement with it. Cllr Seabrook responded that there will be an opportunity at Full Council to review Committee membership if more people would like to join it.

The Clerk clarified that the agenda item is to receive the minutes as a true record of the meeting, not to challenge the decisions of the Committee unless it is considered that the minutes are inaccurate.

**Proposed by:** Cllr Griffiths

**Seconded by:** Cllr Veck

The minutes of the meeting of the Community House sub-committee of 16<sup>th</sup> October were **agreed** and **adopted**.

**7. PF945 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023.**

The Committee **noted** the draft minutes.

**8. PF946 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

- a.** Finance Officer's report.
- b.** Bank account & Bank Reconciliation statements (for signing).
- c.** Income & Expenditure report.
- d.** Balance Sheet.
- e.** CIL & S.106 report (income, expenditure & bids).
- f.** List of payments (for approval).
- g.** Review of external contracts, SLA's & their ongoing authorization.
- h.** Funding report for buildings equipment maintenance works.

The RFO explained the reasons behind the large payment being made relating to service charges and another question about the columns presented on the balance sheet.

It was proposed that the Committee sign the bank account and bank reconciliation statements, and approve the list of payments.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Campbell

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

**9. PF947 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.**

The Committee **noted** the Action Plan.

**10. PF948 TO AGREE THE 2024 ALLOTMENT TERMS AND CONDITIONS**

Cllr Campbell raised a query about the surface of the 2' gap around the boundaries which Cllr Gallagher and the Clerk clarified.

It was proposed that the Committee **adopt** the 2024 allotment terms and conditions as read.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Sharkey

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

**11. PF949 TO AGREE THE PROPOSED 2024/25 BUDGET**

The RFO presented the budget and explained the 3 options.

There was a lengthy discussion surrounding the budget, with Councillors debating between the 3 options, the Clerk and RFO answered a number of questions surrounding the proposed budget options.

It was proposed that a decision not be made at this meeting, and that the debate takes place at Full Council, and that the Committee request the Town Clerk gets the budget audited by an independent person before then if time permits.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Donovan

A recorded vote was requested.

**For:** Cllr Gallagher, Cllr Donovan, Cllr Cheta, Cllr Sharkey.

**Against:** Cllr Seabrook, Cllr Griffiths, Cllr Campbell, Cllr Veck.

The Chair used the casting vote to vote **against** the proposal. The proposal was not carried.



It was proposed that the Committee recommend option 3 to Full Council.

**Proposed by:** Cllr Campbell. The proposal was not seconded so the proposal was withdrawn.

It was proposed that all 3 options be referred to Full Council to debate.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Seabrook

A recorded vote was requested.

**For:** Cllr Veck, Cllr Seabrook, Cllr Donovan, Cllr Cheta, Cllr Gallagher, Cllr Sharkey.

**Against:** none.

Cllr Campbell and Cllr Griffiths **abstained** from voting.

The Committee **resolved** to **agree** to refer all 3 budgetary options to Full Council by majority vote.

It was then proposed that the RFO and all Committee Chairs look very carefully at their budgets to identify any areas reductions can be made to create a possible 4<sup>th</sup> option.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Veck

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

## **12. PF950 TO AGREE TO UNDERTAKE A BUILDING CONDITION SURVEY OF THE HUB**

It was proposed that the Committee agree to undertake the building condition survey, funded from PTC's CIL funds.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Donovan

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

## **13. PF951 DATE OF NEXT MEETING – TUESDAY 30<sup>TH</sup> JANUARY 2024 AT 7.30PM.**

The next meeting was confirmed as Tuesday 30<sup>th</sup> January 2024 at 7:30pm.

## **14. PF952 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Sharkey **Seconded by:** Cllr Veck

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

### **CONFIDENTIAL**

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

## **15. PF953 AGED DEBT ANALYSIS**

The RFO summarised the report, which the Committee **noted**.

*There being no further business, the meeting was closed at 20:43.*

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

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

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

**1. CH028 CHAIRS ANNOUNCEMENTS:**

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

**2. CH029 PUBLIC QUESTIONS:**

There were no public questions.

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

Apologies were received from Cllr Davies and Cllr Cheta.

Cllr Gallagher was substituting for Cllr Davies.

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

There were no declarations of interest.

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

Proposed by: Cllr Donovan      Seconded by: Cllr Veck

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

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

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

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

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

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

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

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

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

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

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

Proposed by: Cllr Veck    Seconded by Cllr Seabrook

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

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

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

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

Proposed by: Cllr Seabrook    Seconded by Cllr Veck

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

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

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

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

Proposed by: Cllr Veck    Seconded by: Cllr Seabrook

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

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

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

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

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

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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

**Agenda Item:** PF961a  
**Committee:** Policy and Finance  
**Date:** 30 January 2024  
**Title:** Financial position of the council year to date  
**Report Author:** Responsible Financial 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 9 (December 2023) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

### **Analysis**

#### **Barclays Bank account summary**

This document summarises the balances of the council's three bank accounts as at 31 December 2023 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

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

#### **Bank reconciliation statements – cashbooks 1 & 2**

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

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

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

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

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

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

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

### **Detailed income and expenditure**

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 77.1% of the budgeted expenditure has been spent so far, and 116.5% of the budgeted income has been received as at the end of month 9 (December 2023)



### **Detailed balance sheet**

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

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

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

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

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

### **Implications**

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

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

### **Appendices/Background papers**

- Barclays Bank account summary balances – 31 December 2023
- Bank reconciliation statement for cashbook 1 – 31 December 2023
- Bank reconciliation statement for cashbook 2 – 31 December 2023
- Credit Card reconciliation statement – November 2023
- Detailed income and expenditure month 8 ( November 2023)
- Detailed balance sheet month 8 ( November 2023)

Date: 05/01/2024

Peacehaven Town Council

Page 1

Time: 11:32

Bank Reconciliation Statement as at 01/12/2023  
for Cashbook 5 - Credit Card A/c

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/12/2023		-381.08
G Dyson CC	01/12/2023		-323.78
			<u>-704.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-704.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-704.86
		Balance per Cash Book is :-	-704.86
		Difference is :-	0.00

## Signatory 1:

Name D. S. SEAROCK Signed D. S. Seabrook Date 6/1/24

## Signatory 2:

Name S. GRIFFITHS Signed S. Griffiths Date 6/1/24

## 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 November 2023  
Page number: 3 of 4  
Monthly spend limit: £1,000.00

Date	Description	Amount
30 Oct 2023	ASTONSAFETYSIGNS- WOLVERHAMPTONLND 311085383903 COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	10.89
1 Nov 2023	WWW.HIGHFIELDS.CO.UK DONCASTER 021155541963 BOOK STORES	12.00
3 Nov 2023	eBay O*10-10740-75085 London GBR 061117979673 DEPARTMENT STORES	28.49
9 Nov 2023	NUCO TRAINING ST. AUSTELL GBR 101155184223 BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	108.00
9 Nov 2023	WWW.HIGHFIELDS.CO.UK DONCASTER 101155541963 BOOK STORES	18.00
24 Nov 2023	DOORS4SECURITY CONGLETON GBR 271155184223 SPECIAL TRADE CONTRACTORS	146.40
6 new purchases / cash advances. Total of spending.		£323.78

G 013235 BBA2968A 69726





1a Castlecroft Lane  
Wolverhampton  
WV3 8JX

**Billing Address**

George Dyson  
Peacehaven Town Council  
Peacehaven Town Council  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

**Shipping Address**

George Dyson  
Peacehaven Town Council  
Peacehaven Town Council  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

**Order**

Invoice Number	2498
Order Number	11357
Order Date	October 30, 2023
Payment Method	Credit Card
Email	dcco@peacehaventowncouncil.gov.uk
Telephone	07749491877

Product	Price	Quantity	Total
Do Not Drink Sign SKU: PRO.04	£0.99	11	£10.89
<b>Subtotal</b>			<b>£10.89</b>
Shipping			Free Shipping
<b>Total</b>		<b>11</b>	<b>£10.89</b>

Order No. 4151/366	Invoice Checked Against Order Km.
Cheque No.	Payment Authorised SS

## Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business  
Park, Shaw Wood Way  
Wheatley Hills, Doncaster, South Yorkshire, DN2  
5TB  
VAT Reg No. GB 998943626

Tel: 01302 363277  
Fax:

accounts@highfieldlearning.com  
www.highfieldlearning.com

George Dyson  
Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB



## Invoice

Invoice Number 0003037934  
Invoice Date 01/11/2023  
Customer Ref 33517  
Account Ref GDYSON  
Cust. VAT Number  
Cust. EORI Number  
Order Number 0004038048

### Details

Equality and Diversity ELearning ONLINE  
GDPR E-Learning

Quantity	Net Amount £	VAT £
1.00	5.00	1.00
1.00	5.00	1.00

Order No. 4011/100	Invoice Checked Against Order 
Cheque No.	Payment Authorised 

Credit terms strictly 30 days unless otherwise agreed with the company.  
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	10.00	2.00

Delivery Address:

Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB  
Great Britain

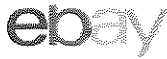
Total Net Amount £ 10.00  
Total VAT Amount £ 2.00  
Invoice Total £ 12.00

**Payment Received with Thanks**

**"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"**

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246



Order information

Buyer	g.d.d._0
Seller	onlineshopbasetd
Placed on	3 Nov 2023
Payment method	Credit card
Paid on	3 Nov 2023

Delivery address

George Dyson  
Peacehaven Town Council, Community House  
Peacehaven, East Sussex BN10 8BB  
United Kingdom



Order total

1 item	£28.49
Postage	Free
<hr/>	
Order total	£28.49

Items bought from onlineshopbasetd

Order number: 10-10740-75085

Quantity	Item name	Delivery service	Item price
1	Genuine Karcher Pressure Washer 3M High Pressure Hose - 6.390-671.0 (253828601645)	Other courier (3 to 5 days)	£28.49

Order No. 4171/330.	Invoice Checked Against Order 
Cheque No.	Payment Authorised 

Endeavour House Central Treviscoe St Austell Cornwall PL26 7QP  
T: 03456 444 999 W: [www.nucotraining.com](http://www.nucotraining.com)

Receipt Date 09/11/2023

Receipt Number INV334599

VAT number GB737056135

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

George Dyson  
51 Church Lane  
Copthorne  
Crawley  
West Sussex  
RH10 3QF

Regarding our order number 316659. Ordered by George Dyson (g.d.d@hotmail.co.uk). The certificates relate to the following course, course 326892 - 12 certificates for Manual Handling - FAA Level 2 - 1 day at Peacehaven Town Council, Peacehaven (08/11/2023). Payment has been made by credit/debit card with thanks!

DESCRIPTION	QTY	UNIT PRICE	NET	VAT RATE	VAT	GROSS
Delegate Certificates Manual Handling FAA Level 2 (Level 5 Scotland) (Electronic and Posted) - Course ID #326892	12	£7.50	£90.00	20%	£18.00	£108.00
Shipping	1	£0.00	£0.00	20%	£0.00	£0.00

NET £90.00

VAT (20%) £18.00

**TOTAL £108.00**

## Payment History

PAYMENT DATE	BANK ACCOUNT	PAYMENT METHOD	AMOUNT
09/11/2023	NMI (Card Payment)	Website Payment	£108.00

**Paid with thanks.**



## Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business  
Park, Shaw Wood Way  
Wheatley Hills, Doncaster, South Yorkshire, DN2  
5TB  
VAT Reg No. GB 998943626

Tel: 01302 363277

Fax:

accounts@highfieldlearning.com  
www.highfieldlearning.com

George Dyson  
Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB



## Invoice

Invoice Number	0003038089
Invoice Date	09/11/2023
Customer Ref	33696
Account Ref	GDYSON
Cust. VAT Number	
Cust. EORI Number	
Order Number	0004038205

Details	Quantity	Net Amount £	VAT £
Manual Handling (Induction) e-learning Online	1.00	15.00	3.00

Order No. 4011/100 325	Invoice Checked Against Order 
Cheque No.	Payment Authorised 

Credit terms strictly 30 days unless otherwise agreed with the company.  
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	15.00	3.00

Total Net Amount £	15.00
Total VAT Amount £	3.00
Invoice Total £	18.00

### Delivery Address:

Peacehaven Town Council  
Community House  
Peacehaven  
BN10 8BB  
Great Britain

**Payment Received with Thanks**

**"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"**

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246



# DOORS4SECURITY

George Dyson  
Peacehaven Town Council  
Community House  
Peacehaven, East Sussex, BN10 8BB  
United Kingdom  
T: 07749491877

## Packing Slip

TownClerk@peacehaventowncouncil.gov.uk

Order #: 000014008

Order Date: 24 Nov 2023

SKU	PRODUCT	PRICE	QTY	SUBTOTAL
Radar Lock ACL500 Accessible Toilet Lockset	Radar Lock ACL500 Accessible Toilet Lockset	£110.00	1	£132.00
Subtotal				£110.00
Shipping & Handling				£12.00
Grand Total (Excl. Tax)				£122.00
Standard (20%)				£24.40
Grand Total (Incl. Tax)				£146.40

Order No. 4160/310	Invoice Checked Against Order <i>[Signature]</i>
Cheque No.	Payment Authorised <i>[Signature]</i>

STATEMENT FOR Z MALONE

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

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

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

Date	Description	Amount
10 Nov 2023	CO-OP GROUP 540073 PEACEHAVEN 001 131185481473 GROCERY STORES, SUPERMARKETS	20.67
15 Nov 2023	eBay O*07-10795-40048 London GBR 161117979673 DEPARTMENT STORES	27.12
15 Nov 2023	AMZNMktplace amazon.co.uk GBR 161152718713 MISCELLANEOUS AND RETAIL STORES	133.39
23 Nov 2023	CARTRIDGEPEOPLE.COM 0203 001 0234ENG 241115122623 STATIONERY,OFFICE SUPPLIES,PRINTING AND WRITING PAPER	199.90
4 new purchases / cash advances. Total of spending.		£381.08





Order No. <b>4338/110.</b>	Invoice Checked Against Order <b>MM</b>
Cheque No.	Payment Authorised <b>SS</b>



Store: Peacehaven  
Tel: 01273 585878

Qty	Item	Price	Total
1	CP F/T 99 TBAGS	£4.00	£4.00
1	NESCAFE ORIG. 300	£6.00	£6.00
1	CP SEMI-SKIM MLK	£1.65	£1.65
1	CP SEMI-SKIM MLK	£1.65	£1.65
1	CP 2PINT SEMI S	£1.35	£1.35
1	CP RICH TEA	£0.68	£0.68
1	CP RICH TEA	£0.68	£0.68
1	CP BOURBON CREAM	£0.71	£0.71
1	CP MALTED MILK	£0.57	£0.57
1	CP GINGER NUTS	£0.70	£0.70
1	CP CUSTARD CREAM	£0.63	£0.63
1	T&G F/T G. SGR	£1.35	£1.35
1	CP MLK CHC MLTD	£1.25	£1.25
BALANCE DUE			£21.22
MP 4 Pt Semi			£0.30
MP 2 Pt Semi			£0.10
MP Co-op MM Biscuits			£0.15
CREDIT/DEBIT			£20.67

Member Card:

\*\*\*\*\*1951

	Earned	Balance
Your Reward	£0.27	£15.47

Community Reward We'll give the same amount you've earned today to community causes.

To make the most of your membership,  
download the Co-op App or visit  
[coop.co.uk/membership](http://coop.co.uk/membership)

Thank you for shopping at Co-op.

MASTERCARD  
\*\*\*\*\*3988 001 ICC  
CONTACTLESS MasterCard Paypass  
EXPIRY: 05/26  
MERCHANT: 81948  
AUTH CODE: 096248  
CRYPTOGRAM: FE418BBBC3540F40  
AID: A0000000041010  
TID: \*\*\*\*B433

Your account will be debited  
with the above amount  
No cardholder verification  
PLEASE KEEP FOR YOUR RECORDS

Op	Till	Store	Date	Time	Txn
2306	14	6826	10/11/23	09:15:56	8060

Order details

Get your eBay account - just add a password.  
You can then speed through checkout and manage your orders in one spot.

Enter password

Save

Please enter a password.


Sign up for email updates on unique inventory and great deals. Opt out at any time via My eBay or the link in the emails.

By selecting Register you agree you've read and accepted our [User Agreement](#). Please see our [Privacy Notice](#) for information regarding the processing of your data.

Delivery address

Zoe Malone  
Meridian Centre, Community  
Peacehaven, East Sussex E  
United Kingdom

Payment info

 Ending in 3988  
Zoe Malone

1 item  
Postage

Order total

How do you like our order details?  
[Tell us what you think](#)

Order info

Time placed	15 Nov 2023 at 12:18 PM
Order number	07-10795-40048
Total	£27.12 (1 item)
Sold by	<a href="#">mpa-carparts</a>

Delivery info

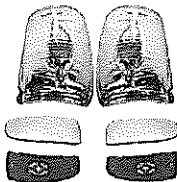
Delivered on Fri, 17 Nov 2023

 Paid 15 Nov	 Dispatched 15 Nov	 Delivered 17 Nov
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Tracking details

Number	JW054704365GB	<a href="#">Track package</a>
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Item details





For TRANSIT MK8 LOWER DOOR WING MIRROR GLASS 2014 ON LEFT AND RIGHT WITH LENSES      £27.12  
Item number: 333897336043  
Return window closed on 17 Dec 2023.

[Leave Feedback](#)   [Contact seller](#)

More actions

Other actions

[Contact seller](#)

Order No. 4202/300	Invoice Checked Against Order 
Cheque No.	Payment Authorised 

# Invoice

## Paid

Payment reference ID 9dmMCCEjg3kCLFmLZG8

Sold by Biri Trading UK LTD

VAT # GB422394704

Invoice date / Delivery date 15 November 2023

Invoice # INV-GB-1910586055-2023-7897

Total payable £133.39

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

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

Billing address	Delivery address	Sold by
Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Andy picton PEACEHAVEN TOWN COUNCIL COMMUNITY HOUSE MERIDIAN CENTRE PEACEHAVEN, BN10 8BB GB	Biri Trading UK LTD 182 London, 184 High Street North, E6 2JA GB VAT # GB422394704

## Order information

Order date 15 November 2023  
Order # 206-9131414-9437157

## Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
3 Pcs Parking Post Security Barrier - Yellow   67CM Easy Operate Anti Parking Manual Lock Car Parking Bollard   Fold Down Parking Post with Heavy Duty Base   Bolt Down Bollard with Key Lock ASIN: B0BXQ1TFSZ	1	£99.99	20%	£119.99	£119.99
Shipping Charges		£11.17		£13.40	£13.40
Invoice total					£133.39

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£111.16	£22.23
Total	£111.16	£22.23

Order No. 352 4101/315	Invoice created against Order <i>[Signature]</i>
Cheque No.	Payment Authorised <i>[Signature]</i>

**Return Address****Billing Address**

Mrs Zoe Malone  
Peacehaven Town Council  
Meridian Centre, 16, Meridian Centre  
Peacehaven  
East Sussex  
BN10 8BB  
01273585493

**Invoice Date:** 23-11-2023**Invoice No:** GB231123-LA5693815-1**Order No:** GB231123-LA5693815**Payment Method:** Braintree**Page Number:** 2 of 2**For Delivery To:**

Mrs Zoe Malone  
Peacehaven Town Council  
Meridian Centre, 16, Meridian Centre  
Peacehaven  
East Sussex  
BN10 8BB

Product Code	Component Code	Item Name	QTY	Unit Price	Net Amount	VAT Amount
42479		Black Friday Promo Item Black Friday Promo Item	1	£0.00	£0.00	£0.00

If you have any queries please contact our customer service team at  
customerservice@cartridgepeople.com.

**Total Net Amount** £166.58**Total VAT Amount** £33.32**Invoice Total** £199.90

4306/120 55.52  
4308/120 55.52  
4306/100 55.54

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

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

## Your Business accounts – at a glance

### Up-to-date account information

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

### Your balances on 29 December 2023

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#### Business Current Accounts

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

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#### Business Savings Accounts

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Business Premium Account	£802,204.30
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Sort Code 20-49-76 • Account No 30701211

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Business Premium Account	£182,073.07
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Sort Code 20-49-76 • Account No 83521656

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[This is the end of your account summary.](#)

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

## Your Business Current Account

## At a glance

### 23 - 29 Dec 2023

Date	Description	Money out £	Money in £	Balance £
23 Dec	Start Balance			50,028.80
27 Dec	<b>DD</b> Direct Debit to Fuel Card Services Ref: Ffb017243	154.94		49,873.86
	<b>DD</b> Direct Debit to Health Assured Ltd Ref: 000Pea026	60.00		49,813.86
	<b>DD</b> Direct Debit to BCard Commercial Ref: 5476760307525801	704.86		49,109.00
	<b>Giro</b> Direct Credit From Sumup Payments Acc Ref: McA Pid406536		9.44	49,118.44
	<b>Giro</b> Transfer From Account 30701211		910.36	50,028.80
28 Dec	<b>Giro</b> Transfer to Account 30701211	870.12		49,158.68
	<b>STO</b> Standing Order From Gateway Cafe Ref:- Gateway Cafe Rent		841.32	50,000.00
29 Dec	<b>DD</b> Direct Debit to Totalenergies G&P Ref: 1221874	35.64		49,964.36
	<b>DD</b> Direct Debit to Totalenergies G&P Ref: 1221874	1,057.20		48,907.16
	<b>Giro</b> Transfer From Account 30701211		1,092.84	50,000.00
29 Dec	Balance carried forward			50,000.00
	Total Payments/Receipts	2,882.76	2,853.96	

Start balance £50,028.80

Money out £2,882.76

▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £2,853.96

End balance £50,000.00

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

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



Bank of England Base Rate Information

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Rate effective from 03 Aug 2023 was	5.250%
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### Dispute resolution

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

### Important information about compensation arrangements

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

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

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

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

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

#### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

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

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

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

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

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

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

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

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

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

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

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

### Interest

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

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

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

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

### Online

**barclays.co.uk**

### On the phone

**0345-717-1819**

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

### Write to us

**Barclays,  
Leicester  
LE87 2BB**

### Your branch

**LEICESTER,  
LE87 2BB**

### Lost and stolen cards

**01604 230 230**

**– 24 hours**

**Tell us straight away if:**

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

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

### Follow us



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

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**Bank Reconciliation Statement as at 29/12/2023  
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	29/12/2023		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
		<b>Balance per Cash Book is :-</b>	<b>182,073.07</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 29/12/2023  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	29/12/2023		802,204.30
Current Account	29/12/2023		50,000.00
			<u>852,204.30</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
14/03/2023 205393	TIANNA KING	50.00	
09/08/2023 121182	NO NAME SHOW PRODUCTIONS	66.40	
21/09/2023 121190	RICHARD EVANS.	100.00	
08/12/2023 205595	KATIE CRONE	50.00	
08/12/2023 205596	SCDA	297.93	
08/12/2023 205597	ISOBEL SHARKEY	15.00	
08/12/2023 205598	AIR AMBULANCE	500.00	
			<u>1,079.33</u>
			851,124.97
<b><u>Unpresented Receipts (Plus)</u></b>			
20/12/2023		292.36	
21/12/2023		56.70	
21/12/2023		31.50	
22/12/2023		50.00	
22/12/2023		2,300.74	
22/12/2023		7.75	
			<u>2,739.05</u>
			853,864.02
		<b>Balance per Cash Book is :-</b>	<b>853,864.02</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Administration</b>							
1001 Precept	749,213	749,213	0			100.0%	
1010 CIL Income	101,271	0	(101,271)			0.0%	101,271
1011 Groundwork UK	(1,591)	0	1,591			0.0%	
1012 Football Foundation Fund	8,353	0	(8,353)			0.0%	
1013 Income from Photocopying	603	200	(403)			301.3%	
1016 Housing Benefit Claims LDC	15,807	15,350	(457)			103.0%	
1100 Interest Received	8,146	200	(7,946)			4072.8%	
1309 Other Income	522	1,000	478			52.2%	
<b>General Administration :- Income</b>	<b>882,324</b>	<b>765,963</b>	<b>(116,361)</b>			<b>115.2%</b>	<b>101,271</b>
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
<b>General Administration :- Direct Expenditure</b>	<b>21,000</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
4001 Salaries	310,636	422,906	112,270		112,270	73.5%	
4002 Employer N.I Contributions	29,121	45,198	16,077		16,077	64.4%	
4003 Employer Pension Contributions	61,714	82,000	20,286		20,286	75.3%	
4004 Overtime	2,165	1,000	(1,165)		(1,165)	216.5%	
4011 Training	4,043	2,000	(2,043)		(2,043)	202.1%	2,453
4201 Purchase of Vehicles	0	5,000	5,000		5,000	0.0%	
4212 Mileage Costs	469	500	31		31	93.8%	
4301 Purchase of Furniture/Equipmen	856	1,500	644		644	57.1%	
4302 Purchase of Materials	253	500	247		247	50.6%	
4306 Printing	3,127	5,000	1,873		1,873	62.5%	
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	710	2,000	1,290		1,290	35.5%	750
4312 Professional Fees - Other	810	2,000	1,190		1,190	40.5%	
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	27	200	173		173	13.5%	
4323 PDQ Charges	353	800	447		447	44.1%	
4325 Postage	1,795	1,000	(795)		(795)	179.5%	
4326 Telephones	2,187	3,168	981		981	69.0%	
4327 Computers	22,275	15,000	(7,275)		(7,275)	148.5%	9,281
4333 Members Allowance	1,375	3,500	2,125		2,125	39.3%	
4334 Members Training	358	1,500	1,143		1,143	23.8%	
4341 Grants	8,697	10,000	1,303		1,303	87.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4342 Subscriptions	4,995	5,500	505		505	90.8%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	(27)	0	27		27	0.0%	
General Administration :- Indirect Expenditure	<b>473,902</b>	<b>637,872</b>	<b>163,970</b>	<b>0</b>	<b>163,970</b>	<b>74.3%</b>	<b>12,484</b>
<b>Net Income over Expenditure</b>	<b>387,422</b>	<b>107,091</b>	<b>(280,331)</b>				
6000 plus Transfer from EMR	12,484						
6001 less Transfer to EMR	101,271						
<b>Movement to/(from) Gen Reserve</b>	<b>298,634</b>						
<b>110 Civic Events</b>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	<b>559</b>	<b>1,700</b>	<b>1,141</b>	<b>0</b>	<b>1,141</b>	<b>32.9%</b>	<b>0</b>
4331 Mayor's Allowance	393	1,500	1,107		1,107	26.2%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	609	1,200	591		591	50.7%	
4336 Civic Service	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	<b>1,402</b>	<b>5,250</b>	<b>3,848</b>	<b>0</b>	<b>3,848</b>	<b>26.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,962)</b>	<b>(6,950)</b>	<b>(4,988)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	2,115	2,500	385			84.6%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<b>2,290</b>	<b>4,600</b>	<b>2,310</b>			<b>49.8%</b>	<b>0</b>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	336	700	364		364	47.9%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<b>2,156</b>	<b>3,800</b>	<b>1,644</b>	<b>0</b>	<b>1,644</b>	<b>56.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>134</b>	<b>700</b>	<b>566</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## 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	417	0	(417)			0.0%	
Neighbourhood Plan :- Income	<b>417</b>	<b>0</b>	<b>(417)</b>				<b>0</b>
4337 Neighbourhood Plan	1,045	5,000	3,955		3,955	20.9%	
Neighbourhood Plan :- Indirect Expenditure	<b>1,045</b>	<b>5,000</b>	<b>3,955</b>	<b>0</b>	<b>3,955</b>	<b>20.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(628)</b>	<b>(5,000)</b>	<b>(4,372)</b>				
<b>200 Planning &amp; Highways</b>							
4851 Noticeboards	998	650	(348)		(348)	153.6%	994
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	<b>998</b>	<b>1,850</b>	<b>852</b>	<b>0</b>	<b>852</b>	<b>54.0%</b>	<b>994</b>
4101 Repair/Alteration of Premises	1,479	2,000	521		521	74.0%	
4111 Electricity	5	1,092	1,087		1,087	0.5%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	9,041	9,041	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	<b>10,526</b>	<b>12,633</b>	<b>2,107</b>	<b>0</b>	<b>2,107</b>	<b>83.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,524)</b>	<b>(14,483)</b>	<b>(2,959)</b>				
6000 plus Transfer from EMR	994						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,530)</b>						
<b>300 Grounds Team General Exp</b>							
4161 Cleaning Costs	6	0	(6)		(6)	0.0%	
4202 Repairs/Maintenance of Vehicle	5,546	6,600	1,054		1,054	84.0%	
4203 Fuel	4,626	6,050	1,424		1,424	76.5%	
4204 Road Fund License	(24)	600	624		624	(4.0%)	
4305 Uniform	571	900	329		329	63.5%	
Grounds Team General Exp :- Indirect Expenditure	<b>10,725</b>	<b>14,150</b>	<b>3,425</b>	<b>0</b>	<b>3,425</b>	<b>75.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,725)</b>	<b>(14,150)</b>	<b>(3,425)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	14,477	13,845	(632)			104.6%	
1041 S/P Telephone Masts	6,383	5,765	(618)			110.7%	
1043 S/P Football Pitches	5,318	3,000	(2,318)			177.3%	
1061 S/P Court Hire	3,998	2,500	(1,498)			159.9%	
Sports Park :- Income	<b>30,175</b>	<b>25,110</b>	<b>(5,065)</b>			<b>120.2%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	65	0	(65)		(65)	0.0%	
4111 Electricity	1,092	7,250	6,158		6,158	15.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	122	500	378		378	24.4%	
4161 Cleaning Costs	7,272	10,500	3,229		3,229	69.3%	
4164 Trade Refuse	3,299	4,500	1,201		1,201	73.3%	
4171 Grounds Maintenance Costs	8,811	10,000	1,189		1,189	88.1%	
Sports Park :- Indirect Expenditure	<b>22,757</b>	<b>35,095</b>	<b>12,338</b>	<b>0</b>	<b>12,338</b>	<b>64.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,418</b>	<b>(9,985)</b>	<b>(17,403)</b>				
<u>315 Big Park</u>							
4101 Repair/Alteration of Premises	20,900	5,000	(15,900)		(15,900)	418.0%	20,468
4102 Maintenance of Buildings	20	500	480		480	3.9%	
4111 Electricity	573	500	(73)		(73)	114.5%	
4112 Gas	257	500	243		243	51.4%	
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	<b>47,744</b>	<b>38,825</b>	<b>(8,919)</b>	<b>0</b>	<b>(8,919)</b>	<b>123.0%</b>	<b>20,628</b>
<b>Net Expenditure</b>	<b>(47,744)</b>	<b>(38,825)</b>	<b>8,919</b>				
6000 plus Transfer from EMR	20,628						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,116)</b>						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	6,310	8,999	2,689			70.1%	
1111 Electricity	9,169	10,000	831			91.7%	
Gateway Cafe :- Income	<b>15,478</b>	<b>18,999</b>	<b>3,521</b>			<b>81.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	51	2,500	2,449		2,449	2.0%	
4111 Electricity	6,111	10,000	3,889		3,889	61.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	209	1,500	1,291		1,291	13.9%	
4326 Telephones	227	972	745		745	23.3%	
4355 Wifi	508	540	32		32	94.1%	
Gateway Cafe :- Indirect Expenditure	<b>7,105</b>	<b>17,012</b>	<b>9,907</b>	<b>0</b>	<b>9,907</b>	<b>41.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,373</b>	<b>1,987</b>	<b>(6,386)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	4,975	5,500	525			90.5%	
1050 Allotment Rent	0	2,500	2,500			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>5,025</b>	<b>8,000</b>	<b>2,975</b>			<b>62.8%</b>	<b>0</b>
4050 Allotment Costs	230	0	(230)		(230)	0.0%	
4104 Vandalism Repairs	228	1,500	1,273		1,273	15.2%	
4105 Tree Works	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	665	5,000	4,335		4,335	13.3%	93
4141 Water Services	4,831	3,500	(1,331)		(1,331)	138.0%	
4164 Trade Refuse	312	2,000	1,688		1,688	15.6%	
4171 Grounds Maintenance Costs	1,340	4,000	2,660		2,660	33.5%	
4301 Purchase of Furniture/Equipmen	952	2,500	1,548		1,548	38.1%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>8,099</b>	<b>17,000</b>	<b>8,901</b>	<b>0</b>	<b>8,901</b>	<b>47.6%</b>	<b>93</b>
<b>Net Income over Expenditure</b>	<b>(5,020)</b>	<b>(13,500)</b>	<b>(8,480)</b>				
6000 plus Transfer from EMR	1,493						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,527)</b>						
<b>355 The Hub</b>							
1084 Sports Pavilion	15,882	16,979	1,097			93.5%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	270	270	0			100.0%	
1303 Water Charges	75	150	75			50.0%	
1355 Wifi	180	210	30			85.7%	
<b>The Hub :- Income</b>	<b>16,407</b>	<b>17,879</b>	<b>1,472</b>			<b>91.8%</b>	<b>0</b>
4175 Music Licence	483	500	17		17	96.6%	
<b>The Hub :- Direct Expenditure</b>	<b>483</b>	<b>500</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>96.6%</b>	<b>0</b>
4103 Annual Servicing Costs	209	2,500	2,291		2,291	8.4%	
4111 Electricity	1,730	3,000	1,270		1,270	57.7%	
4112 Gas	(500)	3,000	3,500		3,500	(16.7%)	
4171 Grounds Maintenance Costs	202	2,000	1,798		1,798	10.1%	
4355 Wifi	318	420	102		102	75.6%	
<b>The Hub :- Indirect Expenditure</b>	<b>1,958</b>	<b>10,920</b>	<b>8,962</b>	<b>0</b>	<b>8,962</b>	<b>17.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>13,965</b>	<b>6,459</b>	<b>(7,506)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>360 Community House</b>							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	4,019	6,242	2,223			64.4%	
1071 C/H Fields & Robson	1,000	0	(1,000)			0.0%	
1072 C/H Copper Room	7,001	9,216	2,215			76.0%	
1075 C/H Charles Neville	5,934	7,426	1,492			79.9%	
1076 C/H Main Hall	12,284	18,646	6,362			65.9%	
1077 C/H Anzac Room	11,199	9,246	(1,953)			121.1%	
1078 C/H Main Kitchen	1,332	910	(422)			146.4%	
1079 C/H Anzac Kitchen	1,312	510	(802)			257.2%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	460	0	(460)			0.0%	
1091 Cinema Income	3,352	3,000	(352)			111.7%	
1092 Electricity Feed-in Tariff	50,163	500	(49,663)			10032.6%	
1303 Water Charges	160	0	(160)			0.0%	
<b>Community House :- Income</b>	<b>100,826</b>	<b>60,659</b>	<b>(40,167)</b>			<b>166.2%</b>	<b>0</b>
4167 Cinema Costs	2,988	2,400	(588)		(588)	124.5%	
4175 Music Licence	820	900	80		80	91.1%	
<b>Community House :- Direct Expenditure</b>	<b>3,808</b>	<b>3,300</b>	<b>(508)</b>	<b>0</b>	<b>(508)</b>	<b>115.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	2,288	7,000	4,712		4,712	32.7%	
4102 Maintenance of Buildings	5,544	5,000	(544)		(544)	110.9%	
4111 Electricity	9,775	15,000	5,225		5,225	65.2%	
4112 Gas	3,537	9,000	5,463		5,463	39.3%	
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	1,112	5,000	3,888		3,888	22.2%	
4151 Fixtures & Fittings	137	1,500	1,363		1,363	9.1%	
4161 Cleaning Costs	535	1,000	465		465	53.5%	
4162 Cleaning Materials	599	1,000	401		401	59.9%	
4163 Personal Hygiene	2,023	2,603	580		580	77.7%	
4305 Uniform	482	700	218		218	68.8%	
<b>Community House :- Indirect Expenditure</b>	<b>97,982</b>	<b>93,603</b>	<b>(4,379)</b>	<b>0</b>	<b>(4,379)</b>	<b>104.7%</b>	<b>28,853</b>
<b>Net Income over Expenditure</b>	<b>(964)</b>	<b>(36,244)</b>	<b>(35,280)</b>				
6000 plus Transfer from EMR	28,853						
<b>Movement to/(from) Gen Reserve</b>	<b>27,888</b>						

## Detailed Income &amp; Expenditure by Budget Heading 19/01/2024

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>430 Summer Fair</b>							
1045 Event Sponsorship	275	500	225			55.0%	
1046 Stall Income (Events)	1,560	1,500	(60)			104.0%	
1094 Other Customer & Client Receipt	702	1,000	298			70.2%	
<b>Summer Fair :- Income</b>	<b>2,537</b>	<b>3,000</b>	<b>463</b>			<b>84.6%</b>	<b>0</b>
4329 Advertising	99	500	401		401	19.8%	
4500 Event Staff Overtime	2,439	1,500	(939)		(939)	162.6%	
4502 Events	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Expenses	1,531	1,200	(331)		(331)	127.6%	
<b>Summer Fair :- Indirect Expenditure</b>	<b>4,069</b>	<b>5,200</b>	<b>1,131</b>	<b>0</b>	<b>1,131</b>	<b>78.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,532)</b>	<b>(2,200)</b>	<b>(668)</b>				
<b>440 Christmas Market</b>							
1045 Event Sponsorship	0	800	800			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	360	360			0.0%	
<b>Christmas Market :- Income</b>	<b>0</b>	<b>2,160</b>	<b>2,160</b>			<b>0.0%</b>	<b>0</b>
4501 Carol Concert	0	160	160		160	0.0%	
<b>Christmas Market :- Direct Expenditure</b>	<b>0</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>0.0%</b>	<b>0</b>
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
<b>Christmas Market :- Indirect Expenditure</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>1,055,479</b>	<b>906,370</b>	<b>(149,109)</b>			<b>116.5%</b>	
<b>Expenditure</b>	<b>718,266</b>	<b>931,470</b>	<b>213,204</b>	<b>0</b>	<b>213,204</b>	<b>77.1%</b>	
<b>Net Income over Expenditure</b>	<b>337,212</b>	<b>(25,100)</b>	<b>(362,312)</b>				
plus Transfer from EMR	64,452						
less Transfer to EMR	101,271						
<b>Movement to/(from) Gen Reserve</b>	<b>300,393</b>						

23/01/2024

## Peacehaven Town Council

10:11

## Balance Sheet as at 23/01/2024

31/03/2023

31/03/2024

## Current Assets

8,012	Debtors Control	9,397
3,174	VAT Control A/c	22,092
50	Deposit Aqua	50
498,013	Current Bank A/c	804,441
180,580	Reserve Account	182,073
520	Petty Cash	520
0	PAYE	0

690,349

1,018,573

690,349 Total Assets

1,018,573

## Current Liabilities

267	Credit Card A/c	0
1,498	Creditors	0
2,537	Mayor's Appeal	1,646
7,354	Accruals	0
0	NIC	0
3,097	Deposits Received	4,117

14,751

5,763

675,598 Total Assets Less Current Liabilities

1,012,810

## Represented By

142,690	General Reserves	443,083
10,000	Vehicle Reserve	10,000
588	Warm Havens Grant	588
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
343,300	CIL	424,011
59,080	Big Park	59,080
3,100	Hub Improvements	3,100
5,000	Climate Change	5,000
798	Sponsorship	798

Balance Sheet as at 23/01/2024

31/03/2023		31/03/2024
	2,301 Professional Fees - Legal	1,551
	1,640 Neighbourhood Plan	1,640
	46,631 Capital Receipts Reserve	37,189
	<u>675,598</u>	<u>1,012,810</u>

The above statement represents fairly the financial position of the authority as at 23/01/2024 and reflects its Income and Expenditure during the year.

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

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

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

CIL Expenditure 2023/24			
Supplier	Description	Amount	Comments
GTA Civils	Pathway / bridal design	1,600.00	To be covered by Successful CIL BID
Robins	Top Soil for Big Park Parking deterrents	360.00	Agreed to be paid from CIL up to £2k
Robins	Top soil for Big Park parking deterrents	300.00	Agreed to be paid from CIL up to £2k
Amazon	Lights for carpark	21.40	Agreed to be paid from CIL up to £2k
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
		<b>£20,561.07</b>	

## Analysis

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2022/23			
<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
ESHRC	Hearing Loop	950.00	Works been completed – awaiting invoice
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
N/A	Howard Park - CIL Bid	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	50,000.00	Agreed to use Solar Panel rebate AND CIL for replacement system. Not sure on full cost yet but anticipate to be £100,000 – To be agreed at P&F 30/01/24
		<b>£83,637</b>	

## Analysis

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



## 106 Monies

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

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

## **Implications**

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

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

## List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	EAST SUSSEX PENSION FUND	BACS	13,043.40		NOVEMBER SALARIES
01/12/2023	FAMILY SUPPORT WORK	BACS1	700.00		FAMILY SUPPORT WORK GRANT
01/12/2023	SEAHAVEN RESPONDERS	BACS2	750.00		SEAHAVEN RESPONDERS GRANT
01/12/2023	ROTARY CLUB	BACS3	250.00		ROTARY CLUB GRANT
01/12/2023	ACT ON IT	BACS4	400.00		ACT ON IT GRANT5
01/12/2023	HAVENS COMMUNITY HUB	BACS5	700.00		HAVENS COMMUNITY HUB GRANT
01/12/2023	TRACEY PICKETT	BACS6	100.00		T.PICKETT REFUND
01/12/2023	EDF	BACS	25.93		ELECTRICITY OCT 23
01/12/2023	GREENACRE RECYCLING	BACS1	348.00		SKIP HIRE
01/12/2023	Madison Web Solutions Limited	BACS3	648.00		PREMIUM HOSTING
01/12/2023	FLEET (LINE MARKERS)	BACS5	449.28		LINE MARKER FOR PITCHES
01/12/2023	SIEMENS FINANCIAL SERVICES	BACS6	335.83		FRANKING MACINHE RENTAL DEC-MA
01/12/2023	BRITISH GAS	BACS7	46.51		17 OCT-16 NOV GAS
01/12/2023	HMRC	205593	15,319.44		NOVEMBER SALARIES
04/12/2023	Northstar IT	DD	5,896.72		SERVER
04/12/2023	Barclays	DD3	3.00		BACS FILE CHARGES
04/12/2023	The Fuelcard People	DD4	31.61		HK6 WMJ
05/12/2023	SUM UP	SUMUP 0512	3.40		TRANSACTIONAL CHARGES
06/12/2023	Northstar IT	DD1	1,535.95		DECEMBER SUPPORT
06/12/2023	02	DD2	168.28		MOBILES - NOVEMBER
08/12/2023	EDF	BACS	1,060.55		NOVEMBER ELECTRICITY
08/12/2023	R.J.Meaker Fencing Ltd	BACS1	47.40		CEMENT
08/12/2023	Spy AlarmsLtd	DD2	248.40		QUARTERLY FIRE MAINTENANCE
08/12/2023	C.E.F	BACS4	58.20		KITCHEN LIGHT
08/12/2023	AVS FENCING SUPPLIES LTD	BACS5	193.97		BOWLS GREEN FENCE
08/12/2023	Trade UK	BACS6	6.99		SCREWS FOR HOWARD PARK
08/12/2023	BROXAP	BACS7	1,052.40		SLALOM SKIER FOR GYM
08/12/2023	Brighton Permaculture Trust	BACS8	1,400.00		22 TREES
08/12/2023	CONSULT CLEANING SERVICES	BACS9	1,037.40		DEC CLEANING
08/12/2023	LABELS ONLINE	BACS1	120.00		ASSET REGISTER TAGS
08/12/2023	KEMPTON HOUSE	BACS2	600.00		KEMPTON HOUSE GRANT
08/12/2023	JON BORTHWICK	BACS3	180.00		J.BORTHEWICK XMAS PARTY
08/12/2023	CG STEVENS	BACS4	50.00		J.WHITING REFUND
08/12/2023	ANDY PICTON	BACS5	130.05		A.PICTON OCT/NOV MILEAGE
08/12/2023	MRS JEROME	205594	50.00		ANITHA REFUND
08/12/2023	KATIE CRONE	205595	50.00		K.CRONE REUND
08/12/2023	SCDA	205596	297.93		SCDA CAROL CONCERT
08/12/2023	ISOBEL SHARKEY	205597	15.00		I.SHARKEY EXPENSES
08/12/2023	AIR AMBULANCE	205598	500.00		SX AIR AMBULANCE GRANT
11/12/2023	The Fuelcard People	DD	13.20		FUEL CARD CHARGES
15/12/2023	B & S CHAINS Ltd	BACS	105.55		ZIP LINE PART FOPR BP
15/12/2023	PEACEHAVEN COMM SCHOOL	BACS	700.00		PCS GRANT
15/12/2023	PEACEHAVEN COMM SCHOOL	BACS1	50.00		PCS GRANT
18/12/2023	The Fuelcard People	DD2	31.61		FUEL
19/12/2023	SUM UP	SUMUP 1212	0.84		TRANSACTIONAL CHARGES
19/12/2023	Northstar IT	DD	503.62		netgar smart swtich
19/12/2023	SUM UP	SUMUP 1912	2.51		TRANSACTIONAL CHARGES

## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2023	Northstar IT	DD	393.12		ROUTER
21/12/2023	DANIEL GRIFFITHS	BACS	40.00		D.GRIFFITHS REUND
21/12/2023	MICHAEL DAWES	BACS2	11.95		BREWERS PAINT SAMPLES
21/12/2023	KAREN BRAY	BACS3	99.90		AFTERNOON TEA
21/12/2023	R.J.Meaker Fencing Ltd	BACS1	31.02		POST MIX
21/12/2023	C.E.F	BACS2	76.50		EMERGENCY BATTEN LED
21/12/2023	EDF	BACS3	76.63		ELECTRICITY 26 OCT-29 NOV
21/12/2023	HAGS-SMP LTD	BACS4	90.00		GYM STICKERS
21/12/2023	TRAVIS PERKINS Trading	BACS5	145.62		BALLAST BULK BAG
21/12/2023	CVS TYRES LTD	BACS6	220.60		BRAKE REPAIRS
21/12/2023	PAPACHINOS LIMITED	BACS7	227.50		FOOD FOR PEACE EVENT
21/12/2023	Radius Connect	BACS8	285.80		DECEMBER TELEHPNES
21/12/2023	Trade UK	BACS9	317.57		REPAIRS TO HOWARD PARK
21/12/2023	Cinemobile	BACS10	322.00		MIRACLE CLUB 22/11
21/12/2023	GASTON MALLIA	BACS11	625.00		DESIGN OF PTNP DOC
21/12/2023	ENV SURVEYS LIMITED	BACS12	714.00		ASBESTOS SURVEY
21/12/2023	EMMA TINGLEY	BACS13	1,200.00		ENGAGEMENT COSTS
21/12/2023	DAVID SEABROOK	BACS14	32.85		D.SEABROOKE EXPENSES
22/12/2023	DECEMBER SALARIES	DEC PAY	25,287.14		DECEMBER SALARIES
27/12/2023	The Fuelcard People	DD1	154.94		FUEL HK66 WMJ
27/12/2023	SUM UP	SUMUP2712	0.16		TRANSACTIONAL CHGS
27/12/2023	Credit Card A/c	CC NOV	704.86		NOV CC
27/12/2023	HEALTH ASSURED LTD	DD	60.00		MONTHLY EAP
29/12/2023	TOTAL GAS & POWER	DD3	1,057.20		NOVEMBER GAS
29/12/2023	TOTAL GAS & POWER	DD4	35.64		BALANCE C/FWD
<b>Total Payments</b>			<b>81,470.97</b>		

Annual Servicing Record			<b>7,871.00</b>	
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
1	<b><u>USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY HOUSE</u></b>	<p>At the Committee's meeting on 7<sup>th</sup> December 2020, it was resolved that ESHRC repairs the hearing loop for the main hall a.s.a.p.at the maximum quoted cost of £950. Work is in hand.</p> <p>Completion of Main Hall loop repairs.</p> <p>Signage needs to be sourced to inform people the hearing loop is available.</p>	Town Clerk			31 <sup>st</sup> Oct 2022
2	<b><u>INTERNAL &amp; EXTERNAL SURVEY OF COMMUNITY HOUSE</u></b>	<p>From the Committee's meeting of 14<sup>th</sup> June 2022:-</p> <p><b><u>PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL &amp; EXTERNAL SURVEYS FOR COMMUNITY HOUSE</u></b></p> <p>The Clerk referred to his report, noting three elements to this project:-</p> <p>Internal mechanical &amp; electrical survey of Community House.</p> <p>External building &amp; fabric survey of Community House.</p> <p>Insurance valuation of Community House.</p> <p>The quotes received were discussed.</p> <p>It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.</p>	Town Clerk			11 <sup>th</sup> Sept 2023

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

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

**Agenda Item: PF963****Committee: Policy and Finance****Date: 30<sup>th</sup> January 2024****Title: Park Signage****Report Authors: Parks officer****Purpose of Report: to agree.**

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## **Introduction**

At the L&A meeting held on the 9<sup>th</sup> of January the committee recommended

1. To agree to engage a company to design a ladder rung sign that meets the Council's requirements which could be used in every park with varying information and sizes (number of rungs) any fees to be from the signage budget cost code 330/ 4106 (£1000)
2. To agree to procure and install an initial sign at the entrance to Centenary Park using PTC CIL funds.
3. To source funding for signs in all other parks.

## **Background**

Centenary Park was opened in 2014, since then PTC has discussed many times having signage installed around the park and at the entrance.

## **Analysis**

A signage TFG was set up to review previous TFG findings and to progress the need for signage across all the Parks and open spaces managed by PTC.



The TFG recommended that a ladder type sign made from recycled plastic is the preferred option and the committee agreed to install one at the entrance to Centenary Park once a design is finalised and agreed upon.

The cost will be approximately £600 including installation by the grounds team.

## **Conclusions**

Further funding will need to be found to cover the cost of all the different types of signage required across all the open spaces maintained by PTC, this is yet to be sourced.

## **Recommendations**

The committee are asked to agree the following.

1. To agree to procure and install an initial sign at the entrance to Centenary Park using PTC CIL funds at a cost pf approximately £600 including installation.



## **Implications**

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

## **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 PTC CIL
<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

**Agenda Item: PF964**

**Committee: Policy and Finance**

**Date: 30th January 2024**

**Title: Grounds maintenance machinery renewal**

**Report Authors: Parks officer**

**Purpose of Report: to agree.**

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## **Introduction**

The grounds staff currently have equipment which is used for maintaining the football club pitch to a high standard, this pitch is to be removed and replaced with a 3G all-weather plastic pitch in 2024, the equipment we have needs to be reviewed as some of it will be redundant.

The equipment we have is old and therefore will not aid the Council in reaching its net zero carbon target by 2030.

## **Background**

The football club has one of the best surfaces in the county, this required certain equipment to maintain it to this standard, the equipment was then used on all the football pitches as well. With the grass pitch being removed we can now look at our equipment and adjust it, as we do not need to have the expense of servicing specialist equipment to be used on the park's pitches, this will help reduce running costs and give us the opportunity to sell old, dated, inefficient, worn-out items and replace them with more suitable items.

## **Analysis**

A review of the machines was carried out in 2020 and reported in LA485, this highlighted the machines that needed replacing and looked at a timescale when we should replace all the larger items. The recommended date for renewing the tractor and ride on cylinder mower are 2024.

The current vehicle reserve has £10,000, we may be able to get some funding from Chalker's Rise 106 as the equipment will be used on Centenary Park the rest could be from Capital receipts.

Now is a good time to review all the larger equipment as it is all old and worn out, we have just paid out for repairs to the tractor and the cost of this was more than the tractor was worth.

This issue will continue if we do not look to update the equipment now.

## **Equipment list to trade in or sell.**

Tractor Kubota L4200	2002	£3-4000 maximum
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Ride on triple mower Ransomes 2130	2003	£1-2000
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Ride on collector mower Kubota G18	1998	£800
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We also have a large trailer which is not used anymore this can be sold. £1000

## **The recommendation is to replace all these items with:**

New or used tractor	up to £28000.
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New rotary mower attachment for the tractor	£9000
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# A newer diesel tractor could be run on HVO fuel which reduces CO2 emissions by up to 90% at an extra cost.

*HVO stands for hydrotreated vegetable oil and is an eco-friendly biofuel that uses hydrogen as a catalyst to create a renewable energy source from, as the name suggests, vegetable oils. Because HVO is created using hydrogen instead of methanol as a catalyst, it is classed as a cleaner alternative to regular biodiesel. It also has a longer shelf life. But perhaps not surprisingly, these advantages impact the typical HVO fuel cost, you should expect HVO fuel generally to cost around 10 to 15% more on average than the price of traditional diesel.*

Having investigated battery powered tractors these have such a small running time of 3-4 hours before requiring a re-charge, they are not a practical solution at this time.

A review of the machinery was carried out by the climate change TFG was carried out in 2021, the table below shows the expected dates for renewal of machines.

Type	vehicles	year	life expectancy	fuel type	Recommended best practice renewal dates	Planned Replacement Year	Replacement new Cost
Ride on Mower	Ransomes 2130 triple mower	2003	2022	diesel	<b>2013</b> 10 years or 1000 hours	2024	£27,000.00
Vehicle	Kubota tractor	2002	2022	diesel	<b>2012</b> 10 years or 1000 hours	2024	£30,000.00
Ride on Mower	Kubota F3890 rotary mower	2016	2023	diesel	<b>2021</b> 5 years or 1000 hours	2026	£25,000.00
Mower	Allett C24 bowling green mower	2008	2018	petrol		2026	£7,000.00
Vehicle	Kawasaki mule	2016	2026	petrol	<b>2021</b>	2027	£10,000.00
Ride on Mower	Kubota G18 rotary collector mower.	1998	2022	diesel	<b>2003</b> 5 years or 1000 hours	2028	£17,000.00
Vehicle	Ford transit	2016	2031	diesel	<b>2021</b> 5 years	2030	£26,000.00

Key

BLUE

machines that can be replaced or traded in due to 3G.

ORANGE

Recommended to be replaced in 2024.

## Conclusions

The L&A committee agreed that the items should be replaced at the meeting on the 9<sup>th</sup> January 2024 and this should be forwarded on to the P&F committee to look at how this could be funded.

We have a vehicle reserve and can also look at using Chalker's Rise 106 money to part fund these two purchases.

Note: If we look to lease any vehicles these are not classed as assets and therefore would need to be financed by the precept budget.

The current way PTC do things is to run its machine assets until they either break or parts become hard to get, maybe there should be a review of this, and PTC should look at renewing some machines every 5 years, that way the items can be sold whilst they still have a value.

## **Recommendations**

The committee are asked to the following.

1. The finance officer and P&F committee to investigate the funding of these purchases through the various options.

## **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 vehicle reserve  Possible Use of 106
<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>	Newer machinery will have better safety features
<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
<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

### Machines we can sell or trade in.

- Kubota G18 collector mower year 1998 estimated value £1000.



- Ransomes 2130 ride on triple mower year 2003 estimated value £1000.





- Ifor Williams trailer estimated value £1000.



## Tractor

We also have to consider the age of the tractor; we have had to spend **£4500** on repairs this year. The tractor still has many issues including.

- Broken windscreen wiper motor – parts not available anymore
- Two small Hydraulic oil leaks
- One small gear oil leak from the front wheel hub
- Faulty window gas strut.
- Tyres are cracked and worn.



I have had an estimated valuation, and it is only worth **£3-4000** as a trade in against a new model, do we want to be spending more money on this tractor if it breaks down?

We have investigated an electric tractor as an option, but at the moment they are twice the price and have a run time of only up to 4 hours before requiring charging which is not workable.

We could look at using HVO diesel fuel to reduce carbon emissions at an extra cost per litre with a newer tractor as they are more compatible.

A new similar sized diesel tractor ex demo model will cost approximately £33,000. We could get a smaller engine tractor for £24-£28,000 new (with a 5-year warranty)

The cost of a replacement could come from a number of different sources to spread the cost.

- Chalker rise 106, as the tractor is mainly used on Centenary Park
- PTC Vehicle purchase reserve
- PTC capital receipts.

## **Machine to purchase**

- Trimix procut S5 or similar - £9000 to be used behind a tractor to cut all flat grass areas to replace the Ransomes 2130.



- Replacement tractor up to £27,000 (new with 5 year warranty)





**Agenda Item: PF965**

**Committee: Policy and Finance**

**Date: 30<sup>th</sup> January 2024**

**Title: Bowling green expenditure**

**Report Authors: Parks officer**

**Purpose of Report: To agree.**

---

## **Introduction**

The bowling green is located in Centenary Park and has a resident bowls club with over 60 playing members and some non-playing members, this club is a great place for the older residents to meet up, exercise, and enjoy the sport of bowls.

## **Background**

The bowling green was constructed in 1980 and has a vibrant bowls club founded in 1981 which has built a pavilion with bar and kitchen facilities as well as short mat indoor bowls for the winter period.

The original design of the green had two hose points located next to the green and the area was hand watered when required. This was upgraded by PTC in the mid 1990's to one with sprinkler heads around the green which operate automatically to irrigate overnight, the system originally had a metal water storage tank, but this failed quite quickly and was replaced with a plastic tank, this has now started to leak. There is also a faulty sprinkler head, and the timing controller has become unreliable.

There is a slab pathway surrounding the bowling green and this has become very uneven due to the slabs sinking, this has led to quite a few falls by players. After investigation it was discovered that underneath the slabs is a pea shingle layer which is washing away and causing the slabs to sink.

## **Analysis**

### **Pathway specification.**

To lift the slabs dig out the subbase material, extend the underground wall by 200mm, replace sub base with compacted MOT type 1 stone, and relay the slabs level, filling in any gaps with a suitable sand and cement mix.

**The L&A committee recommended using PTC CIL money to fund this work, and the parks officer to get three quotes.**

We have received the following estimates for works.

G Richards £7,999 no vat charged

GM Landscapes £13,524+vat

CWL £57,780+vat

These are all local independent companies, my thoughts are CWL did not want the work so they put in an exorbitant price. Both of the other companies come from recommendations but have not worked for PTC before.



## **Irrigation system**

To replace the plastic water tank £2,330.00

To replace the sprinkler head £777.22

To replace the timing controller £430.00

Total cost     £3537.00

This is a price given by a specialist company who are based in Sussex, all the other irrigation companies are from further away and were not keen on coming on site to price the work, hence this is the only quote.

**The bowls club have offered to pay 50% of the net cost for the irrigation works as PTC can claim the vat back.**

## **Conclusions**

According to the lease the town council are responsible for the pathways within the bowling green area, however the irrigation system is not mentioned in the lease. The bowls club have offered to pay 50% of the net cost for the irrigation works.

## **Recommendations**

1. To agree to using CIL to pay for the pathway works and to choose the preferred contractor for the works.
2. To agree to the irrigation works with the bowls club contributing 50% of the cost for the irrigation works with PTC paying £1768 from either the current budget or from CIL.

## **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 budget Use of Cil
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	N/A
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	To be considered
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	All relevant
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li></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>	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**

G.RICHARDS

CONSTRUCTION SPECIALIST

Block-paving, Patio, Re-pointing, Brickwork, Turfing, Fencing

Estimate No:-01B 2024

18th January 2024

Peacehaven Town Council

Further to your enquiry, please find enclosed my price to do the following work:

### **PROCEDURE OF WORKS:-**

- ☐ Slabs around the perimeter of the Bowls Green to be taken up and cleaned,
- ☐ Base under existing slabs to be checked and area levelled where required.
- ☐ Area to be compacted down using a vibrator plate.
- ☐ Existing slabsto be re-laid on a sand & cement mortar base.
- ☐ Joints in-between slabs to be pointed.
- ☐ New block work to be laid where needed for wall around the edge of the bowls green.
- ☐ Site to be left clean and tidy.

All labour and materials supplied.

For the Total price of £7,995.00

I hope the above is of interest and that I can be of service. Please do not hesitate to contact me if you have any queries.

Yours Sincerely

G.RICHARDS

VGM LANDSCAPES Ltd

Peacehaven town council

Estimate

Price to lift all paving around bowls court approx 386sqm , then expose existing block wall and install another concrete block on top to ensure fines do not get washed away, Then re screed and relay existing pavers back down. Kiln dried sand would be swept in all joints. Price includes supplying all materials and clearing all waste away.

Cost £13,524

Vat £2704.80

Total £16228.80

Please do not hesitate to contact me to discuss further.

Many thanks

Glen

CWJ landscapes

Paving services

To lift and clean the existing paving slabs around the perimeter of the bowling green. For the moment this includes just the 600x600 slabs.

Once they have been lifted and stacked to one side we will remove the old mortar/sand and debris from underneath them.

To then lay a new single course of bricks around the inside perimeter (154.12 linear meters).

To then lay a new subbase of mot type1 and compact to the required level. Once the preparation work is complete we will re-lay the old paving slabs on a full bed of mortar at 40 - 50mm deep.

I have priced the work per M2 to include all materials, plant hire, waste removed from site and labour for the work. The total area to be paved is 321m2

Subtotal

£57,780.00

VAT (20.0%)

£11,556.00

Total

£69,336.00

This quote is valid for the next 30 days, after which values may be subject to change.

## Irrigation system

### Water tank



### Sprinkler head



### Controller/ timer





## Pathway



**Agenda Item:** PF966  
**Committee:** Policy & Finance  
**Date:** 30<sup>th</sup> January 2024  
**Title:** Tender for Community House Main Hall Air Handling Units  
**Report Authors:** Town Clerk  
**Purpose of Report:** To discuss and agree

---

### **Introduction & Background**

It was agreed at the Full Council meeting on 19<sup>th</sup> December 2023 (Item C1160) to go out to tender for replacing the Main Hall Air Handling Units. The Tender was advertised on 22<sup>nd</sup> January 2024, with a closing date of 4<sup>th</sup> March 2024.

### **Analysis**

There are some outstanding decisions to make in preparation for receiving the Tenders back:

1. Finance - It was agreed at P&F on 24<sup>th</sup> October to fund this system by using the Solar Panel rebate received for Community House totalling £50,153.15. The suggestion is that any remaining costs can be funded from our NCIL pot, however, this is yet to be agreed. The total cost is estimated to be c. £80,000.
2. Dealing with Tenders – Financial Regulations & Standing Orders require that the Tenders are opened with at least one Councillor present. It is suggested that the Committee authorise 2 Councillors to be present for the opening of the Tenders and to shortlist the Tenders to report back to Committee. This will need to happen w/c 4<sup>th</sup> March 2024, in order to report back to Committee on 13<sup>th</sup> March 2024.

### **Conclusions**

The Tendering Process is underway, with a couple of decisions to be made now relating to the finance and handling of Tenders.

### **Recommendations**

1. To agree where the additional costs be funded from.
2. To agree Councillors to be present at the opening of Tenders and shortlist for Committee.

### **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>	Circa. £80,000.
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li></ul>	The Public Contracts Regulations 2015 PTC Standing Orders & Financial Regulations

<ul style="list-style-type: none"> <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>	RAMS will be required to be provided by the successful tenderer.
<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>	
<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>	Use of the main hall by numerous local groups and residents.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>Carbon footprint?</li> <li>Materials?</li> <li>Recycling?</li> </ul>	Improved efficiency of units.

### **Appendices/Background papers**

Tender paperwork



# Peacehaven Town Council

## Invitation to Tender for 2 replacement air handling units

### Contents

1. Statement of purpose
2. Procurement policy
3. Timetable
4. Tender submission information
5. Queries raised by tenderers
6. Limitations of the invitation
7. Procurement process
8. Freedom of Information
9. Equal Opportunities

### Appendices

1. Specification
2. Photographs of current units
3. Clarification of questions



## 1. Statement of purpose

- 1.1. Peacehaven Town Council is looking to replace 2 air handling units supplying a large hall with heating and ventilation to replace an existing system that is almost 50 years old. The specification document in the appendices gives further details on this.
- 1.2. The Council has not set a maximum budget for this tender but advises tenderers to submit their most competitive price. The full assessment criteria forms part of the specification document.
- 1.3. This document is intended to provide tenderers with all the necessary information to submit an compliant tender.

## 2. Procurement policy

- 2.1. The Council is responsible for ensuring best value for money at all times in line with our Financial Regulations. A copy of the adopted Financial Regulations can be viewed on the Peacehaven Town Council website.

## 3. Timetable

Activity	Date / Deadline
Tender commences with advert publication	22 <sup>nd</sup> January 2024
Final receipt of clarification questions	12 <sup>th</sup> February 2024
Closing date for Tender submissions	4 <sup>th</sup> March 2024
Opening of Tenders and Evaluations	w/c 4 <sup>th</sup> March 2024
Decision & preferred tenderer announced	13 <sup>th</sup> March 2024
Final decision notice issued	20 <sup>th</sup> March 2024

## 4. Tender submission information

### 4.1. Submissions should be:

- as concise as possible whilst providing enough information for the Council to evaluate the tender.
- Submitted by post, clearly marked with the reference 'PTCTS-AHU' and for the attention of the Town Clerk.
- Formally signed by a person duly authorised to sign on the organisations behalf.
- Received by the Council before the set deadline.

- 4.2. A copy of the final tender must be received by the Council no later than 17:00 on the date specified in the timetable. Late tenders will not be considered unless the Council is satisfied that the delay was caused by reasons outside of your control. This is at the sole discretion of the Council and the decision is final. Requests for amendments or additions to tender information after the submission deadline will not be considered in any circumstances.

4.3. All Tenders and supporting documents must be submitted by post, clearly marked with the reference 'PTCTS-AHU' and for the attention of the Town Clerk.

4.4. All Tenders shall remain sealed until Council agrees that they be opened by the Town Clerk or Responsible Financial Officer in the presence of at least 2 members of the Council.

## **5. Queries raised by tenderers**

5.1. Tenderers may request clarification concerning the requirements or the process of this procurement exercise at any time before the deadline date specified in the timetable. Questions should be sent by email to [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk). The Council will endeavour to answer all questions as quickly as practicable.

5.2. To ensure fairness throughout the procurement exercise, the Council will publish the questions and responses to all questions. Tenderers should therefore ensure that any questions submitted are written in such a way that they do not disclose any commercially sensitive information.

5.3. The Council retains absolute discretion to extend the closing date and time.

## **6. Limitations on this invitation**

6.1. The Council shall not be bound to accept any Tender and reserves the right not to conclude a contract for some or all of the services for which tenders are invited.

6.2. The Council reserves the right to amend or withdraw all or any part of this Tender and any time during the procurement process.

6.3. All communication regarding the details of this Tender shall be made to the Town Clerk.

6.4. Tenderers shall not make contact with any other employee or Councillor during the period of the procurement exercise unless instructed otherwise by the Council. The Bribery Act 2010 applies at all times.

## **7. Procurement process**

7.1. All Tenders received will be reviewed during the week commencing 4<sup>th</sup> March 2024.

7.2. The Tenderer is solely responsible for ensuring that sufficient information is provided in the Tender to enable the Council to make an effective and fair evaluation of Tenders in line with the assessment criteria set out in the specification document.

- 7.3. Questions from Tenderers to clarify details or specifications are welcomed, provided this does not modify any substantial aspects of the Tender or risk distorting competition or otherwise causing discrimination.
- 7.4. The Council welcomes Tenderers to arrange a site visit to enable an accurate Tender to be submitted. Requests for site visits should be arranged via the Town Clerk.
- 7.5. The Council reserves the right to abandon or recommence the Procurement exercise and contract awarding if it is unable to select a winner.
- 7.6. Details of the successful bid, including the contract value will be shared on Contracts Finder once the contract has been awarded.

## **8. Freedom of Information**

- 8.1. The Council is a public authority for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 8.2. Certain elements of the information submitted to the Council by the Tenderer may need to be disclosed in response to a request made by a third party under the Acts. The Council may also decide to include certain information in the publication scheme which it is required to maintain.
- 8.3. If a request is received, the Council may also be required to disclose details of the unsuccessful Tenders.

## **9. Equal Opportunities**

- 9.1. The Council is obliged to promote equality of opportunity and eliminate unlawful discrimination as set in the Equality Act 2010. Tenderers will be required to be compliant with this legislation.

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ [TownClerk@peacehaventowncouncil.gov.uk](mailto:TownClerk@peacehaventowncouncil.gov.uk)



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

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## **SINGLE USE PLASTICS POLICY**

### **INTRODUCTION**

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year. **Globally we produce 380 million tonnes of plastic a year and 50% of this is single use. 12 million tones of this is dumped in the oceans.**

Surfers Against Sewage first created the 'Wasteland' campaign to create plastic free coastlines, Wasteland being a metaphor for the largest concentration of plastic in the ocean. Thanks to the success of like-minded people wanting to rid the oceans of plastic litter, they created the Plastic Free Communities campaign to take into account all of the inland communities that wanted to act.

There are five objectives that Surfers against Sewage qualify as the criteria in getting towns to successfully become plastic free. Once they have been achieved Peacehaven will be awarded the 'Plastic Free Status' which is similar to the Fair Trade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.

Peacehaven Town Council is committed to tackling the plastic waste problem by taking responsibility for its own impact on the environment and society, both within the local area and across the globe. The Town Council will work towards minimising use of single-use plastics across its own facilities and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

### **WHAT ARE SINGLE USE PLASTICS**

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, disposable razor, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids, **glo-sticks and sauce sachets**

### **BECOMING A SINGLE USE PLASTICS FREE TOWN**

To support Peacehaven becoming a single-use plastics free town, the Council commits to:

- Work with staff to ensure that single-use plastics are eliminated across our offices.
- Support the community in its efforts to make their buildings plastic-free zones.
- Communicate the importance of protecting our urban, rural and marine environments, and support and promote positive initiatives, town campaigns and actions for reducing plastic waste.

- Work with our event organisers to eliminate single-use plastics across all town events held on council land and share guidance for this more widely.
- Support communities and litter-pick initiatives to ensure our parks, beaches and open spaces are free from plastic litter.
- Use government legislation that regulates against the use of single-use plastics to support our efforts where we can.
- Require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- The council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
- Work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the council's social media and communication channels.

This council will work to embed these commitments into its strategy objectives, policies and plans.

Adopted by Peacehaven Town Council July 2020

To be reviewed July 2023



# Peacehaven Town Council

## Memorial Benches Policy

All applications to install a memorial bench must be made in writing to the Parks Officer and signed by the applicant. Upon receipt of an application, the Parks Officer will consider the request and decide whether to grant approval. If a request is refused then the reasons for refusal and details of how to appeal the decision will be given.

If an appeal is lodged following the refusal of a request, then the applicant shall write to the Town Clerk outlining their grounds for appeal. The Town Clerk shall acknowledge receipt of the appeal and refer the matter to the Leisure, Amenities, and Environment Committee for a decision to be made. The Town Clerk should outline the anticipated timescale to the applicant to ensure that expectations are managed.

Once an application for a memorial bench is approved, written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation.

Payment of asset will be due to the Council, within 28 days of invoice.

The style and location of the bench will be subject to consultation with the Parks Officer and aligned to this policy. Appendix 1 of this policy outlines locations that memorial benches can be placed, and the capacity of those locations.

The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Parks Officer or Town Clerk.

Memorial benches are installed by the Grounds staff where possible.

All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Insurance Policy and are not guaranteed to be covered.

Memorial benches must be accessible for use as a place to sit and are not to be used as a location for tributes or memorial items to be left. Items or tributes left on the bench will be removed and disposed of.

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged.

The applicant should ensure that the Council is in possession of current contact details.

The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety.

In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.

Adopted by Policy and Finance Committee: 22<sup>nd</sup> November 2016

Reviewed: 8<sup>th</sup> November 2022

Next Review Due: 7<sup>th</sup> November 2024

## APPENDIX 1

AMENITY SPACE	BENCHES	PICNIC BENCHES	SPACES LEFT
Epinay Park	5 x benches	2 x picnic bench	2
The Oval	4 x bench	2 x picnic bench	6
The Dell	12 x bench	5 x picnic bench	0
Howard Park	19 x bench		0
Centenary Park	16 x bench	3 x picnic bench	12
A259 Coast Road	17 x bench		0
Cliff top monument	2 x bench		0
Firle Road playgrounds	2 x bench		0



# Peacehaven Town Council

## Community House: Terms & Conditions of Hire/ Health and Safety

### A. TERMS AND CONDITIONS OF HIRE

#### 1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES

Minimum hire for any room: one hour.

1.1 **A refundable deposit will usually be required at time of booking** — the deposit for any function will be £100; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Hirers must vacate the premises by 11.45pm.\*

1.2 Authenticated evidence of an organisation's charitable status must be produced by any organisation claiming a charity rate.

1.3 Peacehaven Town Council has the right to cancel a booking at any time.

1.4 The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing.

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

\* Local community groups may be exempt from paying a deposit at the discretion of the Council.

#### 2. PAYMENT & CANCELLATION FEES

2.1 **Coffee Mornings** — Community House Foyer — All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the Hirer two or more weeks before the day of the hire will be subject to a 20% cancellation fee, less than two weeks will be subject to a 50% cancellation fee.

2.2 **Saturday Morning Mini Markets** — Meridian Hall, Community House — Remainder of fees and deposit due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the Hirer two or more weeks before the day of the hire will be subject to a 20% cancellation fee, less than two weeks will be subject to a 50% cancellation fee. Please note the additional hiring conditions relating to mini markets which will be provided where relevant.

2.3 **Other Hirings** — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the Hirer two or more weeks before the day of the hire will be subject to a 20% cancellation fee, less than two weeks will be subject to a 50% cancellation fee.



### 3. PUBLIC LIABILITY

Proof of cover of £2m will be required of all organisations hiring the Council's premises at the time of booking.

### 4. RISK ASSESSMENT

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

### 5. RESPONSIBILITIES OF THE HIRER

5.1 The Hirer is responsible for all damage to premises during the period of the hire and the Council will require reimbursement in full of all financial loss in respect of such damage. The decision of the Council as to the cause will be final.

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

5.2 Hirers are required to leave the premises clean and tidy. Tables and kitchen equipment used must be sanitized and clean before leaving.

5.3 All Hirers must take home their rubbish nothing must be left on the premises.

5.4 The Hirer of the premises shall ensure that no nuisance is caused to neighbouring buildings or their occupants by excessive noise, unruly behaviour, inconsiderate parking, etc. In case of complaint, some or all of the deposit may be retained.

5.5 The playing of music & serving of alcohol must be ceased by 11pm and premises vacated by 11.45pm by all Hirers and attendees.

5.6 Hirers shall not use Community House for political canvassing, lobbying or recruitment.

5.7 It is the Hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a first aider on site.

5.8 All electrical equipment in use must comply with the Peacehaven Town Council Personal Electrical Device Policy.

### 6. CONDITIONS OF HIRE

6.1 **ALCOHOL** — No alcohol may be sold on the premises without the Hirer (or another person on their behalf) having the necessary licence(s) and permission(s) to do so, including the permission of Peacehaven Town Council.

6.2 All Alcohol must stop being served by 11pm and the bar left the premises by 11.30pm

6.3 **OFFENSIVE WEAPONS** – There must be no sale of illegal or offensive weapons or their accessories. (An offensive weapon is defined as a tool or substance carried by a person to be used for the purpose of inflicting injury upon another person.)

6.4 **ILLEGAL DRUGS** are not permitted in Council Buildings

**6.5 SOFT PLAY EQUIPMENT/BOUNCY CASTLES** In the event that a Hirer wishes to use this play equipment in the main hall it is the Hirer's responsibility to ensure that all Health & Safety regulations are adhered to **and** that it is accompanied by a valid 12-month inspection certificate **and** that the supplier/operator has full public liability cover.

**6.6 GAS BOTTLES** – of any kind are not allowed within the premises except for medical gasses.

**6.7 FIRE SAFETY** The use of candles (unless Battery operated) & BBQs are prohibited. The building Fire Risk Assessment must be adhered to at all times.

**6.8 SMOKING** Peacehaven Town Council will not allow smoking or vaping products in any of its premises.

**6.9 SINGLE USE PLASTIC** – Peacehaven Town Council has adopted a Policy not to use single use plastic in all our Buildings. Hirers are encouraged to follow this policy when hiring our facilities.

**7. AMENDMENT OF CONDITIONS** — The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary. The Town Council reserves the right to alter bookings if necessary.

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

## **B. HEALTH AND SAFETY REQUIREMENTS**

### **1 Introduction**

1.1 The Main Hall, other rooms and facilities located within the Council-owned property are hired out on a regular basis by the Council to local organisations. The events can be very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This is likely to include persons with disabilities.

1.2 This then presents a situation of **high risk** where an accident can occur if there is a fire alarm or other emergency situation where the building is required to be evacuated.

1.3 To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

### **2 Legal Requirements**

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

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

2.2 Regulatory Reform (Fire Safety) Order 2005

2.3 The Management of Health & Safety at Work Regulations 1999.

2.4 Occupier's Liability Act 1957 & 1984.

2.5 Successful health and safety management - HSG65

2.6 Copies of Health and Hygiene catering certificate must be provided to Peacehaven Town Council.

### **3 Application**

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

### **4 Risk Assessment Requirements**

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

### **5 Evacuation Plan**

5.1 Hirers must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.

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

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

5.4 The designated Fire Marshals will give the instruction to return to the building when a false alarm has been confirmed, or the Fire Brigade have given the `all clear`.

### **6 Layout of Stalls.**

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

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

6.3 Stallholders must not sell any item which Peacehaven Town Council considers inappropriate, or anything explicit, illegal, offensive, or counterfeit.

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

### **7 Visiting Children**

7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times.

### **8 Parking of Vehicles**

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

8.2 Disability vehicles should park in their designated bays.

### **9 Kitchen**

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

9.2 Because of space restrictions, no seating is permitted in the kitchen (to avoid accidents). However, in exceptional circumstances adjustments may be made at the discretion of the Council if a request is made at the time of the hire application.

9.3 No Children under the age of 12 are permitted in the kitchen.

9.4 In the event of a pan catching fire **do not** extinguish with water. A fire blanket or wet chemical extinguisher should be used. All electrical equipment to be used must be tested for electrical safety prior to use.

9.5 Deep Fat Friers are not permitted in the kitchen.

9.6 A carbon monoxide alarm is located within the kitchen area. If the alarm activates, the building must be evacuated as per the fire procedure.

## **10 Insurance**

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

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

## **11 Accident Reporting**

11.1 The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

I \_\_\_\_\_ (PRINT) on behalf of \_\_\_\_\_

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

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COUNTERSIGNED ON BEHALF OF PEACEHAVEN TOWN COUNCIL:**

**PRINT**

**DATED**

**SIGNED**

**Agenda Item: PF970**

**Committee: Policy & Finance**

**Date: 30 January 2024**

**Title: Bank Reserve Account**

**Report Authors: RFO**

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

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### **Introduction**

Since I have been with the Council we have held a reserve account which, apart from interest payments every quarter is not used. The account was opened in March 2017 so Barclays tell me but we can only see from Jan 19 transactions on the account, therefore I am unable to see what the first transaction was to try and track where this money has originated from. The current balance on this account is £182,073.07.

### **Analysis**

Cashbook 2 (Reserves account) 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.

I have checked with an auditor who confirms we are able to transfer this money if that's what council decide to do.

### **Recommendations**

Following extensive surveys and reviews during this year and future plans of replacement vehicles and equipment, redevelopment of the Hub, Community House requirements and playground equipment replacement, coupled with the lack of reserves we have in earmarked for these things, I propose we transfer this money to the current account and allocate to earmarked reserves. I recommend that £60,000 of this is placed in to capital receipts, with the remaining amount of 122,073.07 placed into an earmarked reserve named "town council asset improvements" for which the council can decide on how best to use this money for essential improvements and maintenance, but not limited to a particular building or park.

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>Increases capital receipts by £60,000 and increases reserves by £120,073.07</p> <p>There will be a small loss of interest received, currently received £1,700 this year, however this will increase the interest received against the current account which we transfer the funds to.</p>
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	

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

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?