

George Dyson
Town Clerk

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



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

Policy & Finance Committee

Members on this Committee: Cllr Alexander (Chair of Committee), Cllr Gallagher, Cllr Campbell, Cllr Sharkey, Cllr Davies (Vice-Chair of Committee), Cllr Gordon-Garrett, Cllr Veck (Vice-Chair of Council), Cllr Donovan (Chair of Council), Cllr Griffiths.

5th February 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 11th February 2025 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF1081** CHAIR'S ANNOUNCEMENTS.
2. **PF1082** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1083** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1084** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1085** TO ADOPT THE COMMITTEE'S MINUTES OF 26TH NOVEMBER 2024
6. **PF1086** 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).
7. **PF1087** TO DISCUSS CHANGING SERVICE LEVEL AGREEMENTS
8. **PF1088** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON FIXED TERM DEPOSIT ACCOUNTS
9. **PF1089** TO AGREE EARMARKING UNSPENT BUDGET FROM 2024/25 FINANCIAL YEAR
10. **PF1090** TO NOTE OVERSPENT BUDGETARY AREAS
11. **PF1091** TO DISCUSS BRINGING COMMUNITY BUILDINGS UNDER ONE SUB-COMMITTEE OR WORKING GROUP (FROM THE COMMUNITY HOUSE SUB-COMMITTEE)
12. **PF1092** TO NOTE EARMARKED RESERVES SPENT IN 2024/25
13. **PF1093** TO AGREE THE COMMUNITY HOUSE 10-YEAR PLAN
14. **PF1094** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON AN AUDIT WORKING GROUP
15. **PF1095** DATE OF NEXT MEETING – TUESDAY 1ST APRIL 2025 AT 7.30PM
16. **PF1096** 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.

17. PF1097 AGED DEBT ANALYSIS

18. PF1098 TO AGREE RECOMMENDED WRITE OFFS

George Dyson
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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 26th November 2024 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Veck, Cllr Campbell.

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

No members of the public were in attendance.

1. PF1057 CHAIR'S ANNOUNCEMENTS.

The Chair read out a statement regarding Civility & Respect throughout the meeting, informed members of the fire procedures, that the meeting is being recorded, asked that phone be put onto silent, and asked that members speak up when speaking during the meeting.

2. PF1058 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 members of the public present.

3. PF1059 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1060 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1061 TO ADOPT THE COMMITTEE'S MINUTES OF 17TH SEPTEMBER 2024

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Donovan

The minutes of 17th September 2024 were **agreed** and **adopted**.

6. PF1062 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO introduced and summarized the report, there were questions from the Committee about whether there were any particular areas for attention, and some questions relating to the s106 reclaim.

The Committee **noted** the report.

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

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

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

c. Income & Expenditure report.

The RFO answered several questions from Committee about what expenditure related to on several expenditure codes.

The Committee **noted** the report.

d. Balance Sheet.

The Committee **noted** the balance sheet.

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

The Committee **noted** the CIL & s.106 report.

f. List of payments (for approval).

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

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

7. PF1063 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT

The Clerk introduced the report and commended the RFO for the outstanding interim internal audit report. Cllr Donovan asked that Committee pay thanks to the staff involved with the report and for the work involved.

8. PF1064 TO ADOPT A BIODIVERSITY POLICY

There was a brief discussion on the policy, which the Committee was generally supportive of, however, felt that a little further review was needed. Cllr Campbell highlighted several areas where corrections or amendments were needed, and the Committee asked that the Parks Officer look through the document, and that it should come back to Full Council for adoption in December.

9. PF1065 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT

Cllr Sharkey introduced the report, and there was a lengthy discussion on the current SLA and the Committee recognised the importance of supporting the LDCA, Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

10. PF1066 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE COMMUNITY NAVIGATOR

Cllr Campbell introduced the report and explained the role of the Community Navigator, the Committee discussed the role and the high demand for the service, Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

11. PF1067 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE SCDA COMMUNITY SUPERMARKET

Cllr Campbell introduced the report, also citing the comments from the recent Grants Sub-Committee meeting. The Committee discussed potential benefits of an SLA with the Community Supermarket and generally felt that some support in the form of a reduced facility hire charge would be a good idea, and that this could be achieved by reducing the expecting income for Community House next year. Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

12. PF1068 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE SERVICE LEVEL AGREEMENT FOR THE CTLA

Cllr Alexander introduced the report and highlighted some of the struggles that the CTLA face. The Committee discussed the report, including the service that Peacehaven currently gets from the CTLA. Committee felt that any changes could not be agreed separately to the budget setting process, so **noted** the report.

13. PF1069 TO AGREE REVISED TERMS AND CONDITIONS RELATING TO CENTENARY PARK AND THE MUGA

The Town Clerk introduced the items, and members of the TFG involved in the T&Cs spoke on the item. It was proposed to agree the revised terms and conditions.

Proposed by: Cllr Griffiths Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

14. PF1070 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS REGARDING A TREASURY DEPOSIT ACCOUNT

The RFO introduced the report and summarised the benefits and drawbacks of the treasury deposit account. The Committee discussed the options, but ultimately felt that more information was needed, including a thorough investment strategy policy.

It was proposed that the item be deferred to allow the RFO time to develop a strategy to bring back to Committee or Council once she has had sufficient time to gather information and make recommendations.

Proposed by: Cllr Davies Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

15. PF1071 TO AGREE 2025/26 ALLOTMENTS TERMS AND CONDITIONS

The Town Clerk introduced the item, highlighting that it's the smallest number of changes for several years. Cllr Gallagher also highlighted some of the specific changes that have been made and why.

It was proposed that the Committee agree to the 2025/26 allotment T&Cs as read.

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

16. PF1072 TO AGREE TO RECOMMEND TO ALLOW AN OVERSPEND ON A BUDGETARY CODE

The RFO introduced the report and summarised the key reasons for the high expenditure. The Committee briefly discussed the options for covering the overspend.

It was proposed to take the additional expenditure from the Big Parks Reserve (option b in the report).

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

17. PF1073 TO RECEIVE AN UPDATE ON THE OVCA FUNDED PROJECT

The Clerk summarised the information in the report, Cllr Griffiths highlighted that we have had verbal confirmation that the costs will be covered, however, have not yet had this confirmed in writing.

The Committee **noted** the report.

18. PF1074 TO RECEIVE THE DRAFT MINUTES OF THE GRANTS SUB-COMMITTEE AND RATIFY THE SUB-COMMITTEE'S RECOMMENDATIONS

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The Committee **ratified** the grant sub committee's recommendations.

19. PF1075 TO AGREE THE 2025/26 BUDGET

There was a lengthy debate on the proposed budget, and the Committee looked at the effect of changing some elements of the budget, however was unable to agree on a recommendation, so the item will be

deferred to Full Council on 10th December. Members were asked to please send any additional comments or suggestions to the RFO and Clerk in the next couple of days.

20. PF1076 DATE OF NEXT MEETING – TUESDAY 4TH FEBRUARY 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 4th February 2024.

21. PF1077 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Davies Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to exclude press and public from the remaining items.

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

22. PF1078 AGED DEBT ANALYSIS

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

In accordance with Standing Order 3x, the meeting at this point had been ongoing for almost 3 hours, the meeting was therefore suspended at 22:27.

The meeting was reconvened at 09:00 on Wednesday 27th November 2024, present were: Cllr Alexander, Cllr Campbell, Cllr Donovan, Cllr Veck, Cllr Griffiths, the Town Clerk, and the RFO.

23. PF1079 TO AGREE RENT INCREASES FOR 2025/26

The Committee discussed the proposed rent increases and the potential impact that this would have.

It was proposed to increase the rent for the Gateway Café by 2%.

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal by majority, with one abstention.

It was proposed to increase the rent for the Fields and Robson room by 5%.

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

It was proposed to increase the Hub Nursery rent by £1 per hour.

Proposed by: Cllr Campbell Seconded by: Cllr Veck
The Committee **resolved** to **agree** to this proposal by majority, with one against.

It was proposed to increase the Police Room rent by 5%

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

It was proposed to increase the Phoenix Room rent by 5%

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

24. PF1080 TO AGREE FACILITY HIRE CHARGES FOR 2025/26

There was a lengthy discussion about the proposed charges, with some of the more significant changes being debated and considered, it was highlighted that whilst the proposal represents a shake up of how the charges are applied, it does mean that the structure is much fairer moving forward for hirers.

It was proposed that the Committee agree to the proposed facility hire charges for 2025/26.

Proposed by: Cllr Campbell

Seconded by: Cllr Alexander

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

There being no further business, the meeting was closed at 09:57 on Wednesday 27th November 2024.

Agenda Item: PF1086a
Committee: Policy and Finance
Date: 11th February 2025
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

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 7 (October 2024) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

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

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

Bank reconciliation statements – cashbooks 1 & 2

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

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

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

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

As councillors are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. 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 64.% of the budgeted expenditure has been spent so far, and 109.0% of the budgeted income has been received as at the end of month 7 (October 2024)

Detailed balance sheet

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

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

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

At the financial year end on 31 March 2025, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

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

Implications

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

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

Appendices/Background papers

- Barclays Bank account summary balances
- Bank reconciliation statement for cashbook 1
- Bank reconciliation statement for cashbook 2
- Credit Card reconciliation statement
- Detailed income and expenditure
- Detailed balance sheet

**Bank Reconciliation Statement as at 29/11/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	29/11/2024		1,114,510.86
Current Account	29/11/2024		50,000.00
			<u>1,164,510.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
22/11/2024 121143	CHANDLERS BUILDING SUPPLIES	32.60	
28/11/2024 121144	HMRC	14,028.98	
			<u>14,211.58</u>
			1,150,299.28
<u>Unpresented Receipts (Plus)</u>			
12/11/2024		42.00	
15/11/2024		50.00	
19/11/2024		14.04	
19/11/2024		42.00	
19/11/2024		69.88	
20/11/2024		9.60	
21/11/2024		60.40	
22/11/2024		50.00	
22/11/2024		636.00	
25/11/2024		14.04	
25/11/2024		20.40	
26/11/2024		402.68	
26/11/2024		328.69	
26/11/2024		42.00	
26/11/2024		-14.00	
27/11/2024		4.00	
28/11/2024		9.60	
28/11/2024		10.00	
28/11/2024		5.00	
29/11/2024		50.00	
29/11/2024		1.35	
29/11/2024		230.00	
			<u>2,077.68</u>
			1,152,376.96
		Balance per Cash Book is :-	1,152,376.96
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Date:03/12/2024

Peacehaven Town Council

Page 1

Time: 14:08

**Bank Reconciliation Statement as at 29/11/2024
for Cashbook 2 - Reserve Account**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	29/11/2024		595.54
			<u>595.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			595.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			595.54
		Balance per Cash Book is :-	595.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 November 2024

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,114,510.86
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£595.54
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Z Malone CC	31/12/2024		-95.00
G Dyson CC	31/12/2024		-70.39
			-165.39
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			-165.39
Unpresented Receipts (Plus)			
23/12/2024 cc tfer		165.39	
			165.39
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 November 2024
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
20 Nov 2024	YEOMANS TOYOTA BRIGHTON ENG	95.00
211155541964	AUTO AND TRUCK DEALERS-(NEW&USED)-SALES,SERV. REPAIRS,PARTLEASE	
1 new purchases / cash advances. Total of spending.		£95.00



Yeomans Ltd. Registered Office: Yeomans House, Littlehampton Road, Ferring, Worthing, West Sussex BN12 6PB
Registered No. 1937745 VAT Reg. No. 834 8710 14

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

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

Date	Description	Amount
29 Oct 2024	NEW SKILLS / BE-A SAWBRIDGEWORTLND	46.80
301085383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
11 Nov 2024	THE RANGE NEWHAVEN	9.96
121185481474	DEPARTMENT STORES	
11 Nov 2024	Www.Bax-Shop.Co.Uk Goes NLD	13.63
121102710694	ELECTRONIC SALES	
3 new purchases / cash advances.		
Total of spending.		£70.39



Order No. 1729482
Invoice Date 29/10/2024



George Dyson,
townclerk@peacehaventowncouncil.gov.uk

Item	Qty	Total
Course: <i>The Complete Microsoft Excel Course</i>	1	£46.80
Net		£39.00
VAT		£7.80
Total		£46.80

4011/100

Date	Councillor 1
de	Councillor 2
Finance Officer	

New Skills Academy

VAT Number: 382819269
Reg. Number: 08761384

Be-a Education Ltd,
6 Corunna Court, Corunna Road,
Warwick,
CV34 5HQ,
United Kingdom



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

frames for certificates
Youth Mayor / dep Youth
Mayor.

SALE TRANSACTION

917533	Winston A4	£2.49
917533	Winston A4	£2.49
917533	Winston A4	£2.49
917533	Winston A4	£2.49

No. items 4
Balance to pay

£9.96

Mastercard £9.96

AID: A0000000041010
MASTERCARD
Card: *****8309
PAN Seq Nr: 01

ICC
SALE
TOTAL: GBP9.96

PIN Verified

Auth: 017572
Merchant: ***8114
TID: ****5194
Trans no: 116730
Date: 11/11/24 Time: 18:03:01

Please retain for your records

CUSTOMER COPY

Last day to change your mind is 25/11/2024
This does not affect your statutory rights
Exclusions apply - See overleaf for details

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

Today you were served by Shani

STORE	TILL	OP NO.	TRANS.	DATE	TIME
0200	5	136919	273916	11/11/2024	18:03



99902020000052739167

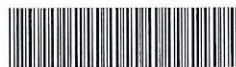
Date	Councillor 1
de 4335/100	Councillor 2



Bax-shop.co.uk Ltd
Shearway Business Park
Shearway road
Folkestone
Kent
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E. customer-service@bax-shop.co.uk
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Dhr. George Dyson
Community House Greenwich -
BN10 8BB PEACEHAVEN

INVOICE



30505873

Customer number : 1205656905
Invoice date : 11-11-24
Invoice number : 30505873
Page : 1 of 1
Our reference : BJ

Product no.	Description	Quantity	Unit price	Line total
Order number : 20507041				
PEN-H1006	Penn Elcom plastic pocket handle <i>This product comes with a manufacturing defects warranty.</i>	1.00	2.53	2.53
9000-0035-6637	Devine SP-35MM Speaker Stand Adapter <i>This product comes with a 3-year warranty.</i>	1.00	5.15	5.15
BA-SHIPPING	Shipping	1.00	5.95	5.95

4338/110

Date	Councillor 1
de	Councillor 2
Finance Officer	

Amount due including VAT

Includes 20.00% VAT over 11.36 GBP 2.27

GBP 13.63

Payment conditions : Credit card web store
Shipping conditions : Parcelforce

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General terms and conditions apply to all transactions and are available at www.bax-shop.co.uk

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/12/2024		1,065,828.18
Current Account	31/12/2024		50,000.00
			<u>1,115,828.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630 TELSCOMBE CLIFF SCHOOL		100.00	
15/08/2024 121124 S GRAVENOR		50.00	
			<u>150.00</u>
			1,115,678.18
<u>Unpresented Receipts (Plus)</u>			
17/12/2024		20.00	
18/12/2024		3,152.10	
18/12/2024		6.00	
20/12/2024		50.00	
31/12/2024		280.19	
			<u>3,508.29</u>
			1,119,186.47
		Balance per Cash Book is :-	1,119,186.47
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/12/2024		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 09 Jan 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,064,235.47
Last night's balance	£1,064,235.47
Overdraft limit	n/a

Showing 1 transaction between 31/12/2024 and 31/12/2024 from 31/12/2024 to 01/01/2025

Date	Description	Money in	Money out	Balance
31/12/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£9,929.74	£1,065,828.18

Need to view older transactions?

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

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

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



Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£49,488.44
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 3 transactions between 31/12/2024 and 31/12/2024 from 31/12/2024 to 01/01/2025

Date	Description	Money in	Money out	Balance
31/12/2024	Transfer TRANSFER 30701211 TRANSFER 30701211	£9,929.74		£50,000.00
31/12/2024	Cheque 121147 121147		-£9,805.86	£40,070.26
31/12/2024	Direct Debit FUEL CARD SERVICES FFB017243 DDR		-£123.88	£49,876.12

Need to view older transactions?

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 03 January 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,065,876.18
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£597.77
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
100 General Administration							
1001 Precept	864,932	864,932	0			100.0%	
1010 CIL Income	70,955	0	(70,955)			0.0%	70,955
1012 Football Foundation Fund	6,792	0	(6,792)			0.0%	
1013 Income from Photocopying	810	200	(610)			405.2%	
1016 Housing Benefit Claims LDC	15,682	15,657	(25)			100.2%	
1050 Allotment Rent	312	0	(312)			0.0%	
1054 Climate Event Sponsorship	651	0	(651)			0.0%	651
1094 Other Customer & Client Receipt	70	0	(70)			0.0%	
1100 Interest Received	13,977	1,000	(12,977)			1397.7%	
1309 Other Income	5,446	500	(4,946)			1089.3%	5,200
General Administration :- Income	979,627	882,289	(97,338)			111.0%	76,806
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%	
4347 Climate Change Actions	4,777	0	(4,777)		(4,777)	0.0%	4,777
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Service Level Agree	3,340	0	(3,340)		(3,340)	0.0%	3,340
General Administration :- Direct Expenditure	29,117	21,000	(8,117)	0	(8,117)	138.7%	8,117
4001 Salaries	374,487	473,655	99,168		99,168	79.1%	
4002 Employer N.I Contributions	36,815	48,362	11,547		11,547	76.1%	
4003 Employer Pension Contributions	76,019	87,740	11,722		11,722	86.6%	
4004 Overtime	853	2,000	1,147		1,147	42.6%	
4006 s106 reclaim	49,358	0	(49,358)		(49,358)	0.0%	10,000
4011 Training	4,704	4,500	(204)		(204)	104.5%	338
4201 Purchase of Vehicles	4,165	5,000	836		836	83.3%	
4212 Mileage Costs	314	500	186		186	62.8%	
4301 Purchase of Furniture/Equipmen	1,288	1,500	212		212	85.9%	
4302 Purchase of Materials	65	500	435		435	13.1%	
4306 Printing	2,994	3,000	6		6	99.8%	
4307 Stationery	278	500	222		222	55.6%	
4308 Cllr Printing	613	1,500	887		887	40.9%	
4309 Decorations C/H	176	500	324		324	35.2%	
4310 Professional Fees - Consultanc	1,676	2,000	324		324	83.8%	
4311 Professional Fees - Legal	2,218	4,000	1,782		1,782	55.5%	618
4312 Professional Fees - Other	1,052	1,000	(52)		(52)	105.2%	
4314 Audit Fees	2,402	3,000	598		598	80.1%	
4315 Insurance	12,949	13,000	51		51	99.6%	
4321 Bank Charges	229	100	(129)		(129)	229.0%	
4322 BACS Charges	63	200	137		137	31.5%	
4323 PDQ Charges	141	500	359		359	28.1%	

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
4325 Postage	1,327	2,500	1,173		1,173	53.1%	
4326 Telephones	2,560	3,000	440		440	85.3%	
4327 Computers	15,800	16,500	700		700	95.8%	699
4333 Members Allowance	1,354	3,500	2,146		2,146	38.7%	
4334 Members Training	600	1,500	900		900	40.0%	
4341 Grants	8,684	10,000	1,316		1,316	86.8%	
4342 Subscriptions	6,045	7,500	1,455		1,455	80.6%	
4356 EAP	491	600	109		109	81.8%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4900 Miscellaneous Expenses	49	0	(49)		(49)	0.0%	
4999 Write Off	432	0	(432)		(432)	0.0%	
General Administration :- Indirect Expenditure	610,199	708,157	97,958	0	97,958	86.2%	11,655
Net Income over Expenditure	340,310	153,132	(187,178)				
6000 plus Transfer from EMR	19,772	0	(19,772)				
6001 less Transfer to EMR	76,806	0	(76,806)				
Movement to/(from) Gen Reserve	283,277	153,132	(130,145)				
<u>110 Civic Events</u>							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	55	0	(55)				0
4348 Civic Gifts	52	0	(52)		(52)	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
4359 D-Day	1,701	0	(1,701)		(1,701)	0.0%	1,701
Civic Events :- Direct Expenditure	1,753	1,500	(253)	0	(253)	116.9%	1,701
4331 Mayor's Allowance	851	1,500	649		649	56.7%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	421	1,200	779		779	35.1%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	607	1,000	393		393	60.7%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	1,932	6,650	4,718	0	4,718	29.1%	0
Net Income over Expenditure	(3,630)	(8,150)	(4,520)				
6000 plus Transfer from EMR	1,701	0	(1,701)				
Movement to/(from) Gen Reserve	(1,929)	(8,150)	(6,221)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
120 Marketing							
1047 Other Event Income	614	0	(614)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	2,712	1,500	(1,212)			180.8%	
1051 A1 Boards	360	0	(360)			0.0%	
1301 Filming	800	1,000	200			80.0%	
1360 ArtWave Registrations	650	0	(650)			0.0%	
1361 ArtWave Sales	9	0	(9)			0.0%	
Marketing :- Income	5,145	2,600	(2,545)			197.9%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	156	300	144		144	52.0%	
4328 Website	540	2,000	1,460		1,460	27.0%	
4329 Advertising	125	500	375		375	25.0%	125
4360 Art Wave 2024	632	0	(632)		(632)	0.0%	
4361 ArtWave Card Charges	7	0	(7)		(7)	0.0%	
4502 Events	851	500	(351)		(351)	170.3%	773
Marketing :- Indirect Expenditure	2,311	3,300	989	0	989	70.0%	898
Net Income over Expenditure	2,749	(800)	(3,549)				
6000 plus Transfer from EMR	898	0	(898)				
Movement to/(from) Gen Reserve	3,647	(800)	(4,447)				
130 Neighbourhood Plan							
1101 Neighbourhood Plan	375	0	(375)			0.0%	
Neighbourhood Plan :- Income	375	0	(375)				0
4337 Neighbourhood Plan	1,126	1,000	(126)		(126)	112.6%	
Neighbourhood Plan :- Indirect Expenditure	1,126	1,000	(126)	0	(126)	112.6%	0
Net Income over Expenditure	(751)	(1,000)	(249)				
200 Planning & Highways							
4851 Noticeboards	305	650	345		345	46.9%	
4852 Monument & War Memorial	287	600	313		313	47.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	592	1,850	1,258	0	1,258	32.0%	0
4101 Repair/Alteration of Premises	159	2,500	2,341		2,341	6.3%	
4111 Electricity	755	1,092	337		337	69.1%	

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
4171 Grounds Maintenance Costs	395	500	105		105	79.0%	
4329 Advertising	(112)	0	112		112	0.0%	
4850 Grass Cutting Contract	11,536	11,536	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	12,733	15,628	2,895	0	2,895	81.5%	0
Net Expenditure	(13,325)	(17,478)	(4,153)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	7,142	6,600	(542)		(542)	108.2%	
4203 Fuel	5,236	5,500	264		264	95.2%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	1,100	900	(200)		(200)	122.2%	
Grounds Team General Exp :- Indirect Expenditure	13,528	13,600	72	0	72	99.5%	0
Net Expenditure	(13,528)	(13,600)	(72)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	5,878	3,645	(2,233)			161.2%	
1039 S/P Cats	300	0	(300)			0.0%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	5,931	3,000	(2,931)			197.7%	
1060 Water Usage	807	0	(807)			0.0%	
1061 S/P Court Hire	4,646	2,500	(2,146)			185.8%	
1111 Electricity	(51)	0	51			0.0%	
Sports Park :- Income	23,894	15,528	(8,366)			153.9%	0
4111 Electricity	2,266	6,500	4,234		4,234	34.9%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	496	500	4		4	99.2%	
4161 Cleaning Costs	11,862	10,800	(1,062)		(1,062)	109.8%	
4164 Trade Refuse	2,310	3,000	690		690	77.0%	
4171 Grounds Maintenance Costs	12,186	10,000	(2,186)		(2,186)	121.9%	6,512
Sports Park :- Indirect Expenditure	31,216	33,145	1,929	0	1,929	94.2%	6,512
Net Income over Expenditure	(7,323)	(17,617)	(10,294)				
6000 plus Transfer from EMR	6,512	0	(6,512)				
Movement to/(from) Gen Reserve	(811)	(17,617)	(16,806)				
<u>315 Big Park</u>							
1103 Big Park Repairs	0	0	0			0.0%	32,564
Big Park :- Income	0	0	0				32,564

Detailed Income & Expenditure by Budget Heading 04/02/2025

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	3,824	4,000	176		176	95.6%	3,092
4102 Maintenance of Buildings	944	500	(444)		(444)	188.8%	
4111 Electricity	805	500	(305)		(305)	161.1%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	580	1,000	420		420	58.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	2,342	3,500	1,158		1,158	66.9%	593
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	31,659	35,625	3,966	0	3,966	88.9%	5,981
Net Income over Expenditure	(31,659)	(35,625)	(3,966)				
6000 plus Transfer from EMR	5,981	0	(5,981)				
6001 less Transfer to EMR	32,564	0	(32,564)				
Movement to/(from) Gen Reserve	(58,242)	(35,625)	22,617				
316 Gateway Cafe							
1025 Rent & Service Charge	6,310	9,179	2,869			68.7%	
1111 Electricity	2,517	10,000	7,483			25.2%	
Gateway Cafe :- Income	8,827	19,179	10,352			46.0%	0
4101 Repair/Alteration of Premises	6,125	2,500	(3,625)		(3,625)	245.0%	4,951
4111 Electricity	4,271	10,000	5,729		5,729	42.7%	
4115 CCTV Maintenance	270	1,500	1,230		1,230	18.0%	
4116 Servicing / Maintenance	898	1,500	602		602	59.8%	
4326 Telephones	253	972	719		719	26.0%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	11,817	17,012	5,195	0	5,195	69.5%	4,951
Net Income over Expenditure	(2,990)	2,167	5,157				
6000 plus Transfer from EMR	4,951	0	(4,951)				
Movement to/(from) Gen Reserve	1,961	2,167	206				
330 Parks & Open Spaces							
1044 Hire of the Dell	4,015	5,500	1,485			73.0%	
1050 Allotment Rent	1,025	2,600	1,575			39.4%	
1104 Open Spaces Improvements	18,694	0	(18,694)			0.0%	18,694
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	23,834	8,100	(15,734)			294.2%	18,694

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
4050 Allotment Costs	521	1,000	479		479	52.1%	
4104 Vandalism Repairs	159	1,500	1,341		1,341	10.6%	
4105 Tree Works	870	3,500	2,630		2,630	24.9%	
4106 Signage	(500)	0	500		500	0.0%	
Parks & Open Spaces :- Direct Expenditure	1,050	6,000	4,950	0	4,950	17.5%	0
4101 Repair/Alteration of Premises	24,406	5,000	(19,406)		(19,406)	488.1%	24,264
4141 Water Services	4,405	5,000	595		595	88.1%	
4164 Trade Refuse	312	500	188		188	62.4%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	3,022	4,000	978		978	75.5%	
4301 Purchase of Furniture/Equipmen	356	2,500	2,144		2,144	14.2%	
Parks & Open Spaces :- Indirect Expenditure	32,501	22,000	(10,501)	0	(10,501)	147.7%	24,264
Net Income over Expenditure	(9,717)	(19,900)	(10,183)				
6000 plus Transfer from EMR	24,264	0	(24,264)				
6001 less Transfer to EMR	18,694	0	(18,694)				
Movement to/(from) Gen Reserve	(4,147)	(19,900)	(15,753)				
355 The Hub							
1084 Sports Pavilion	17,184	17,319	135			99.2%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	360	270	(90)			133.3%	
1303 Water Charges	100	150	50			66.7%	
1355 Wifi	123	210	88			58.3%	
The Hub :- Income	17,767	18,219	452			97.5%	0
4175 Music Licence	514	500	(14)		(14)	102.8%	
The Hub :- Direct Expenditure	514	500	(14)	0	(14)	102.8%	0
4103 Annual Servicing Costs	323	2,500	2,177		2,177	12.9%	
4111 Electricity	1,453	3,000	1,547		1,547	48.4%	
4112 Gas	3,046	3,000	(46)		(46)	101.5%	2,532
4171 Grounds Maintenance Costs	1,864	2,000	136		136	93.2%	
4326 Telephones	93	0	(93)		(93)	0.0%	
4355 Wifi	178	420	242		242	42.3%	
The Hub :- Indirect Expenditure	6,956	10,920	3,964	0	3,964	63.7%	2,532
Net Income over Expenditure	10,297	6,799	(3,498)				
6000 plus Transfer from EMR	2,532	0	(2,532)				
Movement to/(from) Gen Reserve	12,828	6,799	(6,030)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
360 Community House							
1056 Equipment Hire	100	0	(100)			0.0%	
1069 C/H Police Room	2,345	2,435	90			96.3%	
1070 C/H Phoenix Room	4,019	4,370	351			92.0%	
1071 C/H Fields & Robson	8,000	12,000	4,000			66.7%	
1073 C/H Fields	0	6,452	6,452			0.0%	
1075 C/H Charles Neville	4,318	5,199	881			83.0%	
1076 C/H Main Hall	16,442	13,053	(3,389)			126.0%	
1077 C/H Anzac Room	8,893	6,472	(2,421)			137.4%	
1078 C/H Main Kitchen	1,292	637	(655)			202.7%	
1079 C/H Anzac Kitchen	391	357	(34)			109.5%	
1080 C/H Foyer	0	500	500			0.0%	
1081 C/H Equipment Hire	82	500	418			16.3%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	1,408	3,000	1,592			46.9%	
1092 Electricity Feed-in Tariff	6,519	5,000	(1,519)			130.4%	
1303 Water Charges	160	0	(160)			0.0%	
Community House :- Income	54,218	59,975	5,757			90.4%	0
4167 Cinema Costs	2,043	2,400	357		357	85.1%	
4175 Music Licence	594	900	306		306	66.0%	
Community House :- Direct Expenditure	2,637	3,300	663	0	663	79.9%	0
4101 Repair/Alteration of Premises	32,694	8,000	(24,694)		(24,694)	408.7%	24,043
4102 Maintenance of Buildings	6,039	6,500	461		461	92.9%	
4111 Electricity	12,224	15,000	2,776		2,776	81.5%	
4112 Gas	3,917	7,500	3,583		3,583	52.2%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	13,099	15,800	2,701		2,701	82.9%	
4141 Water Services	1,252	5,000	3,748		3,748	25.0%	
4151 Fixtures & Fittings	10	1,500	1,490		1,490	0.6%	
4161 Cleaning Costs	803	1,000	197		197	80.3%	
4162 Cleaning Materials	787	1,000	213		213	78.7%	
4163 Personal Hygiene	2,062	2,603	541		541	79.2%	
4176 Community House Reserve	2,898	30,000	27,102		27,102	9.7%	
4302 Purchase of Materials	5	0	(5)		(5)	0.0%	
4305 Uniform	130	700	570		570	18.5%	
Community House :- Indirect Expenditure	75,919	114,603	38,684	0	38,684	66.2%	24,043
Net Income over Expenditure	(24,338)	(57,928)	(33,590)				
6000 plus Transfer from EMR	24,043	0	(24,043)				
Movement to/(from) Gen Reserve	(295)	(57,928)	(57,633)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

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
Grand Totals:- Income	1,113,741	1,005,890	(107,851)			110.7%	
Expenditure	867,645	1,015,890	148,245	0	148,245	85.4%	
Net Income over Expenditure	246,096	(10,000)	(256,096)				
plus Transfer from EMR	90,652	0	(90,652)				
less Transfer to EMR	128,064	0	(128,064)				
Movement to/(from) Gen Reserve	208,685	(10,000)	(218,685)				

04/02/2025

Peacehaven Town Council

10:52

Balance Sheet as at 04/02/2025

31/03/2024

31/03/2025

Current Assets

49,021	Debtors Control	2,689
29,270	VAT Control A/c	3,842
50	Deposit Aqua	50
746,985	Current Bank A/c	1,066,227
591	Reserve Account	598
520	Petty Cash	0
0	Pension Control	150

826,437

1,073,556

826,437 Total Assets

1,073,556

Current Liabilities

885	Credit Card A/c	0
4,260	Creditors	693
292	Credit Card Creditors	163
1,487	Mayor's Appeal	4,408
6,956	Accruals	0
0	PAYE	4,273
0	NIC	5,520
4,783	Deposits Received	4,628

18,663

19,686

807,774 Total Assets Less Current Liabilities

1,053,871

Represented By

223,208	General Reserves	431,893
500	Meridian Walk	375
2,664	D-Day Grant	212
13,334	Vehicle Reserve	13,334
168	Warm Havens Grant	168
5	Tree Works	5
1,913	Staff training	1,575
13,971	Elections	13,971
1,467	Members Training	1,467
8,647	Service Charges	8,647
906	Noticeboards	906
1,000	Signage	1,000
1,517	Monument & War Memorial	1,517
1,207	Institute of Leadership	0

Balance Sheet as at 04/02/2025

31/03/2024		31/03/2025
7,738	Football Foundation Fund	3,350
1,016	Fuel	1,016
3,000	Gas for Hub	468
4,000	P/H Youth Task Group	660
411,151	CIL	470,046
59,080	Big Park	51,038
3,100	Hub Improvements	3,100
5,000	Climate Change	1,430
798	Sponsorship	1,428
1,551	Professional Fees - Legal	933
3,640	Neighbourhood Plan	3,640
37,189	Capital Receipts Reserve	41,690
807,774		1,053,871

The above statement represents fairly the financial position of the authority as at 04/02/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman
_____ Date : _____

Signed :
Responsible
Financial
_____ Date : _____



Committee:	Policy & Finance	Agenda Item:	PF1086e
Meeting date:	11 February 2025	Authors:	Responsible Financial Officer
Subject:	CIL/106 Report Update		
Purpose:	To note the current CIL Position		

Recommendation(s):

To note and agree the CIL financial position and note 106 Monies

1. Background

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

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

The current amount in our CIL account is **£470,045.67**

CIL Expenditure 2024/25			
Supplier	Description	Amount	Comments
G Richards	Paving at Bowls Club	£4,545	Works completed
Hobart	Pathway Improvements – Howard Park	£5,570.02	Howard Park – PTC Contribution
Lister Wilder	PTC Tractor Contribution	£10,000	Tractor
Havens	CCTV at Community House	£3,516	CCTV as per licence conditions
March Irrigation	Bowls Club Irrigation System	£466.67	
Heatcraft	Air Handling Units – Comm House	20,526.75	
		£44,624.44	

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2024/25			
Supplier	Description	Amount	Comments
ESHRC	Hearing Loop	950.00	Works been completed – awaiting invoice
Dynorod	Sewer check	1,000.00	Works been completed - awaiting invoice
Fitzwoolmer Patrick	PO approaching signage companies	1,000	Signage – agreed 30/01/24 P&F
N/A	Set aside for any expenses relating to further reporting for the Hub development	7,500	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility.
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof.
		£185,450	

106 Monies held at LDC or ESCC

		821,022		
Planning Ref	Site	Amounts	Held by / For	Allocated to
LW/2009/1093	16-16a South Coast Road	18,984.59	Accessibility improvements and/or implementing the A259 bus corridor and/or the Newhaven bus/rail interchange	Construction of measures which are identified in the new A259 study between Brighton and Newhaven
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements.
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	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

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>SI/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>
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The RFO is waiting for ESCC to come back on whether PTC have any influence on how this money is spent

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

- a. The community
- b. The environment
- c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	CIL monies are not guaranteed and committed expenditure should be carefully considered.
5.4 Time scales	CIL Should be spent within 5 years of receipt.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

List of Payments made between 01/11/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	HILARY MUSK	BACS1	220.79		H MUSK ARTWAVE
01/11/2024	AMAZON	BACS1	74.76		PAPER
01/11/2024	DEFIB WAREHOUSE	BACS3	81.54		DEFIB PADS
01/11/2024	AMP Services	BACS4	312.00		HUSQVARNA STRIMMERS
01/11/2024	CASTLE WATER	BACS5	2.88		SEPT WATER
01/11/2024	INSTITUTION OF OCCUPATIONAIBACS6		170.00		IOSH MAGAZINE
01/11/2024	Chris Bartholomew Electrical C	BACS7	566.98		SOLAR PANEL INVERTER AT CAFE
01/11/2024	Acacia Groundcare Equipment Re	BACS8	709.20		2TERAXXA WEEDEE PRO
01/11/2024	ESALC Limited	BACS10	144.00		PLANNING TRAINING
01/11/2024	CONSULT CLEANING SERVICES	BACS11	1,319.75		20/10-20/11 CLEANING
01/11/2024	JAX FIRST AID	BACS12	94.73		CARETAKER UNIFORM
04/11/2024	EDF	DD	2,732.02		JUL - OCT ELECTRICTY
04/11/2024	Barclays	DD1	57.00		BACS / COLLECT CHARGES
04/11/2024	SUM UP	SUMUP 0411	22.11		TRANSACTION CHARGES
06/11/2024	02	DD2	87.36		MOBILES
07/11/2024	JOHN FREEMANTLE	121142	42.40		DEPOSIT REFUND
07/11/2024	MEGAN BALDWIN	121187	50.00		M.BALDWIN REFUND
08/11/2024	Northstar IT	DD3	1,500.85		MONTHLY SUPPORT
11/11/2024	SUM UP	SUMUP1111	10.45		TRANSACTION CHGS
11/11/2024	The Fuelcard People	DD	159.01		HK66 WMJ FUEL
13/11/2024	TRAVIS PERKINS Trading	BACS	1,965.81		MOT
13/11/2024	Peacehaven & District Chamber	BACS1	75.00		PREPAID CHAMBER BREAKFAST X5
13/11/2024	CUT PLASTIC SHEETING	BACS2	293.21		PERSPEX FOR NOTICEBOARDS
13/11/2024	SOUTHCOAST LOCKSMITHS LTD	BACS3	27.48		KEYS FOR GREENWICH HOUSE
13/11/2024	SUSSEX PAYROLL SERVICES ;TD	BACS4	103.32		OCTOBER PAYROLL
13/11/2024	Trade UK	BACS5	7.69		NITS FOR ADULT GYM
13/11/2024	TEN-B TRAINING	BACS6	1,000.00		FIRST AID TRAINING
13/11/2024	PERCUSSION PLAY LTD	BACS7	210.00		MARIMBA REPAIRS
13/11/2024	R.J.Meaker Fencing Ltd	BACS8	12.40		POSTMIX
13/11/2024	AMP Services	BACS9	301.72		DRIVE CLUTCH ARM
13/11/2024	COUNTY OFFICE SUPPLIES LTD	BACS10	11.50		A5 WIRED BOOKS
13/11/2024	CUTTS MARINE	BACS11	115.80		MAROONS FOR REMBERANCE
13/11/2024	AVS FENCING SUPPLIES LTD	BACS12	679.97		TOWN FENCE REPAIRS
13/11/2024	CASTLE WATER	BACS13	7.51		OCT WATER
13/11/2024	CHROMAVISION	BACS14	324.00		CCTV CABLE REPAIR
13/11/2024	KL GENT	BACS15	50.00		K GENT REFUND
13/11/2024	A SMITH	BACS16	50.00		A SMITH REFUND
13/11/2024	AIMEE HARMAN	BACS17	74.01		HALLOWEEN / ARTWAVE
15/11/2024	ENVIRONMENT AGENCY	DD	12.50		ENVIRONMENT AGENCY
15/11/2024	ENVIRONMENT AGENCY	DD1	171.00		ENVIRONMENT AGENCY
18/11/2024	CASTLE WATER	DD2	47.51		OCT WATER
19/11/2024	HEALTH ASSURED LTD	DD1	58.78		19/11-18/12 EAP
20/11/2024	SUM UP	SUMUP 2011	3.13		TRANSACTION CHGS
21/11/2024	SLIPTTEST LTD	BACS	714.00		FLOOR SAFETY TEST
21/11/2024	AMAZON	BACS1	186.58		GIAN DOMINOES
21/11/2024	R.J.Meaker Fencing Ltd	BACS2	48.30		MUGA REPAIRS
21/11/2024	CVS TYRES LTD	BACS3	24.00		PUNCTURE REPAIR

List of Payments made between 01/11/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2024	SAFELINCS LTD	BACS4	3,421.16		FIRE EXTINGUISHERS
21/11/2024	SOUTHERN GROUND CARE LTD	bacs5	3,480.00		AERATION VERTI-DRAINING
21/11/2024	EDF	bacs6	653.73		OCT ELECTRIC
21/11/2024	EDF	bacs7	104.92		OC ELECTRIC
21/11/2024	CASTLE WATER	bacs8	7.05		OCT WATER
21/11/2024	Safe I.S. Ltd	bacs9	288.00		FRA UNIT 14
21/11/2024	M LEFKARADI	BACS10	100.00		SEAHAVEN DANCE REFUND
22/11/2024	CHANDLERS BUILDING SUPPLIES	\$21143	32.60		GUTTERING FOR HUB
22/11/2024	KINTO UK LTD	DD	499.74		TOYOTA LEASE
22/11/2024	Credit Card A/c	CC TFER	454.15		OCT CC
25/11/2024	PHS Group	DD	824.74		28/11-27/02 contract
25/11/2024	CITRUS HR	BACS1	204.00		20/11-19/12 SAFE HR
25/11/2024	The Fuelcard People	BACS2	31.76		HK66 WMJ
25/11/2024	TOWER LEASING LIMITED	BACS3	62.67		RENTAL OF PHONES
25/11/2024	NOVEMBER SALARIES	NOV PAY	37,954.94		NOVEMBER SALARIES
25/11/2024	SUM UP	SUMUP2511	1.29		TRANSACTION CHGS
28/11/2024	FOCUS GROUP	BACS4	162.13		LINE RENTAL CHGS
28/11/2024	TOTAL GAS & POWER	BACS5	169.55		OCT GAS
28/11/2024	HMRC	121144	14,028.98		NOVEMBER SALARIES
29/11/2024	SALTDEAN/PHAVERN NETBALL	BACS	200.00		NETBALL GRANT
29/11/2024	DEVELOP OUTDOORS	BACS1	388.00		DEVELOP OUTDOORS GRANT
29/11/2024	AIR AMBULANCE	BACS2	500.00		AIR AMBULANCE GRANT
29/11/2024	LEWES DIS MENCAP	BACS3	500.00		MENCAP GRANT
29/11/2024	BOWLS CLUB	BACS4	630.00		BOWLS CLUB GRANT
29/11/2024	KEMPTON HOUSE	BACS5	725.00		KEMPTON HOUSE GRANT
29/11/2024	FAMILY SUPPORT	BACS6	750.00		FAMILY SUPPORT GRANT
29/11/2024	SCOUTS	BACS7	750.00		SCOUTS GRANT
29/11/2024	FLOWER CLUB	BACS8	200.00		FLOWER CLUB
29/11/2024	AVS FENCING SUPPLIES LTD	BACS	14.50		STRAINING WIRE
29/11/2024	R.J.Meaker Fencing Ltd	BACS1	16.20		SAND FOR MUGA
29/11/2024	AMAZON	BACS2	16.78		XMAS DECS
29/11/2024	Trade UK	BACS4	30.48		WD40/FLUSH FOR CAFE TOILET
29/11/2024	AMP Services	BACS7	65.00		STRIMMER REPAIR
29/11/2024	C.E.F	BACS8	76.20		LED BATTEN
29/11/2024	Bourne Amenity LTD	BACS9	183.60		SAND FOR PITCHES
29/11/2024	SIEMENS FINANCIAL SERVICES	BACS10	335.83		RENTAL OF FRANKING MACHINE
29/11/2024	PRICEWATCH LIMITED T/A LOCABACS	BACS11	965.41		ULTRA LOW SULPHUR
29/11/2024	CONSULT CLEANING SERVICES	BACS12	1,319.75		20/11-20/12 CLEANING
29/11/2024	EAST SUSSEX PENSION FUND	BACS13	13,656.77		NOVEMBER SALARIES
29/11/2024	DH SOLAR ENGINEERING LTD	BACS13	504.00		PELLET BOILER SERVICE
02/12/2024	EDF	DD	149.85		AUG-OCT STREET LIGHTS
03/12/2024	Spaldings Limited	BACS	-102.18		HUSQARNA TWO STROKE OIL
03/12/2024	SUM UP	SUMUP0312	2.00		TRANSACTION CHGS
04/12/2024	LEIA JACKSON	BACS1	50.00		L JACKSON REFUND
04/12/2024	FAY DAVIS	BACS2	96.00		FAY DAVIS REFUND
04/12/2024	PCS	BACS3	500.00		PCS GRANT
05/12/2024	THOMAS DOOR & WINDOW	BACS	5,940.60		TRACKS FOR CAFE SLIDING DOORS

List of Payments made between 01/11/2024 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/12/2024	SUSSEX PAYROLL SERVICES LTD	BACS1	140.15		NOVEMBER PAYROLL SERVICES
05/12/2024	Brewers and Sons Ltd	BACS2	327.05		PAINT FOR COMM HOUSE
05/12/2024	AMAZON	BACS3	118.58		BELLY INFLATABLE
05/12/2024	CASTLE WATER	BACS4	615.79		NOV WATER
05/12/2024	02	DD	87.36		MOBILES
05/12/2024	Barclays	DD1	39.00		BACS / COLLECT CHGS
05/12/2024	SWITCHD	DD2	38.94		DD TAKEN IN ERROR
09/12/2024	Northstar IT	DD1	1,500.85		MONTH SUPPORT - DECEMBER
09/12/2024	The Fuelcard People	DD2	162.68		FUEL
09/12/2024	SUMUP	SUMUP0912	3.68		TRANSACTION CHGS
13/12/2024	Brewers and Sons Ltd	BACS	149.98		THEALE BASE
13/12/2024	EDF	BACS1	136.81		NOV ELECTRIC
13/12/2024	EDF	BACS2	1,009.42		NOV ELECTRIC
13/12/2024	SCRIVENS LTD	BACS3	22.50		DN TILLER EYE TEST
13/12/2024	Madison Web Solutions Limited	BACS4	648.00		PREMIUM HOSTING
13/12/2024	CASTLE WATER	BACS5	48.91		NOV WATER
13/12/2024	Society Of Local Council Clerk	BACS6	36.00		GDPR STEPH
13/12/2024	SAFELINCS LTD	BACS7	718.80		EXTINGUISHERS FOR UNIT 14
13/12/2024	AMAZON	BACS8	37.43		BIKE PUNCTURE REPAIR
13/12/2024	SOUTHCOAST LOCKSMITHS LTD	BACS9	86.40		KEYS FOR HUB
13/12/2024	Spy Alarms Ltd	BACS10	267.04		QUARTERLY FIRE MAINTENANCE
13/12/2024	R.J.Meaker Fencing Ltd	BACS11	104.62		town fence repairs
13/12/2024	START2FINISH	BACS12	250.00		START2FINISH GRANT
13/12/2024	JANET KELLY	BACS13	120.00		SALTDEAN JAZZ BAND
13/12/2024	HEATHER BURNS	BACS14	50.00		H.BURNS REFUND
13/12/2024	TRACEY PICKETT	BACS15	100.00		T.PICKETT REFUND
13/12/2024	Northstar IT	DD	230.40		auto elevate
16/12/2024	SUM UP	SUMUP1612	1.10		TRANSACTION CHGS
19/12/2024	HMRC	121147	9,805.86		DECEMBER SALARIES
20/12/2024	PEACEHAVEN COMMUNITY	BACS1	400.00		COMM GARDEN GRANT
20/12/2024	TOTAL GAS & POWER	BACS2	1,502.35		DECEMBER 24 GAS
20/12/2024	SAFELINCS LTD	BACS3	493.20		HUB FIRE EXTINGUISHERS
20/12/2024	Wightman & Parrish Ltd	BACS4	337.87		BIN LINERS/ TOILET TISSUE
20/12/2024	AMAZON	BACS5	69.27		GLITTER TATTOOS FOR XMAS PARTY
20/12/2024	Cinemobile	BACS6	261.00		THE CRITIC
20/12/2024	TREEVOLUTION	BACS7	520.00		TREE WORKS
20/12/2024	Trade UK	BACS8	50.33		CORRECTIO
20/12/2024	AMP Services	BACS9	615.97		BLADES / SHAVER / BEARING
20/12/2024	HORTICULTURAL	BACS10	4.00		HORTI REFUND
20/12/2024	ANITHAA JEROME	BACS11	100.00		A.JEROME REFUND
20/12/2024	MRS S SIMPSON	BACS	172.95		CLLR TRAINING
20/12/2024	DECEMBER SALARIES	DEC PAY	29,951.96		DECEMBER SALARIES
20/12/2024	Northstar IT	DD	14.10		365 BUSINESS BASIC
23/12/2024	The Fuelcard People	DD	30.89		FUEL
23/12/2024	HEALTH ASSURED LTD	DD1	58.78		EAP 19/12-1801
23/12/2024	TOWER LEASING LIMITED	DD2	62.67		RENTAL OF PHONES
23/12/2024	KINTO UK LTD	DD3	499.74		GY73 FWG LEASE

List of Payments made between 01/11/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/12/2024	Credit Card A/c	cc tfer	165.39		nov cc
23/12/2024	SUM UP	SUMUP2312	3.29		TRANSACTION CHGS
23/12/2024	JON BORTHWICK	BACS	200.00		J BORTHWICK XMAS PARTY
27/12/2024	CITRUS HR	DD5	204.00		20/12-1901 SAFE HR
27/12/2024	FOCUS GROUP	DD6	162.13		LINE RENTAL CHARGES
27/12/2024	TOTAL GAS & POWER	DD7	358.50		NOVEMBER GAS
31/12/2024	The Fuelcard People	dd	123.88		fuel
06/01/2025	02	DD	87.36		december billing
07/01/2025	Northstar IT	DD1	1,553.35		MONTH SUPPORT - JAN 2025
09/01/2025	EDF	BACS	1,024.51		DEC ELECTRICITY
09/01/2025	Double Nine Ltd / Merlin Workw	BACS1	559.98		GT UNIFORM
09/01/2025	GeoXphere Ltd - Parish Online	BACS2	270.00		PARISH ONLINE
09/01/2025	MARTLET MPBILITY SERVICES	BACS3	120.00		CHANGIONG PLACES SERVICE
09/01/2025	SUSSEX PAYROLL SERVICES ;T	BACS4	103.32		DECEMBER PAYROLL SERVICES
09/01/2025	AMAZON	BACS5	39.98		CLIP FRAMES FOR OFFICE
09/01/2025	CASTLE WATER	BACS6	1,729.39		WATER SERVICES - ACCURATE READ
09/01/2025	Business Sream	BACS7	77.65		WASTE WATER 12/09-11/12
09/01/2025	EAST SUSSEX PENSION FUND	BACS8	10,661.53		DECEMBER SALARIES
09/01/2025	EDF	DD2	551.31		SEP=DEC ELECTRIC
09/01/2025	Barclays	DD3	3.00		BACS FILE CHGS
10/01/2025	CVS TYRES LTD	BACS	449.94		SERVICE OF HK66 WMJ
10/01/2025	R.J.Meaker Fencing Ltd	BACS1	93.82		TOWN FENCE REPAIRS
13/01/2025	The Fuelcard People	DD1	13.20		FUEL CARD
14/01/2025	Lewes District Council	121148	753.93		DOG WASTE 01/01/25-31/03/25
17/01/2025	EDF	DD	4,300.14		SEPT-DEC ELECTRICITY
17/01/2025	NEWTON NEWTON FLAGS &	BACS	28.80		VE DAY FLAG
17/01/2025	TOTAL GAS & POWER	BACS1	940.14		MAY 23 GAS
17/01/2025	TARA NOVIS	BACS2	100.00		T.NOVIS REFUND
20/01/2025	HEALTH ASSURED LTD	dd5	60.00		19/01-18/02
22/01/2025	NUCO TRAINING LTD	bacs	110.95		FIRE SAFETY CERTS
22/01/2025	TREEVOLUTION	bacs1	350.00		FOXHILL TREE WORKS
22/01/2025	TEN-B TRAINING	BACS2	210.00		1 DAY FIRST AID TRAINING
22/01/2025	CASTLE WATER	BACS3	34.83		DECEMBER WATER
22/01/2025	EDF	BACS4	107.89		DECEMBER ELECTRIC
22/01/2025	Business Sream	BACS5	497.42		08 OTC-07 JAN WASTE WATER
22/01/2025	Farrington Property Developmen	BACS6	4,404.00		UNIT 14 W/C 08/01/25
22/01/2025	Ricoh Capital Ltd	BACS7	999.36		PHOTOCOPIER 01/01-31/03/25
22/01/2025	Heatcraft And Ventilation ltd	BACS8	402.00		AIRCON SERVICE
22/01/2025	TOTAL GAS & POWER	BACS9	540.25		APRIL 24 GAS
22/01/2025	Credit Card A/c	DEC CC	630.47		DEC CC
22/01/2025	CASTLE WATER	DD2	0.51		DEC WATER - DELL
22/01/2025	KINTO UK LTD	DD4	499.74		VAN LEASE
23/01/2025	TOWER LEASING LIMITED	DD	62.67		PHONE RNTAL
23/01/2025	CITRUS HR	DD1	204.00		20/01-19/02 SAFE HR
24/01/2025	JANUARY SALARIES	JAN PAY	29,944.81		JANUARY SALARIES
31/01/2025	EAST SUSSEX PENSION FUND	BACS1	10,631.96		JANUARY SALARIES
31/01/2025	Peacehaven & District Chamber	BACS2	60.00		ANNUAL MEMBERSHIP

List of Payments made between 01/11/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2025	Wightman & Parrish Ltd	BACS3	306.05		CLEANING / BAGS
31/01/2025	COLLIER TURF CARE LTD	BACS4	4,752.60		TURFMIX
31/01/2025	TEN-B TRAINING	BACS5	150.00		LEVEL 3 FAW CERTIFICATION
31/01/2025	Trade UK	BACS6	144.46		BOOTS FOR GROUNDSTEAM
31/01/2025	TOTAL GAS & POWER	BACS7	285.10		APRIL 23 GAS
31/01/2025	AMAZON	BACS8	212.37		FIRE BREAK GLASS REPLACEMENTS
31/01/2025	CONSULT CLEANING SERVICES	BACS9	2,639.50		DEC-JAN CLEANING
Total Payments			<u>240,800.16</u>		



Committee:	Policy & Finance	Agenda Item:	PF1087
Meeting date:	11 th February 2025	Authors:	Town Clerk
Subject:	Change of process for Service Level Agreements		
Purpose:	To decide		

Recommendation(s):

To consider whether to implement a new system to replace the current Service Level Agreements (SLAs).

1. Background

Service Level Agreements (SLAs), are provided to support local Community groups and organisations who are not eligible to apply for PTC Community Grants (typically because it is of higher value than the grants policy permits), there is no set limit on how much PTC can pay to an organisation with an SLA, however, the amount is agreed annually by the Policy and Finance Committee or Full Council (dependent upon value). The benefit to PTC by awarding an SLA is that it ties the organisation into a contract-style agreement to provide a minimum standard of service to Peacehaven residents or the Council.

PTC currently awards SLAs to 5 organisations: Community Transport Lewes Area, Lewes District Citizens Advice, Havens Community Cars, The Joff, and The SCDA Community Supermarket (provided as a reduction in facility hire costs), these total £28,165 per year.

During the budget setting process, SLAs were a contentious area, with members debating the amounts awarded and value for money for different organisations. It has also become clear that the SLA payment from PTC has become an expectation for some of these organisations, even if they are not providing the minimum service, and with the onus falling on PTC Officers to chase up evidence to support the awarding of the SLAs.

It is proposed that PTC ceases all SLAs from the 2026/27 financial year and replaces it with a new system akin to a Service Level Grant. The Service Level Grant (SLG) would work more similarly to our Community Grant Scheme, whereby the grant would be for a one off payment to the organisation, which they would have to apply for each year, placing the onus firmly on the organisation, including having to clearly evidence the benefit to Peacehaven residents that their service has and could still include conditions detailing a minimum standard of service which if they do not meet could render the organisation ineligible for a grant the following year.

The key differences between the Community Grants and the SLGs would be:

- The value, Community Grants are limited to £750 per year, SLGs can be awarded to any amount subject to budgetary constraints.
- What the money can be spent on – Community Grants must be spent on the specified purpose with receipts provided as evidence. How SLGs are spent is unconditional provided that the organisation can demonstrate meeting the minimum standard of service agreed, with verifiable statistics where possible.

- Frequency – Community Grants are awarded in 2 annual rounds, whereas SLGs would all be agreed at the start of the financial year.

It is suggested that the Council sets a budget of £30,000 for SLGs in the 2026/27 financial year (£1835 or 6.5% more than currently awarded under SLAs) and ceases all SLAs. The Council will need to give notice as soon as possible to all organisations currently on SLAs so that they have a full financial year to prepare for this change.

Organisations that are currently on SLAs will all be eligible to apply for a SLG, and will benefit from the new system as they will be able to set the amount that they are applying for, although PTC reserves the right to decide the final amount awarded, which may be lower than applied for.

Organisations awarded SLGs will be required to provide a summary to PTC within the final quarter of the financial year detailing the impact that they have had in Peacehaven during the period they have been supported with an SLG, organisations failing to do this may render themselves ineligible for an SLG the following year at PTC's discretion.

A draft SLG application form is included in the appendices.

2. Options for Council

- To agree to stop all SLAs from April 2026 and replace with a new SLG system, and give notice to organisations currently on SLAs of this.
- To agree that officers proceed with revising the Grants Policy to include SLGs to bring the policy back to Committee for approval.
- To agree to set the amount available for SLGs at £30,000.
- To take no action and continue with the current SLA system.

3. Reason for recommendation

Following issues raised during the 2024/25 budget setting process and discussions at Committee.

4. Expected benefits

More control to PTC over the service that is being provided to Peacehaven residents, including holding organisations accountable to a minimum service standard, simplified budget setting process.

5. Implications

5.1 Legal	Localism Act 2011 Financial Regulations
5.2 Risks	How the decision could be received by organisations on SLAs – need for clear communication.
5.3 Financial	£30,000 (£1835 more than at present)
5.4 Time scales	April 2026
5.5 Stakeholders & Social Value	Organisations currently on SLAs Ensuring service to Peacehaven
5.6 Contracts	Conditions set out in current SLAs
5.7 Climate & Sustainability	To be considered as part of SLG application form
5.8 Crime & Disorder	To be considered as part of SLG application form
5.9 Health & Safety	N/A
5.10 Biodiversity	To be considered as part of SLG application form
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Inclusion
Efficiency and sustainability of Town Council resources

7. Appendices

Draft application form.

Environmental Impact – Please detail measures positive measures your organisation takes regarding Climate Change.

Financial Information

	NOW	ONE YEAR AGO
Organisations Current Assets		
Organisations Current Cash Balance		
Organisations Annual Income		
Organisations Annual Expenditure		

Minimum Service Provision – Please detail the service you will commit to provide to Peacehaven and how this will be evidenced.

Benefit to Peacehaven – Please detail how many Peacehaven residents you have supported & how many you intend to with this grant.

Other Supporting Evidence – Please detail any further considerations or supporting evidence you would like to provide.

Applicant Signature:

Date:

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Policy and finance	Agenda Item:	PF1088
Meeting date:	11 February 2024	Authors:	Responsible Financial Officer
Subject:	Fixed Term Deposits		
Purpose:	To agree		

Recommendation(s):

To agree to deposit some of the councils funds in a fixed term deposit account.

1. Background

As a council we have been recommended by the auditors to put some of our money in a fixed term deposit account. This will provide the council with a good interest rate on an agreed sum of money that would otherwise be sat in our current account gaining a smaller interest rate.

Due to the timing of this it would be good to note that as a council we are planning to spend some significant amounts of money in 25/26, mainly on the Hub. We are likely to have to spend all monies upfront with Lewes District refunding the grant money retrospectively which will decrease the current account balance somewhat. We have set aside £350,000 for this project alone.

I have researched three potential banks to deposit money to, Barclays interest rate changes daily but is typically 3.76% if held for 12 months, however we do not have the ability to release any of this money in an emergency. CCLA offer an interest rate of 4.7% but clearly states it is not the same as making a deposit with a bank and is not guaranteed and a stable net asset share is intended to be maintained but there are no assurances. Lastly, Unity Trust, this is a recommended bank by many Town Clerks as advised on the SLCC forums and offers 4.25%. Funds can be released earlier than the term in exceptional circumstances, however the interest rate will be the default interest rate paid.

Having reviewed all three I would suggest the Unity Trust would be the recommended choice if we decide to invest.

With this being the first time PTC will consider depositing money and with the knowledge of our potential expenditure in the next year I note the amounts we could save below, with the interest accrued for the agreed time period. This would be in comparison to the 1.4 - 1.7% we will be receiving from Barclays from March 2025

Amount	6 months	12 months	18 months
100,000.00	4,000.00	4,750.00	7,125.00
150,000.00	6,000.00	7,125.00	10,687.00
200,000.00	8,000.00	9,500.00	14,250.00

2. Options for Council

- Agree to deposit funds to Unity Trust
- Agree initial amount to deposit
- Agree length of fixed term
- Do not agree to deposit funds in a fixed term deposit account

3. Reason for recommendation

I think it would be sensible for council to gain interest on cash. It is a good way to build reserves and can also help reduce precept requirements going forward with a known amount of interest being received annually.

4. Expected benefits

This will enable council to strategically invest money, providing some further assurance that not all council monies are with one bank

5. Implications

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

Appendices;

T&C's of Unity Trust Fixed Term Deposit Accounts

Fixed Term Deposit Accounts

Terms and Conditions

These Terms and Conditions (“T&Cs”) apply with effect from 12th February 2024 to the following fixed term deposit accounts provided by Unity Trust Bank plc:

- 30 Day Fixed Term Deposit Account;
- 90 Day Fixed Term Deposit Account;
- 6 Month Fixed Term Deposit Account;
- 12 Month Fixed Term Deposit Account;
- 18 Month Fixed Term Deposit Account; and
- 24 Month Fixed Term Deposit Account.

In this document We refer to these accounts individually and collectively as the “FTDA”.

These T&Cs form a part of Your agreement with Unity and should be read in conjunction with Our [General Terms and Conditions](#), [Privacy Policy](#) and Service Tariff.

1. Definitions

In these T&Cs the following terms shall have the meanings ascribed to them:

Account	means the FTDA You have entered into with Us;
Business Day	means Monday to Friday, excluding bank and public holidays recognised in England and Wales;
Calendar Day	means any day of the week, including weekends and bank and public holidays recognised in England and Wales;
Commencement Date	means the day upon which Funds are received into the Account;
Customer	means the organisation named on the relevant FTDA and shall include all signatories, servants, agents, volunteers, and members of the organisation's staff;
Default Interest	means the rate of default interest identified on the Product Information Page and shall be determined by the date on which You opened the Account;
Early Access	means any access to the funds in the relevant FTDA after the commencement date but before end of the Term;
Funds	means the amount of money You invest in the FTDA;
Interest	means the applicable rate of interest specified on the Product Information Page and shall be determined by the date on which You opened the Account;
Servicing Account	means either a Unity current account or Instant Access Savings Account in Your name;
Term	means the term of 30 days, 90 days, 6 months, 12 months, 18 months, or 24 months as applicable to the FTDA entered into by the Customer, calculated in accordance with the provisions of clause 2.5;
Termination	means the end of the FTDA agreement howsoever caused;
You or Your, or Yours	means the Customer in whose name the FTDA is held;
We, Us, Our, or Ours	means Unity Trust Bank plc.

2. Account Opening and Term

- 2.1** All FTDAs require a Servicing Account. If You do not already hold either a Current Account or Instant Access Savings Account with Unity, We will open an Instant Access Savings Account for You.
- 2.2** The Account shall only receive Funds from, and transfer Funds to, the Servicing Account. The Servicing Account may receive funds from, and transfer funds to, external accounts.
- 2.3** The Term will commence on the date upon which the Funds are transferred into the FTDA. You will need to notify Us when the cleared Funds are available in Your Servicing Account and how much You want to invest in the FTDA. We will then transfer those Funds into the Account within three working days of Your notification.
- 2.4** The date upon which the Funds are received into the Account shall be the Commencement Date of the relevant Term. On the next Business Day after the final day of the relevant Term We will transfer the Funds plus any accrued interest to Your Servicing Account. There will be no charge for the transfer from the Account to the Servicing Account, however, transfers out of the Servicing Account, whether internal or external (save if You wish to open a new FTDA) will be charged at the prevailing rate specified in the Service Tariff.
- 2.5** The calculation of the Term of each FTDA shall be:

Product	Term calculation
30 Day Fixed Term Deposit Account	Commencement Date plus 29 Calendar Days
90 Day Fixed Term Deposit Account	Commencement Date Day 1 plus 89 Calendar Days
6 Month Fixed Term Deposit Account	Commencement Date plus 181 Calendar Days
12 Month Fixed Term Deposit Account	The anniversary of the Commencement Date less one Calendar Day
18 Month Fixed Term Deposit Account	The anniversary of the Commencement Date plus 181 Calendar Days
24 Month Fixed Term Deposit Account	The second anniversary of the Commencement Date less one Calendar Day

2.6 Save as provided at clauses 6.3 to 6.5 (inclusive), during the Term You will not be entitled to:

- (a) withdraw any or all of the Funds; and/or
- (b) pay additional funds into the Account.

3. Deposit

3.1 The minimum deposit for each FTDA is:

Product	Minimum Deposit
30 Day Fixed Term Deposit Account	£85,000
90 Day Fixed Term Deposit Account	£85,000
6 Month Fixed Term Deposit Account	£85,000
12 Month Fixed Term Deposit Account	£85,000
18 Month Fixed Term Deposit Account	£50,000
24 Month Fixed Term Deposit Account	£50,000

3.2 There is a maximum deposit of £20m for 6, 12, 18 and 24 month FTDA. There is no maximum deposit for 30 day or 90 day FTDA.

3.3 No additional deposits may be made into the Account during the Term. You may have more than one FTDA running concurrently.

3.4 The deposit must be made into the Account electronically from the Servicing Account. Funds may be paid into the Servicing Account electronically, or by sending a cheque to Freepost UNITY TRUST BANK 1984 (Please note: 'UNITY TRUST BANK' must be in capitals and the address must be on one line exactly as shown above).

4. Interest

- 4.1** The Interest rates applicable to the FTDA during the Term are particularised on the product information page and may be updated from time to time. The rate of Interest You receive will be determined by the date on which the Account was opened.
- 4.2** Interest is calculated daily on the Funds deposited but will not be applied to the Account until Termination.
- 4.3** Interest will accrue on the amount of Funds deposited at the Commencement Date and You shall have no entitlement to receive Interest upon Interest.
- 4.4** Interest will be applied to the Account balance gross of any tax. You are responsible for Your own tax arrangements and making any declarations and/or payments to HMRC.

5. Statements

- 5.1** We will send You a statement of account at the following intervals:

Product	Statements
30 Day Fixed Term Deposit Account	At the end of the Term
90 Day Fixed Term Deposit Account	At the end of the Term
6 Month Fixed Term Deposit Account	At the end of the Term
12 Month Fixed Term Deposit Account	Every 6 months
18 Month Fixed Term Deposit Account	Every 6 months
24 Month Fixed Term Deposit Account	Annually

- 5.2** The statement will display only the amount of Funds deposited into the Account and will not show any Interest accrued.
- 5.3** Upon Termination of the FTDA We will send You a closing statement showing the opening and closing balances of the Account, including Interest added on the final day of the Term.

6. Early Termination

- 6.1** We may terminate this agreement at any time, with or without notice, for legal or regulatory reasons, or where there is a suspicion of fraud. If this happens, We may not be able to disclose the reason to You.
- 6.2** If We terminate this agreement in accordance with clause 6.1 above, You will not be entitled to receive any Interest for the term during which the Account was open.
- 6.3** Notwithstanding the provisions of clause 2.6 above We may consider allowing You to terminate the agreement early in exceptional circumstances, such as but not limited to:
- (a)** in the case of a sole trader or partnership, death of a signatory; or
 - (b)** the Customer facing exceptional and unforeseen hardship.
- 6.4** In the event that You wish to terminate the agreement early and You believe that there are exceptional circumstances, You should contact your relationship manager or write to us by email: us@unity.co.uk or by post Unity Trust Bank, PO Box 7193, Planetary Road, Willenhall, WV1 9DG setting out the grounds upon which You rely. We will consider Your request and may request additional information from You in order to make our decision. For the avoidance of doubt You shall have no expectation that We will grant Your request, and permission to terminate the agreement shall be at Our sole discretion.
- 6.5** In the event that We grant Your request for early Termination, the following will apply:
- (a)** the Account shall be closed within 31 Calendar Days after the date We received Your request;
 - (b)** You shall not be entitled to receive Interest at the rate specified at clause 4.1 above and shall instead be the rate of Default Interest which will apply and is particularised on the [Product Information Page](#) and shall be determined by the date upon which You opened the Account.
 - (c)** Default Interest will be calculated to the Termination Date; and
 - (d)** the whole of the Funds, plus any Default Interest to which You are entitled, will be transferred to Your Servicing Account.
- 6.6** Under no circumstances shall You be entitled to withdraw a part of the Funds. Any permission granted by Us in accordance with clause 6.5 shall apply to the whole of the Funds and will result in the FTDA being closed.

Notwithstanding the foregoing You shall be entitled to apply for a new FTDA should You wish to reinvest part of the Funds upon closure, subject to the minimum deposit requirements set out at clause 3.1 above.

7. Miscellaneous

- 7.1** We may vary the terms of this agreement if required for legal, regulatory, or operational reasons (for example, a change of computer system which impacts upon the operation of the Account). If this happens, We will provide you not less than 60 Calendar Days' written notice unless we are prevented from doing so by law or regulation, in which case we will provide as much notice as We are able.
- 7.2** This agreement shall be governed by Unity's [General Terms & Conditions](#), its [Privacy Policy](#) and Service Tariff.
- 7.3** In the event of any conflict between the [General Terms & Conditions](#) and the T&Cs for this agreement, the provisions of this agreement shall prevail.
- 7.4** This agreement shall be governed by the laws of England and Wales and the English courts shall have exclusive jurisdiction to determine any dispute between the parties.

This information is available to you at any time on our website.
Please read this important information carefully and retain it for future reference.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes. U787_0224

Zoe Malone
Responsible Financial Officer

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



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

Committee:	Policy and finance	Agenda Item:	PF1089
Meeting date:	11 February 2025	Authors:	Responsible Financial Officer
Subject:	Earmarked Reserves		
Purpose:	To agree to recommendation		

Recommendation(s):

To agree earmarked reserves recommendations from RFO

Background

Some codes will need to be earmarked because they are a grant we have received but not yet spent the full amount or they are an expenditure code that we have yet to fully spend but the committee has a plan to spend it.

Options for Council

See below items for earmarking for next year;

Account Code	Nominal	description
1012	100	Football Foundation Grant
4444	100	Election Costs
4311	100	Professional Fees Legal
4349	110	Civic training
4339	110	National Mourning
4357	110	Town Crier Outfit
1047	120	Event Income
4851	200	Noticeboards
4852	200	Monument & War Memorial
4171	200	Repairs & Alterations
4173	310	Fertilisers & Grass Seed
4105	330	Tree Works
4122	360	Service Charges
4176	360	Community House Reserve

1. Reason for recommendation

This figure is a moveable figure but at the time of writing amounts to £73,096 to earmark. There is good reason to earmark these codes so that the council can continue to maintain our assets and allow for any elections that may take place in the next year.

It is important not to earmark unless there is a specific purpose for expenditure. The Council also needs to build on its general reserve therefore the more we earmark, the less will be transferred to general reserves should there be anything left.

2. Expected benefits

- a. The community
- b. The environment
- c. Other

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	This is strategically putting money aside to pay towards the repairs and maintenance of Community House and other items so not to impact the budget next year too much.
5.4 Time scales	
5.5 Stakeholders & Social Value	Earmarking the event income from PTC events will help us deliver PTC events next year for the community with a small budget
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	



Committee:	Policy & Finance	Agenda Item:	PF1090
Meeting date:	11 th February 2025	Authors:	RFO
Subject:	Overspent Budgets		
Purpose:	To note overspent budgets		

Recommendation(s):

To note overspent budgets and their reason for overspend

1. Background

Committee should note the overspend across budgetary codes

NOMINAL	ACCOUNT	DESCRIPTION	OVERSPENT AMOUNT	COMMENT
4312	100	PROFESSIONAL FEES	52.00	Primarily for Payroll Services, all Professional Fees have been lumped together next financial year
4321	100	BANK CHARGES	129.00	This is over budget due to collect charges for cash as no post office
4202	300	REPAIRS/MAINT OF VEHICLE	542.00	Committee agreed to overspend by £1,000
4102	315	MAINTENANCE OF BUILDINGS	444.00	New Fire Extinguishers installed
4111	315	ELECTRICITY	305.00	Electric Vehicle – Earmarked fuel from last year to cover this.
4131	315	RATES	812.00	Rates went up without our knowledge

2. Options for Council

To Note the overspent budgets

3. Reason for recommendation

It's important for Council and Committees to see overspends so they can be considered in future budgeting

4. Expected benefits

N/A

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Overspend is mitigated by underspend on other budgetary codes
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Efficiency and sustainability of Town Council resources

7. Appendices



Committee:	Policy & Finance	Agenda Item:	PF1091
Meeting date:	11 th February 2025	Authors:	Town Clerk
Subject:	Community Buildings		
Purpose:	To discuss		

Recommendation(s):

To discuss whether to bring Community Buildings under one sub-committee or working group that replaces the current Community House sub-committee.

1. Background

There was recently a discussion paper at the Community House Sub-Committee (copy of report in appendices), where it was considered that all community buildings could be brought under one sub-committee or working group to streamline the management of buildings.

Further discussion would need to take place around the scope of the buildings included, as there is significant variation between buildings that PTC own and operate, own but do not operate, and operate but do not own.

Clear terms of reference would also need to be developed to ensure that the sub-committee or working group do not become involved with the running of the buildings, which is the responsibility of Officers – the sub-committee or working group would be focused more on strategy, policy, and procedures, and particular care would need to be taken to not cross boundaries.

Additionally, a working group or sub-committee would not have any financial authority, so whichever option is to be considered, proposals with financial implications would need to come back to the parent committee or Council before being progressed.

The Clerk and RFO have discussed and considered the report that went to the sub-committee and the subsequent debate, and feel that a working group is preferable to a sub-committee as it is more flexible with regard to meeting place (e.g. being able to have meetings onsite at the different community buildings as necessary) and meeting times, can be convened quicker (no need for statutory notice of meetings), and do not require adherence to Standing Orders (meaning that more in-depth discussion can take place).

The benefit of a sub-committee over a working group, is that a sub-committee can make decisions on matters that do not have financial implications, whereas the Working Group does not have any decision-making authority.

Irrespective of whether the new group is a sub-committee or working group, if the Policy & Finance Committee decides it does want to progress with forming a Community Buildings group, then this will require changes to Committee terms of reference and the scheme of delegation, as currently the various buildings sit within different Committees (e.g. The Hub is under LA&E). This will be best done at the Annual Council meeting in May, where the Terms of Reference and Scheme of Delegation is due to be readopted.

2. Options for Council

- a. To recommend to Council that a community buildings sub-committee is formed.
- b. To recommend to Council that a community buildings Working Group is formed.
- c. To recommend to Council that the Committee terms of reference and scheme of delegation is reviewed to bring all community buildings under the Policy and Finance Committee.
- d. To close the Community House sub-committee once the new group is formed.
- e. To not make any changes.

3. Reason for recommendation

In line with resolution of the Community House Sub-Committee.

4. Expected benefits

Streamlining oversight of Community buildings.

Progressing commitments to achieving carbon net-zero.

5. Implications

5.1 Legal	Review of scheme of delegation required.
5.2 Risks	Ensuring that care is taken to maintain boundaries between Councillor and Officer roles.
5.3 Financial	Maintaining separate financial streams for each building.
5.4 Time scales	Preparations for May Annual Council meeting.
5.5 Stakeholders & Social Value	Consistent approach to decisions on Community Buildings.
5.6 Contracts	
5.7 Climate & Sustainability	Decisions in line with commitments to sustainability and net-zero.
5.8 Crime & Disorder	Consistency in approach to deterring crime.
5.9 Health & Safety	Risk Assessments in place for each building.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Ensuring accessibility of all buildings.

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?
Community House 10-year plan Net Zero carbon resolution Efficiency and sustainability of Town Council resources The Hub

7. Appendices

Report that went to Community House Sub-Committee.



Committee:	Community House Sub-Committee	Agenda Item:	CH099
Meeting date:	16 th January 2025	Authors:	Cllr Sue Griffiths
Subject:	Discussion Document		
Purpose:	To discuss the pros & cons of Community House Sub-Committee becoming the Community Buildings Sub-Committee.		

Recommendation(s):

That the Sub-Committee recommends to Policy & Finance that it becomes the Community Buildings Sub-Committee and that Officers work towards this change by the Annual Council meeting

1. Background

At present PTC Community buildings are the responsibility of two committees and one sub-committee with some aspects being dealt with directly by Council. The councillors and officers are mostly the same across all these responsibilities with the exception of the Parks Officer who is involved with the buildings within the parks but who could attend meetings that relate to these buildings if thought necessary.

Bringing the buildings under one sub-committee would bring all the knowledge and experience gathered relating to building work, maintenance, grant funding, and climate change into the one place and would mean that the buildings could be treated equitably.

It would streamline the meeting schedule and avoid cancellations or very short meetings and therefore reduce the PTC carbon footprint as well as saving everyone's time.

There are two very important and time-consuming projects at the moment namely the Hub CIL bid and the 10 year plan for Community House but bringing all community buildings under one sub-committee does not preclude the use of TFG's or working groups.

This would be nothing new as at the time that PTC owned the Annexe room at the Meridian School there was a Community Centres sub-committee reporting back to the P&F committee.

2. Options for the Sub-Committee

a. For the Sub-Committee to remain the same

b. For the Sub-Committee to recommend to P&F that the Community House Sub-Committee becomes the Community Buildings Sub-Committee and that Officers work towards this change in time for the Annual Council meeting.

3. Reasons for the Recommendation

To streamline the meeting schedule saving time and reducing the PTC carbon footprint

To bring all the relevant knowledge into one place

To bring equity across all our buildings

To be able to consider all possible grant funding available and prioritise it.

To ensure consistent decision making across all buildings

4. Expected benefits

a. The community

The community as a whole would benefit from all the buildings being cared for to the same standard.

b. The environment

The environment would benefit by a reduction in the PTC carbon footprint.

c. Other

The Council would benefit by the streamlining of this service

Implications

5.1 Legal	None
5.2 Risks	None
5.3 Financial	Economies of scale
5.4 Time scales	Change to happen at the Annual Council meeting
5.5 Stakeholders & Social Value	Better service to the public
5.6 Contracts	Some contracts could benefit from the economy of scale
5.7 Climate & Sustainability	Less meetings means less carbon produced
5.8 Crime & Disorder	None
5.9 Health & Safety	None
5.10 Biodiversity	None
5.11 Privacy Impact	None
5.12 Equality & Diversity	The standards across all the buildings should become the same creating more equality for the users of all our buildings

5. Appendices



Committee:	Policy and finance	Agenda Item:	PF1092
Meeting date:	11 February 2025	Authors:	Responsible Financial Officer
Subject:	Spent Earmarked Reserves		
Purpose:	To note expenditure		

Recommendation(s):

To note expenditure from earmarked reserves spent in 24/25

Background

Cllr Gallagher requested a more detailed overview on earmarked reserves expenditure for this financial year as the income and expenditure report which shows this information can be confusing for some councillors.

See below;

	Account	Opening Balance	Net Transfers	Closing Balance	Comments
312	Meridian Walk	500.00	-125.00	375.00	Partial payment of £125 made for Meridian Meander Map
313	D-Day Grant	2,664.40	-2,452.52	211.88	Grant supplied by SCDA "Make it Happen" to help fund the D-Day event
322	Vehicle Reserve	13,334.20		13,334.20	
323	Warm Havens Grant	168.29		168.29	
324	Tree Works	5.24		5.24	
325	Staff training	1,913.41	-337.95	1,575.46	Essential staff training including fire marshalling & First Aid.
326	Elections	13,970.83		13,970.83	
327	Members Training	1,467.00		1,467.00	
328	Service Charges	8,647.37		8,647.37	
330	Noticeboards	906.05	0.00	906.05	
331	Signage	1,000.00		1,000.00	
336	Monument & War Memorial	1,517.00		1,517.00	
337	Institute of Leadership	1,207.20	-1,207.20	0.00	Used for Carbon Literacy qualifications
338	Football Foundation Fund	7,738.00	-4,388.25	3,349.75	Used for Fertiliser & Grass seed to maintain youth pitches
339	Fuel	1,016.42		1,016.42	
340	Gas for Hub	3,000.00	-2,531.94	468.06	Supplier has backbilled and payments have now been made
350	P/H Youth Task Group	4,000.00	-3,340.13	659.87	The Joff SLA
352	CIL	411,151.42	58,894.25	470,045.67	See separate CIL report for this information
355	Big Park	59,080.45	-8,042.85	51,037.60	Metal Fencing to protect residents fencing & new tracks for sliding doors at the Café

357	Hub Improvements	3,100.00		3,100.00	
358	Climate Change	5,000.00	-3,570.00	1,430.00	Climate Survey on the Hub
359	Sponsorship	798.00	630.06	1,428.06	Adhoc sponsorships received
361	Professional Fees - Legal	1,551.48	-618.00	933.48	Fields in Trust Fees
362	Neighbourhood Plan	3,639.93		3,639.93	
370	Capital Receipts Reserve	37,189.23	4,501.00	41,690.23	
		584,565.92	37,411.47	621,977.39	

1. Reason for recommendation

To note earmarked reserves expenditure.

2. Expected benefits

- a. The community
- b. The environment
- c. Other

3. Implications

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



Committee:	Policy & Finance	Agenda Item:	PF1093
Meeting date:	11 th February 2025	Authors:	RFO
Subject:	Community House 10 Year Plan		
Purpose:	To agree the Community House 10 Year Plan		

Recommendation(s):

To agree the Community House 10 Year Plan

1. Background

Following the Buildings Survey conducted by Pyxis in January 2024 and a Carbon Survey covered by Bhescio, the attached 10 year plan itemises all the maintenance/ improvements and replacements required for Community House. Officers have been working on tackling the easier and more serious solutions and council have began putting money aside within the budget to help manage the financial aspect of future works required.

Those items highlighted in green have been actioned and completed.

A working group has been formed to discuss the 10 year plan, more concentrating on the items for years 1 & 2. The next stage for the working group is to create a pre tender notice for the replacement fire doors and compartmentation.

2. Options for Council

To Agree to the Community House 10 Year plan

3. Expected benefits

Community House is a widely used building, seeing many residents every week. It is used for the Community Supermarket to help those less fortunate every week, providing a large space and a social setting, the NHS use the building monthly for blood donation, youth groups, dance and exercise groups use the space weekly and we have large community groups, including theatre groups benefiting from the space and facilities we can offer. Improving the facilities will benefit our hirers and make the building a more sustainable and eco friendly facility.

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Money is being set aside to finance the improvements required. Grants may be available for some of the items raised which the RFO will look into.
5.4 Time scales	10 years

5.5 Stakeholders & Social Value	To continue to provide a space for large and small community groups to meet weekly / monthly
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Community House 10-year plan

6. Appendices

DONE

[illegible]

[illegible]

Mains Room	Main intakes, meters and boards located in the two Mains Rooms. Various ages of Boards with alterations and adaptations over the years. Some elements may date back to when the original building was constructed. Light fittings a mix of types and age, including ceiling grid mounted, bulkhead and emergency. The majority are fluorescent or compact fluorescent which are being phased out so replacement lamps and parts will not be available in the future	Periodic electrical installation condition reports typically 5 yearly should be undertaken. These will identify issues with the installation. It is likely that over the ten year period there will be a requirement to upgrade the distribution. Provision for a phased replacement programme to upgrade to LED fittings.	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	
	Standards 13a dsocket outlets mounted in walls or dado trunking. Supplies to mechanical plant and fixed equipment	Visually power circuits, switchgear and outlets appear serviceable but need to be assessed as part of periodic EICR. Provision for remedial works.	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	
Throughout	Roof mounted solar panels with inverters mounted in mains. Understood to be installed in 2011	Provision for replacement of inverters in Y3	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	
Throughout	Multi zone fire alarm panel with associated detectors, sounders and call points located throughout the building	Provision for upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
Air Conditioning	Engage an air conditioning engineer to investigate whether the existing Toshiba A/C units could be used to heat the Information and Town Council Offices plus Aztec Room. This will lower gas consumption and allow these areas to be controlled as individual zones, potentially shortening the heating duration.		700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	
			Contact EMC Controls to see if they can provide access to the Building Management System (BMS). Investigate whether they can optimise the settings and install weather compensation. Should it be possible to adapt the current BMS (rather than replacing it), the payback period would be significantly lower than we have conservatively estimated.	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Roof	Pump & HW Timers	Install pump and instantaneous water heater timers. This will reduce heat losses from pipework, electricity costs for pumping, and standing losses from heater cylinders. It may also be possible to re-configure the BMS with a timed profile for the pumps, to avoid installing additional pump timers.	3,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00	
			Consider whether there is potential for additional solar panels to be incorporated into the design for the proposed extension to the building (new foyer).	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,498.00
There is potential to reduce electricity costs by switching to a single rate tariff, which would lower the cost of daytime electricity.			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	RFO has approached existing provider and the price difference is minimal and would not save any money

[illegible]



Committee:	Policy & Finance	Agenda Item:	PF1094
Meeting date:	11 th February 2025	Authors:	Town Clerk
Subject:	To set up an audit working group		
Purpose:	To discuss and agree		

Recommendation(s):

To form a small working group of Councillors to undertake periodic audits as per the proposed checklist to be reported back to Committee.

1. Background

It has been discussed for some time that a small audit working group be set up to undertake periodic (once per quarter is suggested) audits of internal controls and procedures to supplement the internal and external audits that Peacehaven Town Council already has.

It is suggested that up to 3 Councillors be appointed to this group, and to ensure independence around scrutiny of financial control checks, that the appointed Councillors not be current signatories for PTC.

The group would report their findings back to the Policy & Finance Committee following an audit taking place, and any areas of concern or non-compliance can be discussed and actions agreed to make improvements where necessary.

There is a provisional checklist of items to be audited as an appendix.

2. Options for Council

- a. To agree to form an Audit Working Group and agree members
- b. To agree the frequency at which the group should convene
- c. To agree any other terms of reference and draft checklist for the Working Group

Or

- d. To not agree to form the working group at this time

Or

- e. To refer the report to Full Council for all Councillors to consider.

3. Reason for recommendation

In line with previous discussions and best practices.

4. Expected benefits

To give Councillors, Committees, and Council insight, reassurance, and confidence in the robust internal controls that PTC has in place.

5. Implications

5.1 Legal	Ensuring statutory compliance with various legislation
5.2 Risks	Ensuring suitable risk management
5.3 Financial	Checking financial controls
5.4 Time scales	Quarterly checks are recommended.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk Management being checked
5.10 Biodiversity	
5.11 Privacy Impact	Controls in place for GDPR
5.12 Equality & Diversity	Controls in place for EDI

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Efficiency and sustainability of Town Council resources
Skills, training, and appraisals

7. Appendices

Draft checklist.

George Dyson
Town Clerk

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



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

Audit Working Group – Checklist

Date of audit:	
Members auditing:	

Item	Policy Documents
Description	Ensure that 2 randomly selected policies are published in line with PTC's publication scheme and are within their stated review dates.
Policies Checked:	
Comments:	
Outcome:	Choose an item.

Item	Personnel Records
Description	Ensure that a signed contract of employment is available for a randomly selected employee.
Comments:	
Outcome:	Choose an item.

Item	Personnel Records
Description	Ensure that certificates or evidence of competence are available for training undertaken by a randomly selected employee.
Training Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that signed minutes are available for inspection of 2 randomly selected meetings within the past 2 years.
Minutes Checked:	
Comments:	
Outcome:	Choose an item.

Item	Financial Controls - Payments
Description	Track 2 randomly selected payments through the financial system.
Comments:	
Outcome:	Choose an item.

Item	Financial Controls - Receipts
Description	Track 2 randomly selected receipts through the financial system.
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that 2 randomly selected Risk Assessments are up to date with evidence of their last review.
Assessments Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that 2 randomly selected controls from the Corporate & Financial Risk Assessment are being adhered to.
Policies Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that a randomly selected section of the Fire Safety log book is up to date.
Section Checked:	
Comments:	
Outcome:	Choose an item.

Item	Risk Management
Description	Ensure that a MSDS is available for a randomly selected chemical, and that any provisions within the MSDS are being adhered to.
Chemical Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that 2 randomly selected subsections of the transparency pages on the PTC website are current & correct.
Categories Checked:	
Comments:	
Outcome:	Choose an item.

Item	Statutory Governance
Description	Ensure that 2 randomly selected agendas were issued validly and with the required notice period.
Meetings Checked:	
Comments:	
Outcome:	Choose an item.

General/ overall comments

Completed by:	<i>Cllr</i>	Role:	
Signature:		Date:	

Reviewed by:	<i>Cllr</i>	Role:	
Signature:		Date:	

Received by:	<i>Clerk/ Officer</i>	Role:	
Signature:		Date:	

Copy of this report to be provided to the next suitable Policy & Finance Committee meeting.