

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.

20th November 2024

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 26th November 2024 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF1057** CHAIR'S ANNOUNCEMENTS.
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.*
3. **PF1059** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1060** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1061** TO ADOPT THE COMMITTEE'S MINUTES OF 17TH SEPTEMBER 2024
6. **PF1062** 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. **PF1063** TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT
8. **PF1064** TO ADOPT A BIODIVERSITY POLICY
9. **PF1065** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT
10. **PF1066** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE COMMUNITY NAVIGATOR
11. **PF1067** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A POTENTIAL SERVICE LEVEL AGREEMENT FOR THE SCDA COMMUNITY SUPERMARKET
12. **PF1068** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON THE SERVICE LEVEL AGREEMENT FOR THE CTLA
13. **PF1069** TO AGREE REVISED TERMS AND CONDITIONS RELATING TO CENTENARY PARK AND THE MUGA
14. **PF1070** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS REGARDING A TREASURY DEPOSIT ACCOUNT
15. **PF1071** TO AGREE 2025/26 ALLOTMENTS TERMS AND CONDITIONS
16. **PF1072** TO AGREE TO RECOMMEND TO ALLOW AN OVERSPEND ON A BUDGETARY CODE
17. **PF1073** TO RECEIVE AN UPDATE ON THE OVCA FUNDED PROJECT

- 18. PF1074** TO RECEIVE THE DRAFT MINUTES OF THE GRANTS SUB-COMMITTEE AND RATIFY THE SUB-COMMITTEE'S RECOMMENDATIONS
- 19. PF1075** TO AGREE THE 2025/26 BUDGET
- 20. PF1076** DATE OF NEXT MEETING – TUESDAY 4TH FEBRUARY 2025 AT 7.30PM
- 21. PF1077** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

- 22. PF1078** AGED DEBT ANALYSIS
- 23. PF1079** TO AGREE RENT INCREASES FOR 2025/26
- 24. PF1080** TO AGREE FACILITY HIRE CHARGES FOR 2025/26

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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 17th September 2024 at 7.30pm.

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

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

No members of the public were in attendance.

1. PF1033 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, welcomed everyone, explained fire procedures, asked that phones be put onto silent, explained that the meeting is being recorded, and shared the following information;

The Cinema planned for tomorrow has been cancelled due to low ticket sales
The Mayor of Peacehaven's Charity Quiz Night is on Friday 20th Sept at Community House
The Clerk has been chosen as the winner of the Society of Local Council Clerk's New Clerk of the Year 2024, those present congratulated the Clerk on the achievement.

2. PF1034 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1035 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1036 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1037 TO ADOPT THE COMMITTEE'S MINUTES OF 9TH JULY 2024

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The minutes were **agreed** and **adopted** by the Committee.

6. PF1038 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- a. Finance Officer's report.
The RFO gave a summary of the report in the papers which the Committee **noted**.
- b. Bank account & Bank Reconciliation statements (for signing).
Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.
The Committee **resolved** to **agree** to sign the bank accounts and bank reconciliation statements.
- c. Income & Expenditure report.
The Committee **noted** the report.

- d. Balance Sheet.
The Committee **noted** the balance sheet.
- e. CIL & S.106 report (income, expenditure & bids).
The Committee discussed the allocation of S.106 monies to the major road networks, and whether we could influence how this is spent.
- f. List of payments (for approval).
Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to approve the list of payments.

7. PF1039 TO RECEIVE THE EXTERNAL AUDITORS REPORT

The RFO was commended on the excellent report. The Committee **received** the external auditors report and **noted** the conclusion of audit.

8. PF1040 TO AGREE TO RECOMMEND REVISED FINANCIAL REGULATIONS TO FULL COUNCIL

The RFO briefly summarised the reason for this update, and explained the changes to the document.

It was proposed that that Committee agree to recommend the revised financial regulations to Full Council as read.

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

9. PF1041 TO DISCUSS ANY REVISIONS TO STANDING ORDERS

The Town Clerk introduced the item and the Committee discussed possible revisions, particularly around handling non-pecuniary interests.

It was proposed that the Clerk provide options for Council to consider regarding how to handle non-pecuniary interests at the next Full Council meeting.

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

10. PF1042 TO DISCUSS THE TERMS OF REFERENCE FOR A WORKING GROUP LOOKING AT A POTENTIAL MERGER WITH TELSCOMBE TOWN COUNCIL

The Town Clerk briefly introduced the item and gave a summary of the background, there was a length discussion on the Terms of Reference, which resulted in reviewing each section, from which the following amendments were suggested before the item come back to Full Council:

Reword of 2.1 to bring it in line with 2.2.
Change wording on 9.1 & 9.2 from 'minutes' to 'notes'.
There were concerns around item 8, however, no alternative wording could be agreed.

The Town Clerk will also email out to gauge interest from Councillors in joining the Working Group.

11. PF1043 TO NOTE THE T&CS FOR THE 2025 SUMMER FAIR

The Committee **noted** the T&Cs.

12. PF1044 TO REVIEW THE MEMBERS ALLOWANCES POLICY

The Town Clerk introduced the item and gave some background, particularly relating to the district remuneration panel's report that was included in the papers. The Committee discussed the item and

were generally in agreement that there was a need for an increase to the allowance, and discussed what this increase might be.

It was proposed that the Committee agree to increase the allowance by £100 per year for the next 3 years.

Proposed by: Cllr Veck

Seconded by: Cllr Gordon-Garrett

The Committee **resolved** to **agree** to this proposal by a majority of 8, with one against.

13. PF1045 TO REVIEW AND ADOPT THE BEE KEEPING POLICY

Proposed by: Cllr Campbell

Seconded by: Cllr Sharkey

The Committee **resolved** to **adopt** this policy.

14. PF1046 TO REVIEW AND ADOPT THE TREE WORKS AND INSPECTION POLICY

Proposed by: Cllr Campbell

Seconded by: Cllr Gordon-Garrett

The Committee **resolved** to **adopt** this policy.

15. PF1047 TO ADOPT AN APPLYING FOR GRANTS POLICY

Proposed by: Cllr Griffiths

Seconded by: Cllr Davies

The Committee **resolved** to **adopt** this policy.

16. PF1048 TO AGREE BRAND GUIDELINES FOR THE MAYOR OF PEACEHAVEN

Proposed by: Cllr Griffiths

Seconded by: Cllr Veck

The Committee **resolved** to **adopt** the brand guidelines for the Mayor of Peacehaven.

17. PF1049 TO DISCUSS THE FUNCTION OF THE COMMUNITY HOUSE SUB-COMMITTEE

The Town Clerk and RFO introduced the item, which the Committee discussed at length, including the sub-committee's terms of reference, purpose, costs, and ongoing work.

It was proposed that the Committee agree to pause the sub-committee meetings and review the terms of reference when the meetings resume.

Proposed by Cllr Donovan

Seconded by: Cllr Gallagher

The Committee **did not agree** to this proposal by a majority of 2 in favour, 5 against, and 1 abstention.

It was proposed that the sub-committee meetings continue as scheduled.

Proposed by: Cllr Davies

Seconded by: Cllr Griffiths

The Committee **resolved** to **agree** to this proposal by a majority of 5 in favour, 1 against, and 3 abstentions.

18. PF1050 TO AGREE THE SOURCE OF ADDITIONAL COSTS FOR CENTENARY PARK FENCING

The RFO summarised the report and it was proposed that the Committee agree to take the additional costs from the Big Park Earmarked Reserve.

Proposed by: Cllr Campbell

Seconded by: Cllr Gallagher

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

19. PF1051 TO ADOPT REVISED T&CS FOR HIRE OF THE DELL

Cllr Veck summarised the work that the TFG had undertaken in reviewing these T&Cs.

It was proposed that the Committee adopt the revised T&Cs.

Proposed by: Cllr Veck

Seconded by: Cllr Campbell

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

20. PF1052 TO ADOPT REVISED COMMERCIAL HEALTH AND FITNESS ACTIVITIES IN PARKS TERMS AND LICENCE APPLICATION FORM

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to adopt the revised commercial health and fitness activities in parks terms and licence application form.

21. PF1053 TO ADOPT REVISED RULES AND REGULATIONS FOR MINI MARKETS HELD AT COMMUNITY HOUSE

Cllr Campbell explained that this document is an addendum to the substantive Community House T&Cs specifically for mini-markets.

It was proposed that the Committee adopt the revised rules and regulations for mini markets held at community house.

Proposed by: Cllr Veck Seconded by: Cllr Campbell

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

22. PF1054 DATE OF NEXT MEETING – TUESDAY 17TH SEPTEMBER 2024 AT 7.30PM.

The next meeting was confirmed as 26th November 2024.

23. PF1055 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** 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.*

24. PF1056 AGED DEBT ANALYSIS

The RFO summarised the report, highlighting one particular account that she is having discussions with to reduce the debt.

The committee **noted** the report.

There being no further business, the meeting closed at 21:44.

Agenda Item: PF1062
Committee: Policy and Finance
Date: 26th November 2024
Title: Financial position of the council year to date
Report Author: Responsible Financial Officer
Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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 September & October 2024
- Bank reconciliation statement for cashbook 1 – September & October 2024
- Bank reconciliation statement for cashbook 2 – September & October 2024
- Credit Card reconciliation statement – September 2024
- Detailed income and expenditure month 7 (October 2024)
- Detailed balance sheet month 7 (October 2024)

**Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		1,355,750.01
Current Account	30/09/2024		50,000.00
			<u>1,405,750.01</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	
12/09/2024 121131 HMRC		9,087.37	
12/09/2024 121130 BREAST CANCER NOW		103.60	
25/09/2024 121133 Lewes District Council		639.54	
25/09/2024 121132 Lewes District Council		93.60	
25/09/2024 121134 HMRC		8,944.90	
			<u>19,019.01</u>
			1,386,731.00
<u>Unpresented Receipts (Plus)</u>			
20/09/2024		50.00	
23/09/2024		14.04	
23/09/2024		21.00	
24/09/2024		42.00	
24/09/2024		69.88	
24/09/2024		9.60	
24/09/2024		48.00	
25/09/2024		50.00	
25/09/2024		12.00	
26/09/2024		40.00	
27/09/2024		50.00	
27/09/2024		246.82	
27/09/2024		80.00	
27/09/2024		21.00	
27/09/2024		12.00	
30/09/2024		14.04	
30/09/2024		151.00	
30/09/2024		84.00	
30/09/2024		383.80	
			<u>1,399.18</u>
			1,388,130.18
Balance per Cash Book is :-			1,388,130.18
Difference is :-			0.00

Signatory 1:

NameSignedDate

Date:02/10/2024

Peacehaven Town Council

Page 2

Time: 12:59

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Bank A/c**

User: ZM

Signatory 2:

NameSignedDate

Date:02/10/2024

Peacehaven Town Council

Page 1

Time: 13:01

User: ZM

**Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		593.32
			<hr/> 593.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			593.32
<u>Unpresented Receipts (Plus)</u>			
02/09/2024		2.22	
			<hr/> 2.22
			595.54
		Balance per Cash Book is :-	595.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/10/2024
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	28/10/2024		-93.42
G Dyson CC	28/10/2024		-48.00
			<u>-141.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-141.42
<u>Unpresented Receipts (Plus)</u>			
23/10/2024 CC TFER		141.42	
			<u>141.42</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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 September 2024
Page number: 3 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
4 Sep 2024	HIGHFIELD-GROUP DONCASTER LND	18.00
050985383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
26 Sep 2024	HIGHFIELD-GROUP DONCASTER LND	30.00
270985383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
2 new purchases / cash advances. Total of spending.		£48.00



Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003043836
Invoice Date 04/09/2024
Customer Ref 41003
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004043989

Details	Quantity	Net Amount £	VAT £
Managing Conflict ELearning ONLINE	3.00	15.00	3.00

4011/100

Date	Councillor 1
Code	Councillor 2
Finance Officer	

Lu

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

Code	Name	Net	VAT
1 20.00	Standard Rate	15.00	3.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

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

Payment Received with Thanks

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

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

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003044306
Invoice Date 26/09/2024
Customer Ref 41562
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004044460

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

Date	Councillor 1
4011/100	Councillor 2
Finance Officer	

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

Code	Name	Net	VAT
1 20.00	Standard Rate	25.00	5.00

Delivery Address:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Total Net Amount £ 25.00
Total VAT Amount £ 5.00
Invoice Total £ 30.00

Payment Received with Thanks

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

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

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

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 September 2024
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
28 Aug 2024	SumUp *SumUp Payments London GBR	46.80
290885230744	ELECTRONIC SALES	
24 Sep 2024	ON TRACK - SOUTHERN RA LONDON	31.80
250955504434	PASSENGER RAILWAYS	
25 Sep 2024	MORLANDS BOURNEMOUTH	14.82
260985481474	HARDWARE STORES	
3 new purchases / cash advances. Total of spending.		£93.42

G 019612 BBA2483A 78058



3/3
H2
032507 BBA2483A Page 3 of 3



sumup®

Invoice 2000020248

Document date: 28.08.2024

Address Information

Bill To:

Peacehaven Town Council
Zoe Malone
Peacehaven Town Council
BN10 8BB Peacehaven
United Kingdom

Ship To:

Peacehaven Town Council
Zoe Malone
Peacehaven Town Council
BN10 8BB Peacehaven
United Kingdom

Products information

Reference: 67781303

Product	Quantity	Unit Price	Total Price
AIR V5	1	39.00 GBP	39.00 GBP
Net Total:			39.00 GBP
VAT(20%):			7.80 GBP
Total:			46.80 GBP

Please note that as our company is VAT registered in the United Kingdom, this invoice includes the local VAT rate.

Payment details



Your payment was successful

Order reference number **72402332**

**** * 1121

£31.80

To collect your tickets at Newhaven Town, bring any payment card and this collection reference.

Collection reference J99GJ72K

Details of your purchase have been emailed to
zoepolydorou@peacehaventowncouncil.gov.uk

Discover more with our partnership offers, saving you money on great days out. Click on the link: [Discover More](#)

Meet the Southern App

Download the fastest, easiest and smartest train assistant.



Collect From Station	Free
Total - all journeys	£31.80

Journey 1	£31.80
-----------	--------

Journey details

Newhaven Town	↔ London Travelcard Zones 1-6	Super Off-Peak Day Travelcard
---------------	-------------------------------	-------------------------------

1 Adult	£31.80
---------	--------

[Details](#)

Delivery Address

Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House, Meridian Centre
Peacehaven
BN10 8BB
United Kingdom
01273585493

Billing Address

Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House, Meridian Centre
Peacehaven
BN10 8BB
United Kingdom
01273585493

Invoice Number	Invoice Date	Order Reference	Order date
#IN004278	2024-09-25	TWVJBAUKT	2024-09-25

Reference	Product	VAT Rate	Unit Price (Tax excl.)	Qty	Total (Tax excl.)
CK-S-CH751	Southco CH751 Key	20 %	£4.45	2	£8.90

Tax Detail	VAT Rate	Total Tax
Products	20.000 %	£1.78
Shipping	20.000 %	£0.69

Payment Method	takepayments Payment Gateway	£14.82
Carrier	Economy PoP cert Post & Packing (PoP img Cert)	

Total Products	£8.90
Shipping Costs	£3.45
Total (Tax excl.)	£12.35
Total Tax	£2.47
Total	£14.82

**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		1,189,081.27
Current Account	31/10/2024		50,053.40
			<u>1,239,134.67</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	
30/10/2024 121139	HMRC	8,796.91	
30/10/2024 BACS2	EAST SUSSEX PENSION FUND	9,871.15	
			<u>18,818.06</u>
			1,220,316.61
<u>Unpresented Receipts (Plus)</u>			
18/10/2024		50.00	
21/10/2024		14.04	
22/10/2024		69.88	
22/10/2024		9.60	
23/10/2024		352.80	
25/10/2024		50.00	
28/10/2024		14.04	
28/10/2024		21.00	
29/10/2024		120.60	
31/10/2024		342.70	
31/10/2024		18.00	
			<u>1,062.66</u>
			1,221,379.27
		Balance per Cash Book is :-	1,221,379.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 06 Nov 2024



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£49,912.64
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 2 transactions between 31/10/2024 and 31/10/2024 from 31/10/2024 to 31/10/2024

Date	Description	Money in	Money out	Balance
31/10/2024	Transfer TRANSFER 30701211 TRANSFER 30701211		-£741.21	£50,053.40
31/10/2024	Remittance KINGS CROSS C C 201341 REM	£794.61		£50,794.61

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.

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

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

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

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

Today: 06 Nov 2024



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,188,135.11
Last night's balance	£1,175,689.54
Overdraft limit	n/a

Showing 1 transaction between 31/10/2024 and 31/10/2024 from 31/10/2024 to 31/10/2024

Date	Description	Money in	Money out	Balance
31/10/2024	Transfer TRANSFER 10701173 TRANSFER 10701173	£741.21		£1,189,081.27

Need to view older transactions?

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

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**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		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 01 November 2024

Business Current Accounts

Business Current Account Statement	£50,053.40
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,176,514.22
.....	
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.

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	13,652	0	(13,652)			0.0%	
1013 Income from Photocopying	734	200	(534)			367.1%	
1016 Housing Benefit Claims LDC	15,682	15,657	(25)			100.2%	
1031 Horticultural	4	0	(4)			0.0%	
1050 Allotment Rent	(37)	0	37			0.0%	
1054 Climate Event Sponsorship	651	0	(651)			0.0%	
1094 Other Customer & Client Receipt	70	0	(70)			0.0%	
1100 Interest Received	8,446	1,000	(7,446)			844.6%	
1309 Other Income	5,446	500	(4,946)			1089.3%	
General Administration :- Income	980,535	882,289	(98,246)			111.1%	70,955
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	249,288	473,655	224,367		224,367	52.6%	
4002 Employer N.I Contributions	24,024	48,362	24,338		24,338	49.7%	
4003 Employer Pension Contributions	50,532	87,740	37,208		37,208	57.6%	
4004 Overtime	447	2,000	1,553		1,553	22.4%	
4006 s106 reclaim	49,358	0	(49,358)		(49,358)	0.0%	10,000
4011 Training	4,226	4,500	274		274	93.9%	
4201 Purchase of Vehicles	2,915	5,000	2,085		2,085	58.3%	
4212 Mileage Costs	314	500	186		186	62.8%	
4301 Purchase of Furniture/Equipmen	1,152	1,500	348		348	76.8%	
4302 Purchase of Materials	65	500	435		435	13.1%	
4306 Printing	2,399	3,000	601		601	80.0%	
4307 Stationery	238	500	262		262	47.6%	
4308 Cllr Printing	214	1,500	1,286		1,286	14.3%	
4309 Decorations C/H	162	500	338		338	32.4%	
4310 Professional Fees - Consultanc	1,166	2,000	834		834	58.3%	
4311 Professional Fees - Legal	2,218	4,000	1,782		1,782	55.5%	618
4312 Professional Fees - Other	849	1,000	151		151	84.9%	
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	57	200	143		143	28.5%	

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4323 PDQ Charges	116	500	384		384	23.1%	
4325 Postage	1,047	2,500	1,453		1,453	41.9%	
4326 Telephones	2,394	3,000	606		606	79.8%	
4327 Computers	13,051	16,500	3,449		3,449	79.1%	699
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	217	1,500	1,283		1,283	14.5%	
4341 Grants	2,806	10,000	7,194		7,194	28.1%	
4342 Subscriptions	5,576	7,500	1,924		1,924	74.4%	
4356 EAP	343	600	257		257	57.1%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	522	0	(522)		(522)	0.0%	
General Administration :- Indirect Expenditure	431,277	708,157	276,881	0	276,881	60.9%	11,317
Net Income over Expenditure	520,141	153,132	(367,009)				
6000 plus Transfer from EMR	19,434						
6001 less Transfer to EMR	70,955						
Movement to/(from) Gen Reserve	468,621						
110 Civic Events							
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	360	1,200	840		840	30.0%	
4336 Civic Service	53	500	447		447	10.7%	
4338 Remembrance Services	207	1,000	794		794	20.6%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	1,470	6,650	5,180	0	5,180	22.1%	0
Net Income over Expenditure	(3,168)	(8,150)	(4,982)				
6000 plus Transfer from EMR	1,701						
Movement to/(from) Gen Reserve	(1,467)						

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Marketing							
1047 Other Event Income	430	0	(430)			0.0%	
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	2,192	1,500	(692)			146.1%	
1051 A1 Boards	210	0	(210)			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	4,291	2,600	(1,691)			165.0%	0
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	84	100	16	0	16	84.2%	0
4306 Printing	133	300	167		167	44.3%	
4328 Website	0	2,000	2,000		2,000	0.0%	
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	73	500	427		427	14.6%	21
Marketing :- Indirect Expenditure	969	3,300	2,331	0	2,331	29.4%	146
Net Income over Expenditure	3,237	(800)	(4,037)				
6000 plus Transfer from EMR	146						
Movement to/(from) Gen Reserve	3,383						
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	267	650	383		383	41.0%	
4852 Monument & War Memorial	287	600	313		313	47.9%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	554	1,850	1,296	0	1,296	30.0%	0
4101 Repair/Alteration of Premises	159	2,500	2,341		2,341	6.3%	
4111 Electricity	612	1,092	480		480	56.0%	

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	395	500	105		105	79.0%	
4850 Grass Cutting Contract	11,536	11,536	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	12,702	15,628	2,926	0	2,926	81.3%	0
Net Expenditure	(13,256)	(17,478)	(4,222)				
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	6,202	6,600	398		398	94.0%	
4203 Fuel	3,997	5,500	1,503		1,503	72.7%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	637	900	263		263	70.7%	
Grounds Team General Exp :- Indirect Expenditure	10,886	13,600	2,714	0	2,714	80.0%	0
Net Expenditure	(10,886)	(13,600)	(2,714)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	5,674	3,645	(2,029)			155.7%	
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	4,393	3,000	(1,393)			146.4%	
1060 Water Usage	707	0	(707)			0.0%	
1061 S/P Court Hire	2,292	2,500	208			91.7%	
Sports Park :- Income	19,750	15,528	(4,222)			127.2%	0
4111 Electricity	602	6,500	5,898		5,898	9.3%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	469	500	31		31	93.8%	
4161 Cleaning Costs	8,563	10,800	2,237		2,237	79.3%	
4164 Trade Refuse	1,649	3,000	1,351		1,351	55.0%	
4171 Grounds Maintenance Costs	11,866	10,000	(1,866)		(1,866)	118.7%	6,512
Sports Park :- Indirect Expenditure	25,245	33,145	7,900	0	7,900	76.2%	6,512
Net Income over Expenditure	(5,496)	(17,617)	(12,121)				
6000 plus Transfer from EMR	6,512						
Movement to/(from) Gen Reserve	1,016						
<u>315 Big Park</u>							
1103 Big Park Repairs	0	0	0			0.0%	32,564
Big Park :- Income	0	0	0				32,564
4101 Repair/Alteration of Premises	3,824	4,000	176		176	95.6%	3,092

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Maintenance of Buildings	105	500	395		395	21.0%	
4111 Electricity	472	500	28		28	94.5%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
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	26,817	35,625	8,808	0	8,808	75.3%	5,981
Net Income over Expenditure	(26,817)	(35,625)	(8,808)				
6000 plus Transfer from EMR	5,981						
6001 less Transfer to EMR	32,564						
Movement to/(from) Gen Reserve	(53,400)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	4,908	9,179	4,271			53.5%	
1111 Electricity	4,271	10,000	5,729			42.7%	
Gateway Cafe :- Income	9,179	19,179	10,000			47.9%	0
4101 Repair/Alteration of Premises	1,156	2,500	1,344		1,344	46.2%	
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	478	1,500	1,022		1,022	31.8%	
4326 Telephones	50	972	922		922	5.1%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	6,224	17,012	10,788	0	10,788	36.6%	0
Net Income over Expenditure	2,955	2,167	(788)				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	3,965	5,500	1,535			72.1%	
1050 Allotment Rent	182	2,600	2,418			7.0%	
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	22,941	8,100	(14,841)			283.2%	18,694
4050 Allotment Costs	8	1,000	992		992	0.8%	
4104 Vandalism Repairs	159	1,500	1,341		1,341	10.6%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Signage	(500)	0	500		500	0.0%	
Parks & Open Spaces :- Direct Expenditure	(333)	6,000	6,333	0	6,333	(5.5%)	0
4101 Repair/Alteration of Premises	24,264	5,000	(19,264)		(19,264)	485.3%	24,264
4141 Water Services	2,636	5,000	2,364		2,364	52.7%	
4164 Trade Refuse	234	500	266		266	46.8%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,391	4,000	1,609		1,609	59.8%	
4301 Purchase of Furniture/Equipmen	356	2,500	2,144		2,144	14.2%	
Parks & Open Spaces :- Indirect Expenditure	29,881	22,000	(7,881)	0	(7,881)	135.8%	24,264
Net Income over Expenditure	(6,607)	(19,900)	(13,293)				
6000 plus Transfer from EMR	24,264						
6001 less Transfer to EMR	18,694						
Movement to/(from) Gen Reserve	(1,037)						
<u>355 The Hub</u>							
1084 Sports Pavilion	13,558	17,319	3,761			78.3%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	270	270	0			100.0%	
1303 Water Charges	75	150	75			50.0%	
1355 Wifi	88	210	123			41.7%	
The Hub :- Income	13,990	18,219	4,229			76.8%	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	928	3,000	2,072		2,072	30.9%	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	1,205	2,000	795		795	60.3%	
4326 Telephones	68	0	(68)		(68)	0.0%	
4355 Wifi	0	420	420		420	0.0%	
The Hub :- Indirect Expenditure	2,523	10,920	8,397	0	8,397	23.1%	0
Net Income over Expenditure	10,953	6,799	(4,154)				
<u>360 Community House</u>							
1056 Equipment Hire	70	0	(70)			0.0%	
1069 C/H Police Room	2,345	2,435	90			96.3%	
1070 C/H Phoenix Room	3,445	4,370	925			78.8%	
1071 C/H Fields & Robson	8,000	12,000	4,000			66.7%	

Detailed Income & Expenditure by Budget Heading 19/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 C/H Fields	0	6,452	6,452			0.0%	
1075 C/H Charles Neville	3,640	5,199	1,559			70.0%	
1076 C/H Main Hall	13,373	13,053	(320)			102.4%	
1077 C/H Anzac Room	7,410	6,472	(938)			114.5%	
1078 C/H Main Kitchen	1,066	637	(429)			167.4%	
1079 C/H Anzac Kitchen	324	357	34			90.6%	
1080 C/H Foyer	0	500	500			0.0%	
1081 C/H Equipment Hire	41	500	459			8.2%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	1,441	3,000	1,559			48.0%	
1092 Electricity Feed-in Tariff	4,099	5,000	901			82.0%	
1303 Water Charges	160	0	(160)			0.0%	
Community House :- Income	45,663	59,975	14,312			76.1%	0
4167 Cinema Costs	1,751	2,400	649		649	73.0%	
4175 Music Licence	594	900	306		306	66.0%	
Community House :- Direct Expenditure	2,345	3,300	955	0	955	71.1%	0
4101 Repair/Alteration of Premises	32,694	8,000	(24,694)		(24,694)	408.7%	24,043
4102 Maintenance of Buildings	5,084	6,500	1,416		1,416	78.2%	
4111 Electricity	9,374	15,000	5,626		5,626	62.5%	
4112 Gas	3,456	7,500	4,044		4,044	46.1%	
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	1,118	5,000	3,882		3,882	22.4%	
4151 Fixtures & Fittings	0	1,500	1,500		1,500	0.0%	
4161 Cleaning Costs	803	1,000	197		197	80.3%	
4162 Cleaning Materials	375	1,000	625		625	37.5%	
4163 Personal Hygiene	1,375	2,603	1,228		1,228	52.8%	
4176 Community House Reserve	0	30,000	30,000		30,000	0.0%	
4305 Uniform	79	700	621		621	11.3%	
Community House :- Indirect Expenditure	67,457	114,603	47,146	0	47,146	58.9%	24,043
Net Income over Expenditure	(24,139)	(57,928)	(33,789)				
6000 plus Transfer from EMR	24,043						
Movement to/(from) Gen Reserve	(97)						
Grand Totals:- Income	1,096,780	1,005,890	(90,890)			109.0%	
Expenditure	650,612	1,015,890	365,278	0	365,278	64.0%	
Net Income over Expenditure	446,168	(10,000)	(456,168)				
plus Transfer from EMR	82,080						
less Transfer to EMR	122,213						
Movement to/(from) Gen Reserve	406,035						

19/11/2024

Peacehaven Town Council

09:14

Balance Sheet as at 19/11/2024

31/03/2023

31/03/2024

Current Assets

49,021	Debtors Control	15,949
29,270	VAT Control A/c	17,200
50	Deposit Aqua	50
746,985	Current Bank A/c	1,226,809
591	Reserve Account	596
520	Petty Cash	0
0	Pension Control	150

826,437

1,260,753

826,437 Total Assets

1,260,753

Current Liabilities

885	Credit Card A/c	0
4,260	Creditors	88
292	Credit Card Creditors	163
1,487	Mayor's Appeal	1,682
6,956	Accruals	0
4,783	Deposits Received	4,878

18,663

6,812

807,774 Total Assets Less Current Liabilities

1,253,942

Represented By

223,208	General Reserves	629,243
500	Meridian Walk	375
2,664	D-Day Grant	964
13,334	Vehicle Reserve	13,334
168	Warm Havens Grant	168
5	Tree Works	5
1,913	Staff training	1,913
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
7,738	Football Foundation Fund	3,350
1,016	Fuel	1,016

Balance Sheet as at 19/11/2024

31/03/2023		31/03/2024
	3,000 Gas for Hub	3,000
	4,000 P/H Youth Task Group	660
	411,151 CIL	470,046
	59,080 Big Park	55,988
	3,100 Hub Improvments	3,100
	5,000 Climate Change	1,430
	798 Sponsorship	777
	1,551 Professional Fees - Legal	933
	3,640 Neighbourhood Plan	3,640
	37,189 Capital Receipts Reserve	36,490
	807,774	1,253,942

The above statement represents fairly the financial position of the authority as at 19/11/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____



Committee:	Policy & Finance	Agenda Item:	PF1062e
Meeting date:	26 th November 2024	Authors:	Responsible Finance 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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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 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/09/2024	EDF	DD	148.97		02/05-31/07 ELECTRICITY
02/09/2024	SUM UP	SUMUP0209	2.20		TRANSACTION CHGS
02/09/2024	SUM UP	SUMUP 0209	2.20		TRANSACTION CHGA
02/09/2024	SUM UP	SUMUP0209	-2.20		TRANSACTION CHGS
04/09/2024	02	DD	87.36		SEPT MOBILS
05/09/2024	Barclays	DD	21.00		15/07-12/08 COMM
09/09/2024	The Fuelcard People	DD	13.20		CARD COSTS
09/09/2024	Northstar IT	DD1	1,514.95		MONTHLY SUPPORT - SEPTEMBER
10/09/2024	SUM UP	SUMUP1009	0.73		TRANSACTION CHGS
10/09/2024	AJAY GEORGE	BACS1	100.00		A.GEORGE REFUND
12/09/2024	HMRC	121131	9,087.37		AUGUST SALARIES
12/09/2024	BREAST CANCER NOW	121130	103.60		BREAST CANCER NOW
13/09/2024	OSCARS WISH FOUNDATION	BACS	100.00		OSCARS WISH REFUND
13/09/2024	ISOBEL SHARKEY	BACS1	392.97		I.SHARKEY CHRUCH HIRE
13/09/2024	EAST SUSSEX PENSION FUND	BACS2	10,088.87		AUGUST SALARIES
13/09/2024	EDF	BACS2	587.81		AUG ELECTRIC
13/09/2024	C R Allen & Sons	BACS3	350.00		AXLE HALF SHAFT
13/09/2024	SUSSEX PAYROLL SERVICES LTD	BACS4	103.32		AUGUST PAYROLL FEES
13/09/2024	Trade UK	BACS4	39.99		WORK BOOTS
13/09/2024	L&N CONSULTANCY LIMITED	BACS5	240.00		RESPONSE TO INSPECTOR QUESTION
13/09/2024	CASTLE WATER	BACS6	295.57		AUG WATER - SPORTS PARK
13/09/2024	Trade UK	BACS7	21.46		SIPHON / COUPLER
13/09/2024	WENBAN-SMITH LIMITED	BACS8	181.77		SLEEPERS FOR CAFE
13/09/2024	Spy AlarmsLtd	BACS9	279.60		QUARTERLY MAINTENANCE
13/09/2024	R.J.Meaker Fencing Ltd	BACS11	14.70		VANDALISM REPAIRS FIRLE PARK
13/09/2024	TRAVIS PERKINS Trading	BACS12	166.12		DECKING REPAIRS TO BIG PARK
13/09/2024	TRAVIS PERKINS Trading	BACS13	60.00		DEKING REPAIRS TO BIG PARK
13/09/2024	HAYLEY ELLIOTT	BACS14	50.00		H.ELLIOTT REFUND
13/09/2024	HORTICULTURAL	BACS15	35.00		ADVERT COST
16/09/2024	The Fuelcard People	DD	117.17		FUEL
17/09/2024	CASTLE WATER	DD	58.93		AUG WATER - THE DELL
17/09/2024	SUM UP	SUMUP1709	10.77		TRANSACTION CHGS
20/09/2024	GASTON MALLIA	BACS	450.00		DESIGN OF MAPS
20/09/2024	GOPAK LTD	BACS1	105.00		TABLE LEGS FOR HUB TABLES
20/09/2024	Wightman & Parrish Ltd	BACS2	178.79		HAND CLEANER / BLEACH ETC
20/09/2024	R.J.Meaker Fencing Ltd	BACS3	50.52		SLEEPERS / SCREWS
20/09/2024	AMAZON	BACS5	86.96		OFFICE CHAIR FOR STEPH
20/09/2024	DEBORAH DONOVAN	BACS6	663.87		MAYORAL ALLOWANCE
23/09/2024	The Fuelcard People	DD	32.05		HK66 WMJ FUEL
23/09/2024	HEALTH ASSURED LTD	DD1	58.78		EAP 19/09-18/10
23/09/2024	TOWER LEASING LIMITED	DD2	62.67		PHONE RENTAL
23/09/2024	KINTO UK LTD	DD3	499.74		VEHICLE LEASE
23/09/2024	CITRUS HR	DD4	204.00		SAFE HR MEMBERSHIP 20/09-19/10
23/09/2024	Credit Card A/c	aug cc	114.05		AUG CC
24/09/2024	SUM UP	SUMUP2409	7.74		TRANSACTION CHARGES
25/09/2024	Lewes District Council	121133	639.54		WASTE COLLECTION 01/10-31/12
25/09/2024	Lewes District Council	121132	93.60		01/10-31/12 DOG BIN COLLECTION

List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/09/2024	HMRC	121134	8,944.90		SEPTEMBER SALARIES
25/09/2024	SEPTEMBER SALARIES	SEPT PAY	28,553.96		SEPTEMBER SALARIES
30/09/2024	FOCUS GROUP	DD	162.13		line rental charges
30/09/2024	Lewes District Council	DD1	6,549.00		RATES
01/10/2024	MARIA BARBARA LERNER	BACS	50.00		B.LERNER REFUND
01/10/2024	GENNARO NADDEO CHEESEMAN	BACS1	50.00		R.BRIDGER REFUND
01/10/2024	CVS TYRES LTD	BACS2	75.54		SUPREME TURF + 4PLY
01/10/2024	R.J.Meaker Fencing Ltd	BACS3	68.24		POST MIX
01/10/2024	AMAZON	BACS5	142.28		CASE FOR HONOR TABLET
01/10/2024	CONSULT CLEANING SERVICES	BACS6	1,319.75		CLEANING 20/09-20-10
01/10/2024	THOMAS DOOR & WINDOW	BACS7	2,390.40		REPAIR SOUTH SERVICE DOOR
01/10/2024	AMP Services	BACS8	140.15		MOWER REPAIRS
01/10/2024	Chris Bartholomew Electrical C	BACS9	1,819.64		EICR REMEDIAL
01/10/2024	Acacia Groundcare Equipment Re	BACS10	913.44		SCARIFIER
01/10/2024	Rigby Taylor	BACS11	462.59		WEED KILLER / BOWLS GREEN
01/10/2024	Business Sream	BACS12	24.45		WAST WATER 20/06-11/09
01/10/2024	EDF	BACS13	86.37		AUG ELECTRICITY`
01/10/2024	TOOLSTATION LIMITED	BACS14	54.12		FIAM FOR MEMORIAL
01/10/2024	INSTANTPRINT	BACS15	32.47		BUSINESS CARDS
01/10/2024	Trade UK	BACS16	17.97		CABINET HINGES
01/10/2024	C.E.F	BACS17	113.94		BATTEN CCT SENSOR
01/10/2024	SAFER FOOD GROUP	BACS18	66.00		LEVEL 2 FOOD & SAFETY
01/10/2024	TELSCOMBE TOWN COUNCIL	BACS19	50.00		ARTWAVE - ALICE WHITE
01/10/2024	EAST SUSSEX PENSION FUND	BACS20	9,973.73		SEPTEMBER SALARIES
01/10/2024	LISTER WILDER	BACS21	506.19		CREDIT INV535461
01/10/2024	COOKSMILL	BACS22	596.40		LINCAT WATER BOILER
01/10/2024	Lewes District Council	DD	1,048.00		RATES
01/10/2024	SUM UP	SUMUP0110	5.24		TRANSACTION CHARGES
02/10/2024	Pitney Bowes LTD	DD2	200.00		METER RESET
03/10/2024	THAMES VALLEY WATER	121135	900.00		CLEAN OF HUB WATER SYSTEMS
03/10/2024	AMP Services	BACS	25.38		DRIVE BELT
03/10/2024	Trade UK	BACS1	21.49		PADLOCK FOR SUPER BIN
03/10/2024	SUSSEX PAYROLL SERVICES ;TD	BACS2	103.32		SEPTEMBER PAYROLL
03/10/2024	INSTANTPRINT	BACS3	42.49		MAYORS XMAS CARDS
03/10/2024	CASTLE WATER	BACS4	10.27		AUG WATER
03/10/2024	Audience Systems Ltd	BACS5	1,083.72		REPAIRS TO SEATING
03/10/2024	Business Sream	BACS6	278.58		12APR-11JUL WASTE WATER
03/10/2024	PAUL ROWLANDS	BACS7	84.05		P ROWLANDS ARTWAVE
03/10/2024	KERRY BRENNAN	BACS8	21.63		K.BRENNAN ARTWAVE SALES
03/10/2024	SARAH MANN	BACS9	23.55		S.MANN ARTWAVE SALES
03/10/2024	ISOBEL SHARKEY	BACS10	23.00		I.S TAXI TO LDCA
03/10/2024	HILLCREST AMATEUR BOXING	BACS11	100.00		BOXING REFUND
07/10/2024	02	DD2	87.36		MOLBILES
07/10/2024	The Fuelcard People	DD4	117.19		HK66 WMJ FUEL
07/10/2024	Barclays	DD5	39.00		BACS CHARGES
08/10/2024	Northstar IT	DD1	1,514.95		MONTHLY SUPPORT - OCT
08/10/2024	SUM UP	SUMUP0810	2.74		TRANSACTION CHGS

List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/10/2024	EDF	DD	471.16		JUN-SEP ELECTRICITY
10/10/2024	Heatcraft And Ventilation ltd	BACS	24,632.10		AHU INSTALLTION
10/10/2024	Farrington Property Developmen	BACS1	4,404.00		UNIT 14 RENT W/C 09/10/24
10/10/2024	R.J.Meaker Fencing Ltd	BACS2	3,710.82		METAL FENCE
10/10/2024	AMANDA DAVIDSON	BACS3	125.00		MERIDIAN WALK MAP
10/10/2024	HAGS-SMP LTD	121137	60,000.00		DELL PLAY WORKS
14/10/2024	The Fuelcard People	DD	31.49		FUEL
15/10/2024	SUM UP	SUMUP1510	7.60		TRANSACTION CHGS
16/10/2024	B & S CHAINS Ltd	BACS	105.55		ZIP WIRE REPAIRS
16/10/2024	PPL PRS Ltd	BACS1	712.72		COMM HOUSE MUSIC LICENCE
16/10/2024	PPL PRS Ltd	BACS2	616.89		MUSIC LICENCE
16/10/2024	CASTLE WATER	BACS3	285.47		SEPT WATER
16/10/2024	CASTLE WATER	BACS4	1.69		SEPT WATER
16/10/2024	Cinemobile	BACS5	925.00		LIVING - JULY
16/10/2024	TRAVIS PERKINS Trading	BACS6	60.00		COMPOSITE DECKING
16/10/2024	Ricoh Capital Ltd	BACS7	971.41		PHOTCOPIER 01/10-31/12
16/10/2024	Mulberry &Co	BACS8	206.34		INTERIM AUDIT
16/10/2024	EDF	BACS9	138.92		UNIT 14 SEPT ELECTRIC
16/10/2024	EDF	BACS10	627.76		SEPT ELECTRICITY
16/10/2024	Wightman & Parrish Ltd	BACS11	345.60		CLEANING / BAGS
16/10/2024	Acacia Groundcare Equipment Re	BACS12	475.96		UNISEEDER FOR BOWLS GREEN
16/10/2024	R.J.Meaker Fencing Ltd	BACS13	30.22		POST MIX FOR BIG PARK BOLLARD
16/10/2024	DH SOLAR ENGINEERING LTD	BACS14	312.00		WOOD PELLET SERVICE 2017
16/10/2024	SUSSEX MAYORS ASSOC	BACS15	38.00		D.DONOVAN MEAL
16/10/2024	GIRLGUIDING SEAHAVEN	BACS16	100.00		GIRLGUIES REFUND
16/10/2024	TRACEY PICKETT	BACS17	50.00		T PICKETT REFUND
16/10/2024	ESCC	BACS19	3,340.13		JOFF SLA
16/10/2024	AMAZON	BACS19	212.65		RAFFLE TICKETS
16/10/2024	GEORGE DYSON	121138	234.63		G.DYSON MILEAGE
17/10/2024	CASTLE WATER	DD	47.28		SEPT WATER - DELL
21/10/2024	The Fuelcard People	DD1	31.55		HK66 WMJ
21/10/2024	HEALTH ASSURED LTD	DD2	58.78		EAP 19/10-18/11
22/10/2024	KINTO UK LTD	DD3	499.74		VEHICLE LEASE 22/10-21/11
22/10/2024	SUM UP	SUMUP2210	2.08		TRANSACTION CHGS
23/10/2024	TOWER LEASING LIMITED	DD4	62.67		TELEPHONES RENTAL
23/10/2024	Credit Card A/c	CC TFER	141.42		CC TFER
24/10/2024	CITRUS HR	DD5	204.00		HR MEMBERSHIP 20/10-19/11
25/10/2024	TOTAL GAS & POWER	DD	13.12		SEPTEMBER GAS
25/10/2024	Focus IT Services	DD6	162.13		LINE RENTAL CHARGES
25/10/2024	OCTOBER SALARIES	OCT PAY	28,310.76		OCTOBER SALARIES
28/10/2024	EDF	DD	2,677.20		JUN-SEP ELECTRICITY
28/10/2024	SUM UP	SUMUP2810	1.47		TRANSACTION CHGS
30/10/2024	HMRC	121139	8,796.91		OCTOBER SALARIES
30/10/2024	EAST SUSSEX PENSION FUND	BACS2	9,871.15		OCTOBER SALARIES
30/10/2024	Business Sream	BACS	341.82		12jul-07oct WASTE WATER
30/10/2024	COUNTY OFFICE SUPPLIES LTD	BACS1	155.27		HOLIDAY PLANNER
30/10/2024	Weed Management Ltd	BACS3	995.40		INSECITICDE TREATMENT

List of Payments made between 01/09/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2024	Brewers and Sons Ltd	BACS4	18.62		BRUSHES / WOOD FILL
30/10/2024	AMAZON	BACS6	132.35		FAIRY LIGHTS
30/10/2024	Mailserve LTD	BACS7	368.95		TMR MAINTENANCE
30/10/2024	HAVENS COMMUNITY CARS	BACS8	3,000.00		HAVENS SLA
Total Payments			<u>255,482.14</u>		



Mrs Z Malone
Peacehaven Town Council
Community House, Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

9th October 2024

Dear Zoe

Re: Peacehaven Town Council
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 9 October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Michelle Webber of Mulberry Local Authority Services Ltd who has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the RFO. The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website www.peacehaventowncouncil.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

There are six users with their own individual logons and individual privileges. The RFO are responsible for the maintenance of privileges on the system. Passwords are not routinely prompted to change, and each user must log onto the council hosted system (Citrix system) first before access to the financial reporting package. There are single access usernames for multiple users on the RBS system; however, the control is that each user has their own Citrix log on. In the event a member of staff leaves the Citrix logon is cancelled preventing any access to council systems.

1. Town Clerk - Oversight, cashbook, month end
2. RFO – Oversight, cashbook, month end

Every month, a "month end" close down is performed by the RFO, various reports are printed and filed in hard copy, these include but are not limited to, income and expenditure against budget, bank reconciliations and other reports as fit. The RFO has a checklist which is ticked off every month. I was given access to the hard copy prints and checklist, and I can confirm this process does take place.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

I conducted a simple walk-through test on a supplier invoice drawn at random and a receipt drawn at random and can confirm the underlying documentation was easy to locate and agreed to the cashbook details. I make no recommendation to change in this system.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 8 October 2024.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows the information required.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.

5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.

5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.

5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Policy and Finance, Planning & Highways, Leisure Amenities and Environment and Civic and Community events, as well as sub-committees.

Terms of reference for each committee are published on the council website, along with details of the main responsibilities of each of the working groups.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. The council uploads the supporting documentation with agendas.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 8 October 2024 (minute ref pending).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in 8 October 2024 (minute ref pending). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.16 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £3,000 excluding VAT
- the Clerk, in consultation with the Chair of the Council, for any items below £5,000 excluding VAT
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000;

FR 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the RFO, these authorisation thresholds appear appropriate.

A review of Policy and Finance minutes shows that council authorises payments in accordance with the adopted Financial Regulations, and the council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2024 and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £12,299.60 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 15 July 2024.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

FR 2.2 The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

FR 2.3 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The council has a risk assessment process in place, which was last reviewed and approved by council in 21 May 2024 (minute ref C1224). I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring, and then assesses the risks within each sector of the council's business operations.

Each potential risk is identified, assessed using the risk matrix, prior to any mitigation measures, existing internal controls are listed and any further mitigation action which may be needed, and then a further assessment of the risk is included after the mitigation measures have been put in place. The assessment also includes details of who is responsible for any actions and when these are to be completed by.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. I note the council also has an adopted Statement of Internal Controls and I have no doubt that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Municipal Insurance which covers the year under review. The policy includes Public Liability for £10 million and Employers Liability cover of £5 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £2 million which is sufficient for a council of this size, although the council is advised to keep this figure under review to ensure it covers the maximum balance held.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £864,932 for 2024/25. With a tax base of 5,044.9, this equates to a band D equivalent of £171.45 (compared to the average in England of £85.89).

The RFO confirmed that the 2025/26 budget setting process is underway, with a meeting of the Policy & Finance Committee scheduled for the 26 November 2024 to prepare a draft proposal for recommendation to the council at the 10 December 2024 meeting.

There is evidence within the minutes of Policy & Finance Committee meetings that reviews of financial performance take place during the year, including receiving income and expenditure reports, bank reconciliations and reviews of earmarked reserve balances and transfers. Council minutes include a list of payments, and these are appended to the minutes of the relevant meeting.

At the end of August 2024, the income and expenditure report showed income at 108% of budget and expenditure at 46.4%, suggesting that the budget has been accurately set and carefully monitored throughout the year.

The council holds circa £639,579.18 in earmarked reserve at the date of the interim audit, spread across a range of clearly identifiable projects. I checked the purpose of these projects with the Clerk and am satisfied that they are all legitimate future planned projects for the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance is within the recommended range outlined in 5.35 of the JPAG Practitioner's Guide and is at a suitable level for this size of council.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council budgets to receive income from the allotments, Sports park, marketing, Interest, events such as circus, Community house room and hall hire. The council reviewed its fees and charges annually it's due to be reviewed at the 26 November 2024 Policy and Finance committee.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code. I tested a sample of invoices issued for each aspect of the council's operations and was able to confirm rates charged were consistent with the council's published charging schedule.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council does not maintain a petty cash float.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 14 employees, and all have a signed contract of employment, based on the NALC template. The salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for August and September and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There is a councillor allowance scheme in place, paid in two equal instalments through payroll, as required by HMRC regulations.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

To review at year end as this is a work in progress due to large number of assets listed over long period of time in history.

The council has no PWLB borrowing nor long-term investments.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.6 states 'At least Once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Policy & Finance Committee.'

Bank reconciliations are completed monthly and presented to the Finance Committee for review. I reviewed the August 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.6.

The council holds two accounts with Barclays, At the date of the interim audit, the balances held with Barclays exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it. The council has sufficient fidelity insurance cover in place.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final interim audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final interim audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	21 May 2024
Date inspection notice issued	22 May 2024
Inspection period begins	3 June 2024
Inspection period ends	12 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final interim audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		

K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely

m. webber

Michelle Webber

Mulberry Local Authority Services Ltd

Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		



Peacehaven Town Council

Biodiversity Policy

Contents

1. Background
2. Definitions
3. Aims and objectives
4. Actions
 - i. Planning applications
 - ii. Land and property management
 - iii. Local community
 - iv. Partners
5. Monitoring

Appendix 1: Action Plan

1. BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Peacehaven Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town councils can spend funds in conserving biodiversity.

2. DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Peacehaven area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

4. ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of

its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).

- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

5. MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Appendix 1: Action Plan

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation grounds	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources and cover Encourages insects. Sustain and enhance natural habitats.		
Common / other open spaces	Maintain and follow a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.	Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	

<p>Increase community awareness of biodiversity</p>	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the town.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the eNews.</p> <p>Have a page on the town council website for photographs / information / links</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Protect nocturnal animals.</p>	<p>Ongoing</p>	
<p>Support Community Projects</p>	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		



Committee:	Policy and Finance	Agenda Item:	PF1065
Meeting date:	November 26 2024	Authors:	Cllr.Campbell and Cllr.Sharkey
Subject:	Citizens Advice Bureau Grant		
Purpose:	To decide whether to increase the annual PTC grant		

Recommendation(s):

That PTC increase its annual grant to Lewes District Citizens Advice Bureau by £1,500 to a total of £13,000

1. Background

For many years, PTC has contributed £11,500 to the local Citizens Advice Bureau annually. As a result of this grant, CAB provides one dedicated officer on one day a week for Peacehaven. CAB also supports additional Peacehaven residents through an advice line for pre-booked appointments in its offices in Newhaven, Seaford and Lewes. Many other local town councils also provide financial support for our local CAB (it seems that the only exception is Newhaven Town Council). However, PTC provides more support than any other, although several others have also recently increased their grants. CAB is mainly funded by Lewes DC (and by other grants, eg Big Lottery).

On average, Peacehaven residents may have more need of CAB than some others in the District and the amount of money clawed back for Peacehaven residents as a result of the work of CAB is much higher than £11,500 (see Appendix for more information). So the town gains financially as well as in terms of the service provided.

The CAB has strongly expressed its gratitude to PTC for its large and steady support, describing it as an accolade for our town.

The local CAB is currently facing a shortfall of £80k. There may be real danger for it in 2025. Times are described as more challenging than ever in terms of demand for support and levels of deprivation.

2. Options for Council

- (a) To agree to increase the grant by £1,500 to £13,000
- (b) To agree to a bigger increase
- (c) To agree to a smaller increase – or no increase at all.

3. Reason for recommendation

To help maintain the current level of service from CAB and support it at a difficult time.

4. Expected benefits

a. The community

The loss of CAB services would severely affect the wellbeing of Peacehaven's most vulnerable residents

b. The environment

c. Other Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Increased income for Peacehaven residents, cost to PTC
5.4 Time scales	Urgent- Budget season
5.5 Stakeholders & Social Value	Unique support for most vulnerable local residents
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Increased risk if poorest are not helped by CAB
5.9 Health & Safety	Increased risk to mental and emotional welfare
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Largest group of beneficiaries are PIP

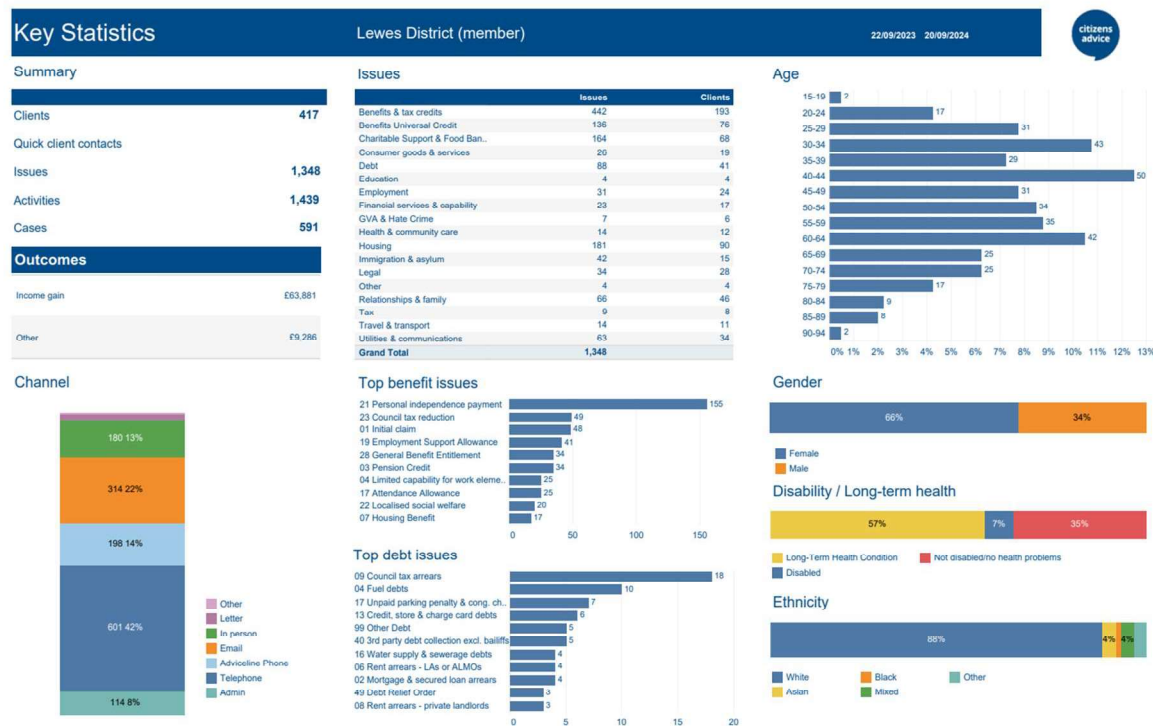
5. Appendix: Information and Data on CAB Work in Peacehaven

The table shows CAB's assessment of its work in Peacehaven in the year to September. 417 Peacehaven residents with 1,348 different issues were supported. CAB states that income gains or debts written off reached over £74k (bringing money into the town). Personal Independence Payments (PIP) were by far the most important single issue (with housing far behind, but growing) – 64% of the residents 'seen' had long term health conditions or were disabled.

CAB states that income gains or debts written off reached over £74k (bringing money into the town) implying an average 'gain' of £178 for each of the 417 residents helped. The average cost to PTC per person was £27.57. Of course, there are many other unquantifiable social, health and other types of gains from the work of CAB. The number of residents helped is spread almost equally between the three wards (32%/33%/35%).

CAB states that it has recently changed its working processes in relation to Peacehaven. It switched from a pre-booked appointments only service for main advisor day, to 'drop-in' service, in September 2024. This change was made in response to a loss of additional outreach funding in Spring 2024 (LDC funded) of a separate community drop-in project which provided three sessions per month at venues in Peacehaven and had high demand. Peacehaven residents can still access pre-booked appointments from CAB offices in Newhaven, Lewes and Seaford. But CAB feels that it can best meet demand in Peacehaven through providing a drop in. Ideally, it would be able to offer both as it sees continued high demand in needing both kinds of support (drop in and pre booked). A Level 2 adviser is supported by a Level 1 volunteer in managing the flow of clients and with admin tasks to maximise time available for clients. 24 clients have accessed the drop-in service to date, an average of 4 clients

attended per delivery day. CAB anticipates this to grow as word spreads and is upskilling the volunteer to help manage expected uptick in demand.



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Committee:	Policy and Finance	Agenda Item:	PF1066
Meeting date:	November 26 2024	Authors:	Cllr Mary Campbell
Subject:	Community Navigator		
Purpose:	To help ensure that the Community Navigator service for Peacehaven residents continues		

Recommendation(s):

- 1. That Peacehaven Town Council ask LDC to continue to fund this SCDA role in its 2025-6 Budget**
- 2. That Peacehaven Town Council provide a grant of £2,000 to support this role, creating a new Budget Code**

1. Background

Every fortnight, the Sussex Community Development Association's (SCDA's) Community Navigator attends the Thursday food market/Cafe in Peacehaven, helping clients in need to prepare and execute a personalised care and support plan. Sometimes, the Community Navigator can solve a problem immediately; otherwise, the role means directing clients to one or more of the specialised local services available locally - Citizens Advice Bureau, Youth Clubs, Ovesco, and many others. Often, the Community Navigator works with a client for several weeks, building confidence by helping with all aspects of the interactions with other bodies, including helping to fill in forms. The SCDA Community Navigator attends food markets in LDC towns in turn.

In the last six months, the Community Navigator has supported 52 people with one-off enquiries dealt with on the spot. The individual in the role has also created and followed through on 114 personalised support plans. At the CAB Annual Meeting, a case study presentation highlighted the value of the Community Navigator role.

SCDA was originally funded by the National Lottery to provide three Navigators. Lottery Funding has now ended. LDC has contributed to funding one Community Navigator, along with others. Future funding is uncertain.

See Appendix for more information.

2. Options for Council

To agree to one or both Recommendations

Not to agree to one or both Recommendations

3. Reason for recommendation

Peacehaven residents face a period of exceptional uncertainty because of Morrisons' delay which comes on top of financial stress (due to national economic/ financial stringency and the uncertainty arising from the delays in decisions on the LDC Local Plan - will there be several hundred more homes built in Peacehaven, with/without new infrastructure?). The temporary closure of the Joff and the uncertainty about the future funding of the ESCC's non-statutory family support after next April are also affecting vulnerable local residents. The low income elderly and families with children are most vulnerable – precisely the clientele that attend the SCDA. The current Community

Navigator has built up rapport (personal as well as professional) plus local knowledge. Those most in need in the town will suffer if the role cannot be financed beyond next March.

4. Expected benefits

a. The community

Varied and personalised support for those most in need, including help in accessing support from elsewhere. Less psychological and emotional uncertainty because the community navigator is 'always there'.

b. The environment

c. Other

Continuity is very important in this role. The unwritten knowledge of the current incumbent is an invaluable community resource at the current time.

Implications

5.1 Legal	
5.2 Risks	The risks are if the post is lost
5.3 Financial	Need for money from LDC and others to share costs
5.4 Time scales	Urgent – Budget season
5.5 Stakeholders & Social Value	See above
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Social support may reduce likelihood, including later
5.9 Health & Safety	Mental health support especially
5.10 Biodiversity	
5.11 Privacy Impact	The service is entirely private to the individuals concerned
5.12 Equality & Diversity	Those most in need

5. Appendices

Please see attached SCDA document



Community Navigator Community Supermarket

OCTOBER 2024

Community Advice and Wellbeing



Community Navigator

Community Supermarket

This document is to give you an overview of the community navigation service within the community supermarkets provided by SCDA.

The Havens Advice and Information Hub has been operating for the last 7 years, primarily delivering their services connected to SCDA's Community Food Security Services. We have built a great level of knowledge within the local area of support available and work closely with other specialist services such as Citizens Advice Bureau, HARC, Ovesco, Southdown Wellbeing service, Sussex Community Counselling, Family Support Work, Survivors Network, Youth Clubs and activities and other community groups that offer our client group the information, advice and support they require.

“The Community Navigator has been so helpful from the moment I met her, she chatted to me and listened to me and put me at ease. She arranged for some financial (vouchers) support which helped immensely at a time when I felt things were at their lowest”

SCDA's approach to community navigation is to give people time, focusing on 'what matters to me?', to coproduce a simple, personalised care and support plan, and to support people to take control of their health and wellbeing.

The service is an all age, whole population approach that works particularly well for people who:

- Have one or more long term health conditions
- Need support with low level mental health issues
- Are lonely and isolated
- Have complex social needs that affect their wellbeing

Project aims

The purpose of the Community Navigator role is to provide information, non-specialist advice, assistance and appropriate signposting.

The project will aim to;

- Increase access to support around welfare benefits, debt, food security, housing, employability
- Increase individual financial capability and resilience

-
- Increase access to local services supporting health and wellbeing

We will do this by:

- Offering one to one sessions with clients, including initial and follow up sessions as required
- Deliver services to clients and service users utilising appropriate Information, Advice and Guidance methodologies to ensure impartiality and ensure standardised quality across all services and activities.
- Complete Individual Action Plans with clients to identify advice issues, not relating to expert advice (that is debt, welfare benefits, housing), they may need support with face to face, over the phone and through outreach
- Enable and empower clients to develop the opportunity to exercise informed individual choice in the services they engage with and support them in these choices
- Use a range of resources to help clients access help and services including web-based tools such as benefit calculators and electronic forms
- Help clients to recognise their assets/ skills and identify appropriate ways to share them more widely, and to develop new assets/skills to meet their identified goals
- Recognise and work appropriately within challenging and sensitive situations
- Provide support to those clients who may be more vulnerable and require an enhanced level of support
- Help clients to identify the progress they have made and the consequences of their choices
- Revisit Action Plans with clients, including any follow up actions, referral and signposting
- Supporting access to cost of living schemes (including Household Support Fund) and money/energy saving advice
- Practical support such as help with form-filling.

Recording and Monitoring

Any SCDA project (including partnerships) ensure that we only collect essential data. Referral forms and assessment forms include a GDPR statement and information sharing agreement (where necessary). All personal data is stored securely.

All staff undertake mandatory GDPR training and adhere to organisational policies on GDPR, information sharing and confidentiality.

To support our work, we ask our clients to complete a wellbeing questionnaire tool at the start of each intervention, which we repeat once our support comes to an end. This provides us with a measure of how much an individual feels their wellbeing has improved following support.

Furthermore, we could provide case studies and feedback and evaluation from clients to demonstrate the impact of the service provision upon request.

Referral Pathway

Access to the service is currently available for registered members at the community supermarkets. Clients can be introduced to the community navigator when they initially register so they are aware of the support available. Volunteers and other members also share the work and support and are often the main source of referrals and links to members that require the support.

What we offer;

1. Initial appointment. We carry out an assessment of need and creation of action plan which would include referrals made to specialist money advice providers and other support services identified.
2. Action plan may include actions to be undertaken by clients (appointments and self-referrals), actions to be undertaken by Community Navigator (referrals, seeking further information and advice), booking following up appointments, tracking progress.
3. Number of sessions provided will be dependent on action plan. Some may be a one-off session or across a number of sessions, this is typically 6-12 contacts per client.
4. Follow up check in call – this could be agreed with a client to offer a follow up call within a specified time frame. This will enable us to support any outstanding referral needs or new issues that may arise.

Staffing Costs

The sum of **£38187** would enable us to recruit a Community Navigator on a **29 hour per week** contract. This is inclusive of on-costs for SCDA as an employer.

Currently we are always looking for additional funding. Previously we have been funded by the National Lottery which provided us with the ability to employ three community navigators over a 3 year period. Now we have funding for one community navigator. The funding for this role has previously been contributed to by Lewes District Council and currently is made up of smaller contributions from organisations such as Fitzjohns Food Bank and SCDA Food Security Team. We are always working with our dedicated fundraiser for additional opportunities for funding. Often, funders are looking to make smaller contributions based on 'match funding' or investment from others so any opportunity for smaller amounts can lead to further funding secured from others.

-

“Thank you so much I really happy to hear from you and I really appreciate it because your showing personal interest to help me out.”

Lewes Fitzjohns Food Bank and SCDA's Community Supermarkets currently support over 200 households every week to access good quality free and affordable food. This equates to over 2000 people each year, including over 850 children.

Any resident who accesses one of the community food services offered by SCDA or Fitzjohn's will have access to the Community Navigator over the last 6-month period the Community Navigator has created support plans for **114 people**. This means the Community Navigator has supported them over a number of weeks to meet their needs. However, the Community Navigator also sees and supports people as one-off contacts at each community Supermarket/food bank session, and this equates to a further **52 people** supported with a one-off enquiry that has been dealt with on the spot.

We hope this gives you an overview of the role of Community Navigator but we are always more than happy to provide you with more information and to meet with you and other interested parties to share personally how the role works.

If you need any further information then please do not hesitate to contact either Kim.abell@sussexcommunity.org.uk or Clara@sussexcommunity.org.uk



Committee:	Policy and Finance	Agenda Item:	PF1067
Meeting date:	November 26 2024	Authors:	Cllr Mary Campbell
Subject:	Charge for Hire of Hall and Kitchen to SCDA		
Purpose:	To reduce the charge		

Recommendation(s):

(1) That PTC provide a grant to Sussex Community Development Association, payable in tranches as part of a Service Level Agreement, to enable hire of the Big Hall and Foyer Kitchen at a rate lower than the present, starting from January 2025, to be reviewed in Autumn 2025 (2) That PTC suggest to SCDA that it apply for a grant from Telscombe Town Council too

1. Background

Every Thursday, SCDA runs a food market and 'cafe' with free hot food for local residents who have signed up to be 'members' of SCDA. Each individual is limited on the amount of food they can take away (or eat). SCDA is not a food bank in the traditional sense – beneficiaries simply sign up, rather than having to be eligible (for example on grounds of claiming means-tested benefits). This means that not all the beneficiaries are in great financial need and, for a few, attending on Thursdays may be mainly social. But very many of the attendees **are** needy, some **very** needy – particularly at present because of the absence of a supermarket where food can be bought locally at the keenest prices. There are also social and emotional needs that the SCDA Thursday event helps to meet – which may become less of a factor once the Meridian Centre is open again. The SCDA inclusive model means that people with incomes just above the means-tested benefit thresholds can get help – and meet friends on an equal basis.

SCDA occupies the Big Hall/foyer kitchen space at Community House for at least four hours on Thursdays. About 30 volunteers are involved weekly (some in Newhaven preparing the food or collecting from supermarkets). Attendance averages 90-120, with many others benefiting from food that is taken home. The PTC Community House market serves residents of Telscombe Town as well as Peacehaven.

Until now, PTC has charged SCDA £384 each month for the use of the Big Hall, kitchen and foyer. This is a generous community rate – a very good deal compared to commercial charge rates, and apparently slightly less than the standard community organisation rate too. However, it amounts to between £4,000 and £5,000 per annum. Lewes District Council's recent Grants Committee awarded SCDA a total of £4,500 p.a. (less than was awarded to support services similar to SCDA that are outside Peacehaven) and the hire of PTC's Big Hall/kitchen would use up almost all this grant. SCDA applied for a Hall-hire grant to the PTC's Grants Committee who rejected the request on the grounds that the amount requested was too large to be processed by that Committee and a Service Level Agreement Grant would be more appropriate (if Council wanted to provide further support at all)

It might be argued that PTC could use the Big Hall and foyer kitchen more profitably if these rooms were not occupied by SCDA: but could the full rate be charged for four hours every Thursday? There are other days and times when the Big Hall is not occupied. This financial year, the Big Hall had yielded £7,781 from hirings by September; in 2023 the comparable figure was £6,557; and in 2022 (when charge rates were lower) income from hiring was £6,394 by October. These figures suggest that there is little extra specific demand for use of the Big Hall that could not be met at other times.

A bigger concern is the possibility that SCDA would be unable to continue with the service it provides in Peacehaven because of the 'high' cost of using the Hall and foyer kitchen. The Service Level Agreement would need to allow for complications that might arise from the Meridian Centre development.

2. Options for Council

1. To provide a grant of £3,000, in addition to the current price reduction
2. To provide a grant of £2,000, in addition to the current price reduction
3. To provide a grant of £1,000, in addition to the current price reduction
4. To maintain the current arrangements of slightly-less-than-community charge rate

3. Reason for recommendation

SCDA is a big charity that operates in many areas across the whole of Sussex. Here, it is providing a badly needed service for Peacehaven residents. It activates about 30 volunteers and serves several hundred residents, many of them vulnerable with low incomes. Although 'rich' in assets and reserves (I believe it owns a Newhaven building that houses a childrens' nursery, a kitchen and other facilities) it relies for the majority of its income on grants (61% in the latest recorded year). Subsidising the charge for the space in the PTC Town Hall where it provides its services is a cost-effective way for PTC to support the charity to continue its work in Peacehaven: and to recognise the exceptional value of SCDA's particular contribution to residents' welfare during the absence of a supermarket.

In winter, SCDA also provides a warm space and warm food. (The PTC Monday warm space service is provided completely free of hire charge by PTC, and the provider of the service gives time free of charge too, as with SCDA's volunteers.) Until the Meridian Centre is rebuilt, SCDA is providing a valuable alternative social as well as retail service. Its regular Thursday food market provides a venue where other local community services can and do make their services known to and interact with those who may need those services – ESCC's Family Hub, for example, and OVCA. In formal economic theory terms, these other organisations might be viewed as 'free-riding' on the SCDA payment.

PTC charges SCDA at a special community rate. This is already lower than, for example, the rate charged for the NHS Blood Transfusion service, the most comparable Hirer of the Big Hall. Again in theory, it could be argued that continuing to charge these socially valuable organisations at all is to compensate PTC for the lack of availability of the Big Hall for potential commercial hirers (and, in the case of SCDA, commercial hirers who might specifically want it on Thursday mornings). The normal hourly commercial charge for the Big Hall is £16.80 per hour: given admin costs, the Big Hall would have to be hired out at for some number of hours every Thursday to recoup this money. The review in twelve months will enable re-assessment of any potential demand for commercial use of the Big Hall specifically on Thursdays.

The recommendation is to provide the grant from 1 January 2025, ie three months before the end of the PTC's 2024-5 financial year. Despite starting a new payment regime three months before the end of the financial year, the Main Hall would almost certainly bring in hire money to reach the budgeted figure for 2024-5: it had yielded 59.6% of the budgeted figure by end August (33% of the financial year); the foyer kitchen had already yielded over 100% of its budgeted hire income. Details of the Service Level Agreement should be negotiable: for example, the grant could be payable in four parts, with the Service Level Agreement renewable quarterly, to give PTC notice and protect PTC funds if SCDA needs to withdraw during the year - and to allow for possible complications arising from the Meridian Development.

4. Expected benefits

a. The community : incalculable

b. The environment

c. Other

Morrisons uncertainty puts huge pressure on the community – and will continue to do so throughout the next twelve months. Other organisations attend and meet people in need.

Implications

5.1 Legal	
5.2 Risks	That SCDA might not be able to continue this service
5.3 Financial	Loss of income to PTC, assuming SCDA continued
5.4 Time scales	Urgent- budget season
5.5 Stakeholders & Social Value	Incalculable, given the absence of a supermarket
5.6 Contracts	Possible difficulty due to Budgets being April-March
5.7 Climate & Sustainability	
5.8 Crime & Disorder	SCDA plays as an important social role
5.9 Health & Safety	Many attendees are elderly/having health problems
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Many attendees are on mobility scooters



Peacehaven Town Council

Centenary Park – General Hire: Terms & Conditions of Hire/ Health and Safety

Within this document from this point on, General Hire will be known as an 'Event'.

PTC accepts no liability for the acts or omissions of hirers. It is the hirer's duty to ensure the reasonable safety of all employees, volunteers, attendees at the Event and the public in the vicinity.

A. TERMS AND CONDITIONS OF HIRE

1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES

1.1 The current charge for hiring Centenary Park for an Event from _____ to _____ 2024 will be £_____ (as agreed with Peacehaven Town Council) and you will receive an invoice 4 weeks before the Event.

1.2 A non-refundable booking fee of £10.00 will be charged to cover the costs of administration.

1.3 A refundable deposit will usually be required at time of booking The deposit will be as agreed with Peacehaven Town Council; this sum will be returned after inspection of the site has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions.

1.4 Where relevant, authenticated evidence of an organisation's charitable or community group status must be produced by any organisation hiring the site.

1.5 Water Supply – There is no connecting water supply available.

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

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

2. PAYMENT & CANCELLATION FEES

All fees due must be paid to the Information Officer at least 14 days before the hiring. If lettings are cancelled by the hirer less than 14 days before the day of the hire the agreed deposit will be retained as well as the booking fee. If lettings are cancelled by the hirer less than 7 days before the day of the hire the hiring charge will also be retained by PTC.

3. PUBLIC LIABILITY

It is the hirer's responsibility to ensure that suitable public liability insurance (PLI) is in place for the period of the hire, and should be at a suitable amount for the event being undertaken; if the hirer is unsure on this, PTC recommends they speak with an insurance broker for advice. The hirer must produce a copy of their PLI to the Information and Events Officer **at least 14 days** before the Event takes place.

4. RISK ASSESSMENT The hirer is responsible for completing their own risk assessment, reviewed per event, for the activities they are undertaking. A copy of the risk assessments must be produced and forwarded to the Information and Events Officer at least 14 days before the Event takes place. Guidance and risk assessment templates are available from the Health & Safety Executive website.

5. EVENT PLAN The hirer is responsible for completing their own up-to-date detailed Event plan for the activities they are undertaking. A copy of the provisional Event plan must be produced and forwarded to the Information and Events Officer at least 14 days before the Event takes place.

6. INSURANCE

6.1 It is the hirer's duty to ensure the reasonable safety of all employees, volunteers and attendees at the Event as well as members of the public in the vicinity insofar as they might be affected by the Event and to ensure that all Terms & Conditions are adhered to.

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

7. RESPONSIBILITIES OF THE HIRER

7.1 Key Hirers must collect the keys to the main gates to the Hoyle Road entrance to Centenary Park from the Town Council office on the Friday prior to the Event and return them on the Monday following the Event. It is to be ensured the gate is locked after the Event is finished.

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

7.3 If the weather is so wet that it has made the site unfit, the hirer should consult PTC; if out of PTC working hours, hirers are expected to exercise discretion.

7.4 All debris to be cleared from Centenary Park after the Event has finished. The deposit will be retained should litter be left on the site.

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

7.6 Trading not ancillary to the Event is subject to additional conditions (available if PTC agrees to the Event).

7.7 Traders are to fully comply fully with any current legislation including in respect of Trading Standards and Consumer Protection.

7.8 Banned and restricted items Hirers must observe current government guidelines with regard to sale or availability of noxious substances, offensive weapons and other banned or restricted items. If evidence of such sales were discovered the council would not let Centenary Park to the hirer again.

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

7.10 Illegal drugs and nitrous oxide (including for catering purposes) are not permitted in Centenary Park.

7.11 Any loudspeaker system at the Event shall be subject to the following restrictions:-

- i. One centralised amplifying unit only.
- ii. The loudspeaker system shall not be operated so as to be a nuisance or annoyance to occupants of any premises in the neighbourhood and Peacehaven Town Council reserves the right to require any time that the volume of noise from the loudspeaker system shall be reduced to such level as they may determine.
- iii. The loudspeaker system and / or musical instruments shall not be operated after 10:30pm and the volume reduced at 10pm so that it cannot be heard beyond the immediate site.

7.12 No works connected with the Event which involve any considerable amount of noise will be undertaken on a Sunday before 2pm or after 8pm.

7.13 It is the hirer's responsibility to inform volunteers and employees of the fire procedure and to ensure that there is adequate first aid provision.

7.14 Children's Play Area Visiting members of the public's children are welcome to use the fenced off play area. Hirers are requested to ensure that food concessions are installed well away from this area and away from traffic routes.

8. CONDITIONS OF HIRE

8.1 The hirer is responsible for ensuring all the conditions are met.

8.2 The hirer must apply for a relevant TENs licence, if the numbers are expected to be over 499, which is obtained through Lewes District Council, the Local Authority.

8.3 Start & Finish Times Start and finish times for the Event must be confirmed and approved by PTC.

8.4 Necessary steps must be taken to provide, where the circumstances so require, means for the disposal of any impure or waste products from Centenary Park.

8.5 Reasonable supply of first aid equipment must be provided for use in the event of personal injury to any person and its location made known. PTC recommends qualified first aiders are available.

8.6 The removal of vehicles and equipment from the ground must be completed within one day after the closure of this hiring. Should the hirer fail to vacate Centenary Park on the agreed date extra charges will apply at the discretion of Peacehaven Town Council.

8.7 vehicle Access, Parking and Control of Traffic

8.7.1 Vehicle access and / or parking on Centenary Park itself is subject to additional conditions (available if PTC agrees to the Event). Peacehaven Town Council encourages car-free events.

8.7.2 Depending on the size of the event, PTC may require alternative parking to the Centenary Park car park to be used instead. If this is deemed to be the case, PTC will supply full details to the hirer.

8.7.3 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not block the designated vehicle access and fire exit routes. Stewards must be located at the points where cars are required to be parked (and not all congregated at the entrance gate).

8.7.4 Signs should be supplied by the hirer to advise visitors of alternative parking areas (e.g. Piddinghoe Avenue car park on the A259).

8.8 Single use plastic PTC has adopted a policy not to use single use plastic in all our buildings/venues. Hirers are encouraged to follow this policy when hiring our facilities. The following items are examples of strictly prohibited items, but is not an exhaustive list:

- i. No silly string
- ii. No plastic straws & plastic stirrers and cutlery
- iii. No plastic glitter
- iv. No balloons.

8.8.1 The marine conservation society urges that balloons or sky lanterns should not be released.

8.9 The use of candles (unless battery-operated) and BBQs is prohibited.

8.10 Mobile Food Vehicles or Vendors Food vendors must comply with current government legislation and provide the following documents to the hirer, to be kept on file in accordance with the law:-

- i. Public Liability Insurance
- ii. Up to date Food Business Registration Certificate with LDC
- iii. Food Hygiene rating at Level 4 or above
- iv. Food Safety certificate at Level 2 or above
- v. Current Gas Safety Certificate, if applicable

8.11 Alcohol No alcohol may be sold on the site without the hirer (or another person on their behalf) having the necessary licence(s) and permission(s) to do so, including the permission of PTC.

8.12 Power Supply Diesel, petrol and LPG generators will be the hirer's responsibility and accepted on site providing they are earthed, all moving parts are properly guarded and any cables used do not constitute a tripping hazard.

8.13 Soft Play, Inflatable Play Equipment (Bouncing Devices) or Similar If inflatable play equipment is to be used the operator must demonstrate that the equipment is securely anchored, regularly inspected for faults, that government guidelines are adhered to:

<https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>. A trained attendant over 18 years of age is available at all times in case of deflation and that a copy of the annual inspection certificate is lodged with the Town Clerk prior to the Event.

8.14 Fairground Stall Games, or Similar are subject to additional conditions (available if PTC agrees to the Event).

8.15 Gazebos / Marquees must be anchored securely and not be a trip hazard.

8.16 Advertising Hirers should obtain the approval of East Sussex County Council Highways Department before placing advertising posters on the highway and 4 weeks' notice is required. PTC has advertising space available, details and costs available on request.

8.17 No fly posting of material advertising for the Event will take place and any cost incurred by Peacehaven Town Council in removing such posters will be deducted from the deposit.

9. AMENDMENT OF CONDITIONS PTC reserves the right to amend these conditions and to apply further conditions to any particular letting that it may consider necessary. PTC reserves the right to alter bookings if necessary.

10. DATA PROTECTION Personal information such as name, postal address, phone number and email address given to PTC will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law. Your details will be stored securely on our Database. You can withdraw your consent for us to use your data or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585 493 or Info@peacehaventowncouncil.gov.uk.

B. HEALTH AND SAFETY REQUIREMENTS

1. LEGAL REQUIREMENTS - All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation and guidance must be adhered to:-

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

1.2 Regulatory Reform (Fire Safety) Order 2005

1.3 The Management of Health & Safety at Work Regulations 1999

1.4 Occupier's Liability Act 1957 & 1984

1.5 Successful health and safety management - HSG65

1.6 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide"

1.7 Fire Safety Risk Assessment Guide – [Open Air Events and Venues](#)

1.8 All guidance from the food standards agency <https://www.food.gov.uk>

1.9 The Food Imitations (Safety) Regulations 1989

1.10 Health & Safety Executive Bouncy Castles and other play inflatables: safety advice
<https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

2. APPLICATION - PTC operates a robust health and safety regime with zero accident tolerance and therefore requires hirers of Centenary Park to follow the same safety principles.

3. ACCIDENT REPORTING - The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585 493 and logged at <https://www.peacehaventowncouncil.gov.uk/irf>, and will be subsequently investigated.

I _____ (PRINT) on behalf of _____

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

SIGNED: _____ **DATED:** _____

ADDRESS: _____

COUNTERSIGNED ON BEHALF OF PEACEHAVEN TOWN COUNCIL:

PRINT

DATED

SIGNED



Peacehaven Town Council

Centenary Park – Football Tournament Hire: Terms & Conditions of Hire / Health and Safety

Within this document from this point on a Football Tournament will be known as an 'Event'.

PTC accepts no liability for the acts or omissions of hirers. It is the hirer's duty to ensure the reasonable safety of all employees, volunteers and attendees at the Event and the public in the vicinity.

A. TERMS AND CONDITIONS OF HIRE

1. APPLICATION, DEPOSIT & ADDITIONAL CHARGES

1.1 The current charge for hiring Centenary Park for the Event from _____ to _____ 2024 will be £_____ (as agreed with Peacehaven Town Council), you will receive an invoice 4 weeks before the Event.

1.2 A non-refundable booking fee of £10.00 will be charged to cover the costs of administration.

1.3 A refundable deposit will usually be required at time of booking The deposit will be as agreed with Peacehaven Town Council; this sum will be returned after inspection of the site has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions.

1.4 Where relevant, authenticated evidence of an organisation's charitable or community group status must be produced by any organisation hiring the site.

1.5 Water Supply – There is no connecting water supply available.

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

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

2. PAYMENT & CANCELLATION FEES

All fees due must be paid to the Information Officer at least 14 days before the hiring. If lettings are cancelled by the hirer less than 14 days before the day of the hire the agreed deposit will be retained as well as the booking fee. If lettings are cancelled by the hirer less than 7 days before the day of the hire the hiring charge will also be retained by PTC.

3. PUBLIC LIABILITY

It is the hirer's responsibility to ensure that suitable public liability insurance (PLI) is in place for the period of the hire, and should be at a suitable amount for the Event being undertaken; if the hirer is unsure on this, PTC recommends they speak with an insurance broker for advice. The hirer must produce a copy of their PLI to the Information and Events Officer at least 14 days before the Event takes place.

4. RISK ASSESSMENT The hirer is responsible for completing their own risk assessment, reviewed per Event, for the activities they are undertaking. A copy of the risk assessments must be produced and forwarded to the Information and Events Officer at least 14 days before the Event takes place. Guidance and risk assessment templates are available from the Health & Safety Executive website.

5. EVENT PLAN The hirer is responsible for completing their own up-to-date detailed Event plan for the activities they are undertaking. A copy of the provisional event plan must be produced and forwarded to the Information and Events Officer at least 14 days before the Event takes place.

6. INSURANCE It is the hirer's duty to ensure the reasonable safety of all employees, volunteers and attendees at the Event as well as members of the public in the vicinity insofar as they might be affected by the Event and to ensure that all Terms & Conditions are adhered to.

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

7. RESPONSIBILITIES OF THE HIRER

7.1 Key Hirers must collect the keys to the Hoyle Road entrance to Centenary Park from the Town Council office on the Friday prior to the Event and return them on the Monday following the Event. It is to be ensured the gate is locked after the Event is finished.

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

7.3 If the weather is so wet that it has made the site unfit, the hirer should consult PTC; if out of PTC working hours, hirers are expected to exercise discretion.

7.4 All debris to be cleared from Centenary Park after the Event has finished. The deposit will be retained should litter be left on the site.

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

7.6 No trading shall be carried out at the Event, apart from the food vendors. Other trading is subject to additional conditions (available if PTC agrees to the Event).

7.7 *Illegal drugs and nitrous oxide (including for catering purposes)* are not permitted on Centenary Park.

7.8 Any loudspeaker system at the Event shall be subject to the following restrictions:-

- i. One centralised amplifying unit only.
- ii. The loudspeaker system shall not be operated so as to be a nuisance or annoyance to occupants of any premises in the neighbourhood and Peacehaven Town Council reserves the right to require any time that the volume of noise from the loudspeaker system shall be reduced to such level as they may determine.
- iii. The loudspeaker system and / or musical instruments shall not be operated after 10:30pm and the volume reduced at 10pm so that it cannot be heard beyond the immediate site.

7.9 It is the hirer's responsibility to inform volunteers and employees of the fire procedure and to ensure that there is adequate first aid provision.

7.10 Children's Play Area Visiting members of the public's children are welcome to use the fenced off play area. Hirers are requested to ensure that food concessions are installed well away from this area and away from traffic routes.

8. CONDITIONS OF HIRE

8.1 The hirer is responsible for ensuring all the conditions are met.

8.2 The hirer must apply for a relevant TENs licence, if the numbers are expected to be over 499, which is obtained through Lewes District Council, the Local Authority.

8.3 Start & Finish Times Start and finish times for the Event must be confirmed and approved by PTC.

8.4 Necessary steps must be taken to provide, where the circumstances so require, means for the disposal of any impure or waste products from Centenary Park.

8.5 Reasonable supply of first aid equipment must be provided for use in the event of personal injury to any person and its location made known. PTC recommends qualified first aiders are available.

8.6 The removal of vehicles and equipment from the ground must be completed within one day after the closure of this hiring. Should the hirer fail to vacate Centenary Park on the agreed date extra charges will apply at the discretion of Peacehaven Town Council.

8.7 Parking and Control of Traffic

8.7.1 The hirer must minimise visitor parking where possible and use recommended parking area as advised by Peacehaven Town Council (as per the map in Appendix A) to reduce any damage to pitches.

8.7.2 All vehicles entering and exiting Centenary Park should do so via Hoyle Road Avenue and should always be guided by highly visible stewards, and in strict accordance with the hirer's risk assessment.

8.7.3 On entering the site the 5mph speed limit must be adhered to and vehicle hazard lights are to be flashing at all times while vehicles are moving.

8.7.4 The hirer must ensure vehicles are parked within the marked lines (see attached map at Appendix A). This is also for the benefit of other park users.

8.7.5 It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner on Centenary Park and do not block the designated vehicle access and fire exit routes. Stewards must be located at the points where cars are required to be parked (and not all congregated at the entrance gate).

8.7.6 The minimum number of highly visible stewards required to police the Event should be 6, with a minimum of 2 on the entrance gate.

8.7.7 For the duration of the Event Stewards must be located at each of the points where vehicles enter, exit, drive and park (and not all congregated at the entrance gate); spot checks will be carried out.

8.7.8 Parking is an ever-changing scene therefore the Stewards must be alert at all times to traffic arriving with children and dogs exiting the vehicles and at the same time vehicles leaving. This is a High-Risk area and should be dealt with as such by the hirer.

8.7.9 Signs should be available by the hirer to advise of alternative parking areas in case parking gets full.

8.7.10 Entry/exit signs are the responsibility of the hirer.

8.7.11 Signs should be supplied by the hirer to advise visitors of alternative parking areas (e.g. Piddinghoe Avenue car park on the A259).

8.8 Single use plastic PTC has adopted a policy not to use single use plastic in all our buildings/venues. Hirers are encouraged to follow this policy when hiring our facilities. The following items are examples of strictly prohibited items, but is not an exhaustive list:

- i. No silly string
- ii. No plastic straws & plastic stirrers
- iii. No plastic glitter
- iv. No balloons.

8.8.1 The marine conservation society urges that balloons or sky lanterns should not be released.

8.9 The use of candles (unless battery-operated) and BBQs is prohibited.

8.10 Mobile Food Vehicles or Vendors – Food vendors must comply with current government legislation and provide the following documents to the hirer, to be kept on file in accordance with the law:-

- i. Public Liability Insurance
- ii. Up to date Food Business Registration Certificate with LDC
- iii. Food Hygiene rating at Level 4 or above
- iv. Food Safety certificate at Level 2 or above
- v. Current Gas Safety Certificate, if applicable

8.11 Alcohol No alcohol may be sold on the site without the hirer (or another person on their behalf) having the necessary licence(s) and permission(s) to do so, including the permission of PTC.

8.12 Power Supply Diesel, petrol and LPG generators will be the hirer's responsibility and accepted on site providing they are earthed, all moving parts are properly guarded and any cables used do not constitute a tripping hazard.

8.13 Soft Play, Bouncy Castles and Other Inflatables are not permitted to be installed or used.

8.14 Fairground Stall Games, or Similar are not permitted.

8.15 Gazebos / Marquees must be anchored securely and not be a trip hazard.

8.16 Advertising - Hirers should obtain the approval of East Sussex County Council Highways Department before placing advertising posters on the highway and 4 weeks' notice is required. PTC has advertising space available, details and costs available on request.

8.17 No fly posting of material advertising for the Event will take place and any cost incurred by Peacehaven Town Council in removing such posters will be deducted from the deposit.

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

10. DATA PROTECTION - Personal information such as name, postal address, phone number and email address given to PTC will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we

are required to do so by law. Your details will be stored securely on our Database. You can withdraw your consent for us to use your data or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585 493 or Info@peacehaventowncouncil.gov.uk.

B. HEALTH AND SAFETY REQUIREMENTS

1. LEGAL REQUIREMENTS - All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation and guidance must be adhered to:-

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

1.2 Regulatory Reform (Fire Safety) Order 2005

1.3 The Management of Health & Safety at Work Regulations 1999

1.4 Occupier's Liability Act 1957 & 1984

1.5 Successful health and safety management - HSG65

1.6 Health & Safety Executive Guidance Notes HSG 195 "The Event Safety Guide"

1.7 Fire Safety Risk Assessment Guide – [Open Air Events and Venues](#)

1.8 All guidance from the food standards agency <https://www.food.gov.uk>

1.9 The Food Imitations (Safety) Regulations 1989.

2. APPLICATION - PTC operates a robust health and safety regime with zero accident tolerance and therefore requires hirers of Centenary Park to follow the same safety principles.

3. ACCIDENT REPORTING - The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585 493 and logged at <https://www.peacehaventowncouncil.gov.uk/irf>, and will be subsequently investigated.

I _____ (PRINT) on behalf of _____

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

SIGNED: _____ **DATED:** _____

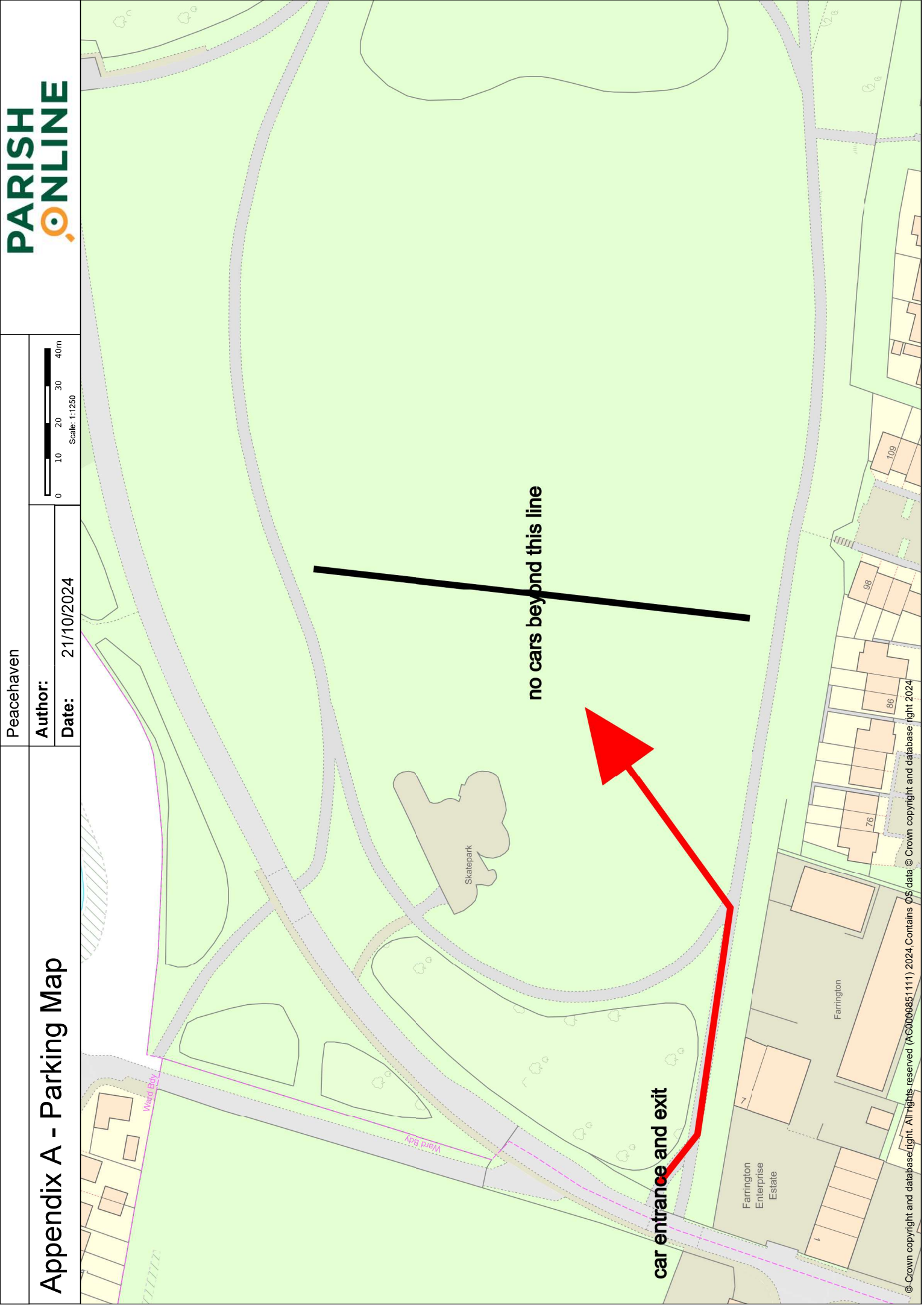
ADDRESS: _____

COUNTERSIGNED ON BEHALF OF PEACEHAVEN TOWN COUNCIL:

PRINT

DATED

SIGNED





Peacehaven Town Council

Multi Use Sports Courts: Booking and Hiring Procedures, with Terms & Conditions of Hire/Health & Safety Requirements

Within this document the 'Multi Use Sports Courts' will be known as the 'Sports Courts', and the associated floodlights, changing rooms and shower facilities will be known as the 'Facilities'.

Peacehaven Town Council (PTC) accepts no liability for the acts or omissions of Hirers.

FACILITY FOR HIRE

Multi Use Sports Courts, Sports Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ

Sports Courts Approved Activities

- Football, Tennis, Field Hockey, Netball, Soft Ball Sports, Free Play, Bikeability

Specification

- An area of 36.5 metres x 60.5 metres, with a rebound perimeter fence
- Sand-filled synthetic surface
- Currently lined for football and netball
- A lockable entrance gate.

Extra facilities for hire (costs are available from the Information Office as per item 2 below)

- Toilets and changing rooms with showers (within the Hub building located adjacent to the courts)
- Floodlighting (these are switched on by us using a timer).

Nearby facilities

- A daytime café
- Ample on-site parking.

A. BOOKING AND HIRING PROCEDURES

1. The use of the Sports Courts and/or Facilities is by pre-booking only through the information office. This is to ensure that the facilities are maintained and kept in good condition.
2. To book the Sports Courts and / or Facilities please contact:-
The Information Office at Peacehaven Town Council,
Council Offices,
Community House,
BN10 8BB
Tel: 01273 585 493
Email: info@peacehavencouncil.gov.uk
3. Should floodlight be required, these are switched on by PTC using a timer.
4. 24-hours' notice is required for all bookings.
5. Hirers make all bookings with the Information & Events Officer.
6. All Hirers are required to sign the booking form (on page 7) and agree to the booking & hiring procedures, and terms & conditions of hire.

B. TERMS AND CONDITIONS OF HIRE - These standard conditions apply to all hiring of the Sports Courts and/or Facilities. If the Hirer is in any doubt as to the meaning of the following, the Information & Events Officer should be contacted info@peacehaventowncouncil.gov.uk

1. AGE - Hirers shall be persons over the age of 18 who are responsible for being in charge of the Sports Courts and/or Facilities at all times and ensuring that all conditions under this Agreement are met.

2. SUPERVISION - The Hirer shall, during the period of hiring, be responsible for supervision of the Sports Courts and/or Facilities, the fabric and contents, their care, safety from damage however slight or change of any sort, and behaviour of all persons using the Sports Courts and/or Facilities whatever their capacity, including proper supervision of car parking arrangements.

3. ACCESS

3.1 Access to the Sports Courts is by combination lock.

3.2 Access to the changing rooms with shower facilities is by key.

3.3 The Hirer is to ensure that the key is safe at all times and only kept by the person who signed the booking terms and conditions.

3.4 The Hirer is to ensure that the combination lock is kept safe at all times and the combination code only kept by the person who signed the booking terms and conditions.

3.5 The key **MUST** be returned as soon as is practical after the hire period, but no later than 48 hours after the end of the hire period, to the Information Office at Peacehaven Town Council, Council Offices, Community House, Peacehaven BN10 8BB.

3.6 Should the key not be returned within this 48-hour period the key deposit will be retained in full.

4. BOOKINGS

4.1 Minimum booking of 1 hour, with half hourly increments.

4.2 PTC has the right to limit the amount of time played during a booking if it deems that this is in the long-term interest of the sustainability of the playing surface and / or the safety of those using it.

4.3 PTC has the right to cancel a booking at any time

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

4.5 PTC has the right to close any part, or all of, the Sports Courts during any day or days on which it has been hired. In this event, PTC will endeavour to offer the Hirer an alternative day and time or refund the full original hire price only. The only time this will be considered is if:-

- i. The Sports Courts booking is cancelled by PTC.
- ii. The Sports Courts are unavailable due to damage, or if PTC deem the Sports Courts to have unsafe playing conditions or deemed to be unsafe by the Hirer.

4.6 Regular Hirers will be required to make block bookings.

4.7 Allocation of time slots is at the discretion of the Information Office. Hirers making block bookings will sign a bookings form and terms and conditions at the beginning of the hire period.

4.8 Bookings will not be accepted more than 1 year in advance.

5. CHARGES, PAYMENT AND CANCELLATION FEE

5.1 The current charge for hiring the Sports Courts is shown in the Tariff Table on page 6.

5.2 A refundable deposit will usually be required at time of booking. The deposit will be £50 and will allow the changing rooms key to be issued to the Hirer; this sum will be returned after inspection of the Sports Courts and/or Facilities has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by Peacehaven Town Council (PTC) in the event of any infringement of these conditions.

5.3 In addition, a non-refundable booking fee of £10.00 will be charged to cover the costs of administration.

5.4 A reduced rate may be available to charitable organisations and community groups.

5.5 For single bookings payment is required at the time of booking

5.6 For block bookings, PTC will send the Hirer an invoice in advance every calendar month, payable within 14 days from the date of issue.

5.7 If bookings are cancelled by the Hirer less than 7 days before the day of the hire the hiring charge will also be retained.

5.8 A refund of the original hire price will be made in respect of any cancellations that meet the criteria set out at item 4.5 (i&ii).

6. USE OF THE SPORTS COURTS AND FACILITIES - The Hirer shall not use the Sports Courts and/or Facilities for any other purpose other than that described on the booking form and agreed by PTC, and shall not sub-hire or allow the Sports Courts and/or Facilities to be used for any unlawful purpose or in any unlawful way, nor do anything or bring anything onto the Sports Courts and/or into the Facilities which may endanger the same or render invalid any insurance policies in respect thereof.

7. CARE OF THE SPORTS COURTS AND FACILITIES

7.1 All persons using the Sports Courts and/or Facilities shall behave in a manner that does not cause injury, damage or nuisance to others on the Sports Courts and/or in the Facilities, property, staff, neighbouring properties or buildings or their occupants, or other users of the Sports Park or grounds by excessive noise, unruly behaviour, inconsiderate parking, etc.

7.2 All persons shall conform to any regulations or byelaws in force with respect to the grounds and comply with any instructions they may receive from the caretakers, grounds staff or any other officials appointed by PTC.

7.3 The Hirers will be jointly liable for any damage caused to the Sports Courts and/or Facilities, equipment, key, combination lock, building, fences or any other Council property including malicious and accidental damage.

7.4 Hirers are asked to ensure that they treat the Sports courts and/or Facilities in a considerate and proper manner i.e. No leaving litter, e.g. drinks cans, sweet wrappers etc.

7.5 The use of candles (unless battery-operated) and BBQs is prohibited on the Sports Courts and in the Facilities.

7.6 Illegal drugs and nitrous oxide are not permitted on the Sports Courts or in the Facilities.

8. TRADE - No trade shall be carried out.

9. DAMAGE - The Hirer is responsible for damage to the Sports Courts and/or Facilities caused by their hire. PTC's decision as to the cause of damage will be final and PTC will require reimbursement in full for all financial loss in respect of such damage.

10. WEATHER - If the weather is so wet that it has made the Sports Courts unfit, the hirer should consult PTC; if out of PTC working hours, Hirers are expected to exercise discretion.

11. SINGLE USE PLASTIC PTC has adopted a policy not to use single use plastic in all our buildings/venues. Hirers are encouraged to follow this policy when hiring the Sports Courts and/or Facilities. The following items are examples of strictly prohibited items, but is not an exhaustive list:

- i. No Silly string
- ii. No Plastic Straws & Plastic Stirrers
- iii. No Plastic glitter
- iv. No Balloons.

12. POWER SUPPLY Generators are not permitted to be used.

13. ADVERTISING - No fly posting of material advertising the activity will take place and any cost incurred by PTC in removing such posters will be deducted from the deposit.

14. PUBLIC SAFETY COMPLIANCE The Hirer shall comply with all conditions and regulations made in respect of the Sports Courts and Facilities by PTC. Any failure to comply will be liable to forfeit the use of the Sports Courts and Facilities without any adjustment of fees. Such forfeiture to be without prejudice to any other claims or remedies which PTC may have against the Hirer.

15. Soft Play, Bouncy Castles and other inflatables are not permitted to be installed or used.

16. Fairground Stall Games, or similar are not permitted.

17. CARE OF SPORTS COURTS

17.1 It is important the surface of Sports Courts is kept in good condition to extend its life. In particular, on the Sports Courts:-

- i. DO NOT wear spiked, studded or bladed footwear
 - ii. DO NOT smoke or drop cigarettes or matches on the surface
 - iii. DO NOT allow dogs or any other animals on the surface
 - iv. DO NOT allow chewing gum on the surface
 - v. DO NOT bring glass items onto the Courts
 - vi. DO NOT bring food or drinks onto the Courts, other than for sports hydration purposes
 - vii. DO NOT place heavy or sharp objects on the surface
 - viii. DO NOT use for unapproved activities
 - ix. DO NOT drink alcohol.
-
- i. DO have fun
 - ii. DO close the gates during use
 - iii. DO clean your footwear before going on to the surface
 - iv. DO keep the area around the entrance free from dirt
 - v. DO close and lock the gate after use
 - vi. DO return the key promptly to PTC.

18. END OF HIRE - The Sports Courts and/or Facilities must be vacated at the end of the hire period in a timely manner. Hirers are responsible for leaving the Sports Courts and/or Facilities and surrounding area in a clean and tidy condition, properly locked and secured.

19. STORED EQUIPMENT – No equipment is to be stored on the Sports Courts and/or in the Facilities, and all liability for loss or damage is hereby excluded.

20. CHILD PROTECTION - Hirers shall adopt measures for the appropriate protection of any child involved in activities on the Sports Courts and/or in the Facilities, and shall be mindful of the needs of any such child.

21. EQUAL OPPORTUNITIES - All Hirers must comply with PTC's Equality & Diversity policy wherein they do not exercise any discrimination on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability.

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

23. DATA PROTECTION - Personal information such as name, postal address, phone number and email address given to PTC will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law. Your details will be stored securely on our Database. You can withdraw your consent for us to use your data or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585 493 or Info@peacehaventowncouncil.gov.uk.

B. HEALTH AND SAFETY REQUIREMENTS

1. PUBLIC LIABILITY - It is the Hirer's responsibility to ensure that suitable public liability insurance is in place for the period of the hire, and produce a copy of this to the Town Clerk **at least 14 days** before the hire takes place.

2. RISK ASSESSMENT - The Hirer is responsible for completing their own risk assessment, to include a fire procedure and adequate first aid provision, and is to be reviewed annually as a minimum, for the activities they are undertaking. A copy of the risk assessments must be produced and forwarded to the Town Clerk at least 14 days before the hire takes place.

3. INSURANCE

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

3.2 The Hirer shall be liable for:-

- i. The cost of repair of any damage (including accidental and malicious damage) done to any part of the Sports Courts and/or Facilities including the curtilage or the contents.
- ii. All claims, losses, damages and costs made against or incurred by PTC, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the Sports Courts and/or Facilities by the Hirer
- iii. All claims, losses, damages and costs made against or incurred by PTC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Sports Courts and/or Facilities by the Hirer, and subject to item 3.3, the Hirer shall indemnify and keep indemnified accordingly PTC, their employees, volunteers, agents and invites against such liabilities.

3.3 It is the Hirer's responsibility to ensure that suitable insurance cover is in place, including public liability insurance, and be able to produce evidence of this upon request. Failure to produce such policy and evidence of cover will render the hiring void and enable PTC to rehire the Sports Courts and/or Facilities to another Hirer.

3.5 PTC is insured against any claims arising out of its own negligence.

4. ACCIDENTS AND DANGEROUS OCCURRENCES, AND THEIR REPORTING - The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585 493 and logged at <https://www.peacehaventowncouncil.gov.uk/irf>, and will be subsequently investigated.

C. SPORTS COURTS TARIFF TABLE

Valid to 31st March 2025

Category	Charge
Full Court (lit)	£37.00 per hour
Full Court (unlit)	£27.00 per hour
Full Court (lit)	£18.5 per ½ hour
Full Court (unlit)	£13.50 per ½ hour

D. BOOKING FORM

Name of Hirer responsible for booking and payment

--

Name of organisation / club /venue / league:-

--

Sports Activity:

Football, Tennis, Field Hockey, Netball, Soft Ball
Sports, Free Play, Bikeability, Other*

*Other (please specify)

--

Address of Hirer:

Address 1	
Address 2	
Address 3	
Postcode	

Telephone (day)	
Telephone (eve)	
Mobile*	
Email*	

Booking Requirements (please tick)

Block bookings

Start date	
End date	
Start time	
End time	
Frequency (i.e. daily/weekly/monthly etc)	

Single bookings

Start date	
End date	
Start time	
End time	

I _____ (PRINT) on behalf of _____

Agree to abide by the above Booking and Hiring Procedures, with Terms & Conditions of Hire/Health & Safety Requirements.

SIGNED: _____ **DATED:** _____

ADDRESS: _____

COUNTERSIGNED ON BEHALF OF PEACEHAVEN TOWN COUNCIL:

PRINT

DATED

SIGNED

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Policy & Finance	Agenda Item:	PF1070
Meeting date:	26 th November 2024	Authors:	Responsible Financial Officer
Subject:	Treasury Deposit		
Purpose:	To discuss Treasury Deposits		

Recommendation(s):

To consider a treasury deposit account within Barclays to gain more interest.

1. Background

The auditors have previously recommended that the Town Council look at a treasury deposit account which is an account at the bank where you put an agreed amount into a deposit account for an agreed period of time and you get a better interest rate. **The money is however not accessible during the duration of the agreement.**

Current interest rates as follows;

Credit interest rates

Current rates Correct at the time of printing
Effective from 01 Dec 2023

Balance	Gross %	AER %
▶ £1 - £999,999	1.500	1.508
▶ £1,000,000 - £9,999,998	1.750	1.762
▶ £9,999,999+	1.950	1.964

Bank of England Base Rate Information

Rate effective from 01 Aug
2024 was 5.000%

This is the current interest rate that we are receiving. Based on the table overleaf if we were to put £249,999 for 12 months we would receive £8,150 in interest, in comparison to leaving it in the current savings account and receiving £3,750.

With not having access to the money, council need to carefully consider, what value, if any, to place in the deposit account. Typically £650,000 is left at the end of a financial year before the first instalment of the precept is made on 01st April. This £650,000 represents the councils earmarked reserves.

Interest rates change daily on treasury deposits before you lock in, therefore the below table is indicative of the day I contacted Barclays

Tenor	100K - 249,999K	250K - 499,999K	500K - 749,999K	750K - 999,999K	1M - 2,999,999M
Over Night	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal
1 Week	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal
2 Weeks	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal	Below Min Bal
1 Month	1.91	1.95	1.95	1.95	2.35
2 Months	1.97	2.00	2.00	2.00	2.40
3 Months	2.67	2.68	2.68	2.68	3.08
4 Months	2.71	2.72	2.72	2.72	3.12
5 Months	2.76	2.77	2.77	2.77	3.17
6 Months	2.8	2.79	2.79	2.79	3.19
7 Months	2.84	2.84	2.84	2.84	3.24
8 Months	2.89	2.87	2.87	2.87	3.27
9 Months	2.97	2.94	2.94	2.94	3.34
10 Months	3.03	2.99	2.99	2.99	3.39
11 Months	3.14	3.09	3.09	3.09	3.49
12 Months	3.26	3.19	3.19	3.19	3.59

2. Options for Council

- Agree to move some funds across to a treasury deposit account
 - a) If this is agreed then how much would council like to start with
 - b) How long would council like to deposit for?
- Defer this item to 4th February P&F to discuss and implement from the start of the new financial year
- Do not agree to a treasury deposit account

3. Reason for recommendation

Council do need to look at ways to boost income streams and this is a way of increasing income without any associated costs.

4. Expected benefits

Help with increasing the general reserve to a more acceptable level or help mitigate rising unexpected costs

5. Implications

5.1 Legal	
5.2 Risks	The money cannot be accessed during the duration of the agreement therefore if there is an emergency and funds are required, the council cannot access them.
5.3 Financial	Earn more than double the amount of interest
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 checked="" 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? N/A
--

7. Appendices

Factsheet on treasury deposits



Peacehaven Town Council

Allotment Terms & Conditions – Cornwall Avenue 2025

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

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

The charge for the allotments from 1st January 2025 is £39 per large plot and £29 per small plot.

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

Section 1 Qualifications for Allotment Tenancies - Allocation

Section 2 Allocations

Section 3 Co-workers / Plot Partners

Section 4 Rent

Section 5 Use of Land

Section 6 Cultivation

Section 7 Use of Chemical Sprays and Fertilisers

Section 8 Nuisance

Section 9 Subletting of Allotments

Section 10 Vehicles

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Section 13a Dimensions

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Section 13d Siting

Section 14 Water Holding

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Section 27 Change in circumstances

Section 28 Failure to comply

Section 29 Legal Obligations

Section 30 Special Conditions

Section 31 Enforcement

Section 32 Power of eviction

Section 33 Amendment of these Terms and Conditions

DRAFT

Introduction

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

Background

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

Purpose

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

The document will:

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

Equality, Diversity, and inclusion

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

Harassment

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

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

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

Monitoring and Review

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

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

Overriding Responsibility Statement

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

Allotment Terms and Conditions

1. Qualifications for Allotment Tenancies

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

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

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

2. Allocation

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

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

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

3. Co-workers / Plot Partners

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

4. Rent

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

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

Approximate Allotment Plot Size:

Large Plot = 112 Metres square 133 Yards Square approx.

Small Plot = 56 Metres square 67 yards Square approx.

5. Use of Land

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

6. Cultivation

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

The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden. There are pathways leading from the vehicle trackway to the boundary fences in between each plot. there is also a pathway between plots across the site these should unless agreement between two plot holders has been made to allow growing in the maximum area of each of the neighbouring plots.

7. Use of Chemical Sprays and Fertilisers

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

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

8. Nuisance

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

A gap of 2 feet (60cm) grass boundary should be maintained and left clear of adjoining fence line. This includes keeping clear of compost heaps, sheds, greenhouses, water butts, benches, tools and debris. This list is not exhaustive. This rule is to ensure access for inspections and health and safety requirements. See No 12 and No 13.

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

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

9. Sub-letting of allotments

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

10. Vehicles

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

11. Trees, Shrubs and Materials

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

12. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained. No boundary fence should be interfered with and the 60cm gap kept clear of debris, See no 8 and no13.

The tenant must not erect any fence sub-dividing any allotment garden **without the written consent of the Council**. Allotment plots are permanent fixed features, tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine.

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

Commented [GS1]: This replaces the text - A 60cm (2') grass boundary must be maintained between the allotment and any adjoining boundary fence line and kept clear. of debris, and not used for produce growing or storage

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

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

There is to be a gap of 2 feet or 60cm left clear between an allotment plot and residential properties and fences, **see No 8 and No 12.**

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

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

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

All sheds and greenhouses must be kept in good order.

13a Dimensions

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

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

13b Construction Materials

For Sheds Greenhouses

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

13c Compost containers and poly tunnels

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

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

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

13d Siting

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

14. Water holding

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

15. Restrictions on Cropping

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

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

16. Depositing Refuse / Disposal of Rubbish

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

Commented [GS2]: Under lined to highlight this text

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

17. Bonfires / Burning Rubbish

Bonfires and Barbecues are not allowed on the allotments.

18. Children

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

19. Dogs

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

20. Livestock

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

21. Bee Keeping

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

22. Not to Display Advertisements

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

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

23. Inspection

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

24. Disputes

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

25. Termination of Tenancy

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

26. Service of Notices

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

27. Change in circumstances

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

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

28. Failure to Comply

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

29. Legal Obligations

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

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

30. Special Conditions

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

31. Enforcement

The following enforcement procedure will apply:

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

32. Power of eviction

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

33. Amendment of these rules

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

Contact details and for further information or queries please contact:

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

Telephone 01273 585493



Committee:	Policy & Finance	Agenda Item:	PF1072
Meeting date:	26 th November 2024	Authors:	Responsible Financial Officer
Subject:	Vehicle Repairs & Maintenance Budget		
Purpose:	To agree to allow an overspend of £1000.00		

Recommendation(s):

To agree to allow an overspend of £1000.00 against this budgetary code

1. Background

The vehicles maintenance and servicing has taken a hit this year with repairs to one mower costing £4,000. This has led to this budgetary code imminently about to reach its agreed limit of £6,600.

2. Options for Council

- Allow an extra £1,000 to be allocated against this code to cover until the end of the year
- Agree to spend £1,000 from the big park reserve
- To not authorise any further costs for vehicle repairs

3. Reason for recommendation

Vehicles / machinery needs regular servicing and maintenance particularly with the high usage of them and in order for the Groundsteam to fulfil their roles efficiently and safely the vehicles must be kept to standard.

4. Expected benefits

Vehicles and machinery are required for the groundsteam to maintain the high quality standards they maintain on our land

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	This will be an overspend but there are other codes with an underspend
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	

5.9 Health & Safety	Vehicles should be serviced and maintained properly to ensure the safety of the staff and the public.
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"/>

<p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>N/A</p>

7. Appendices

George Dyson
Town Clerk

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



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

Committee:	Policy & Finance	Agenda Item:	PF1073
Meeting date:	26 th November 2024	Authors:	Town Clerk
Subject:	Update on the OVCA funded project		
Purpose:	To note		

Recommendation(s):

To note this report.

1. Background

At an extraordinary Council meeting on 15th August 2024, the Council resolved to proceed with the OVCA funded project, the deeds were subsequently executed in line with Standing Orders.

PTC requires a solicitor to finalise the agreements and complete the necessary legal requirements, which has a cost associated with it – whilst OVCA have previously indicated that they would cover these costs, we are yet to receive confirmation of this, and until it is confirmed that the solicitor fees will be covered we are unable to progress the matter any further.

2. Options for Council

To note this report

3. Reason for recommendation

In line with Council resolution.

4. Expected benefits

Benefits with the OVCA project include the signage and access to the SDNP and tree planting schemes.

5. Implications

5.1 Legal	Legal elements already agreed
5.2 Risks	As per previous reports
5.3 Financial	Ensuring that PTC is not liable for costs
5.4 Time scales	
5.5 Stakeholders & Social Value	Accessibility to the SDNP
5.6 Contracts	
5.7 Climate & Sustainability	Positive impact – part of OVCA project
5.8 Crime & Disorder	
5.9 Health & Safety	RAMS required for works
5.10 Biodiversity	Encouraging access to the outdoors
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 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 type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

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

- Assets of nature, biodiversity, and built environment
- Net zero carbon resolution
- Accessibility to parks and open spaces owned by the Town Council

7. Appendices

PEACEHAVEN TOWN COUNCIL

George Dyson
TOWN CLERK
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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 14th November 2024 at 5pm

Present:- Cllr N Fabry, Cllr A Harman, Cllr S Griffiths, Cllr I Sharkey

Officers:- Victoria Onis (Committees & Assistant Projects Officer) Zoe Malone (RFO) via Teams.

Public: 2 members of public were present

1 GSC091 CHAIRS ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and went through the building fire procedures, asked that phones be silenced.

2 GSC100 TO ELECT A CHAIR & VICE-CHAIR FOR THE SUB-COMMITTEE

Cllr Sharkey proposed Cllr Fabry remain as Chair as the Grants Committee, Seconded by Cllr Griffiths.
Cllr Fabry proposed Cllr Harman remain as Vice Chair of the Grants Committee, Seconded by Cllr Sharkey.

It was unanimously resolved to elect Cllr Fabry as Chair and Cllr Harman as Vice Chair of the Grants Sub-Committee

3 GSC101 PUBLIC QUESTIONS

Cllr Campbell (as member of the public) remained in the public seating and offered suggestions for the Grants process. The Civic & Governance Officer confirmed that these processes are already being followed and the criteria and policy has recently been tightened up and has greatly improved the grants allocations. Cllr Sharkey confirmed that each Council have different times of year for their grants round, so it is not best practice for a group to be given half the amount from PTC and advised to go to a neighbouring council for the rest as they may not be able to complete their project and therefore would have to give the money back.

Cllr Campbell also spoke of the good work of the SCDA and the Community Supermarket, recommending help is given with the hire of the Hall.

Another resident, spoke of his experience of Grants and offered his help if needed.

4 GSC102 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All Committee members were in attendance

5 GSC103 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Harman as a volunteer of the Community Garden.

6 GSC104 TO APPROVE & SIGN THE MINUTES OF THURSDAY 25TH APRIL 2024

The minutes of the meeting held on Thursday 16th November 2023 were agreed and adopted

Proposed Cllr Fabry **Seconded** Cllr Sharkey

7 GSC105 TO DISCUSS AND AGREE RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 2 2024/2025

Peacehaven & District residents association

It was resolved to recommend a grant of £100 towards 5 months room hire at Community House

Peacehaven Horticultural Society

It was resolved to recommended a grant of £128.10. A grant was also awarded in April for the Horticultural Society, the maximum amount per financial year is £750.

For Dying out Loud

It was resolved to recommend a grant of £121 for 2 hours room hire per month x 5 at Community House, which will include the urn.

Seaview Project

It was resolved to recommend a grant of £326 for 34 weeks room hire at Community House

Start2Finish

It was resolved to recommend a grant of £250 to support with the mind, body, soul project work.

Peacehaven and Telscombe Flower Club

It was resolved to recommend a grant of £200 to support with the groups workshops

Air Ambulance

It was resolved to recommend a grant of £500 to support with operating costs of HEMS – helicopters, rapid response vehicles, medical equipment, fuel and crew.

Saltdean/Peacehaven netball club

It was resolved to recommend £200 towards the set-up of a junior club and Kit.

Peacehaven and Telscombe Bowls Club

It was resolved to recommend a grant of £630 towards equipment for the club which are now unserviceable after 20 years use.

Peacehaven Community Garden

Cllr Harman left the room 5.47pm

It was resolved to ring fence a Grant of £400 towards a covered seating area **Subject to** a report/site plan being submitted by the applicant to Leisure, Amenities & Environment Committee in January with the Parks Officer in attendance.

Cllr Harman returned to the room 5.58pm

Develop outdoors CIC

It was resolved to recommend a grant of £388 towards a free after school games club designed to foster social interaction and cognitive development for local children aged 8-13 years old.,

Peacehaven & Telscombe Cliffs Scouts Group

It was resolved to recommend a grant of £750 towards ongoing fund raising for refurbishment and rebuild of the scout hut

Peacehaven Community School

It was resolved to approve a grant of £500 towards a careers fair and for the purchase of food for the students to cook for a local business lunch subject to the money raised going back directly to the School to help with career resources

Newhaven Lewes and district Mencap

It was resolved to recommend a grant of £500 towards Christmas party and a festive trip

Kempton House Day Centre

It was resolved to recommend at grant of £725 towards a Christmas get together with music and gifts, to also include a day out.

Family Support work

It was resolved to recommend a grant for £750 towards home visits, fuel costs and playwork for children.

Sussex Community Development Association

It was noted that the sub committee would like to support this application however the amount requested exceeds this Committee's budget, therefore it was agreed to refer this to the Policy & Finance committee to consider a SLA.

8 GSC106 DATE OF NEXT MEETING – THURSDAY 3RD APRIL 2025

The next meeting was confirmed for Thursday 3rd April 2025 at 5pm.

There being no further business the meeting ended at 18.35



Committee:	Policy and finance	Agenda Item:	PF1075
Meeting date:	26 November 2024	Authors:	Responsible Finance Officer
Subject:	25/26 Budget Approval		
Purpose:	To agree to recommendation		

Recommendation(s):

To approve recommendations from RFO, following committee agreements on the budget requirements for 2025/26

Options for Council

Following meetings between the RFO and committee chairs / vice chairs over the last two months the attached proposed budget has been formed for discussion and agreement.

Careful consideration has been given to each budgetary line whilst remaining realistic to the increasing costs that we incur.

- Agree to the attached budget of **£973,177** which represents an **12.5% increase** (subject to change once we have tax base figure)
- To not agree to the attached budget

1. Reason for recommendation

It represents a **£1.79 increase per month** to residents for Peacehaven Town Council. It is allowing for essential improvements to be made at Community House, providing grants to local community groups and larger organisations to help support the local community and takes into account the NI increases imposed by the current government as well as cost of living increases which council are legally obligated to pay as part of the NJC. Grass cutting has taken a hit this year and will continue to increase ongoing as advised by ESCC. Other budget influences for next year include members allowances increasing, the start of signage improvements across the town and cost increases for general maintenance of the town.

2. Expected benefits

a. The community

Will provide essential maintenance and improvements for Community House which is a well used building for many and grants to vital services for the residents of the town including CAB, the Joff, CTLA and Haven Community Cars

b. The environment

N/A

c. Other

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	A Small increase for residents share to Peacehaven Town Council precept requirement
5.4 Time scales	Budget needs to be agreed and precept requirement requested to LDC by 31/12/24.
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	

POLICY & FINANCE

100 General Administration

	2024/25 Budget	Draft 2025/26 Budget	% Change	
4301 Purchase of Furniture/Equipment	1,500	1,500	0.0%	
4302 Purchase of Materials	500	500	0.0%	
4306 Printing	3,000	3,000	0.0%	
4308 Cllr Printing	1,500	1,500	0.0%	
4307 Stationery	500	1,000	100.0%	
4309 C/H Decorations	500	0	-100.0%	
4312 Professional Fees	1,000	8,500	750.0%	To include all professional fees
4310 Professional Fees - Consultancy	2,000		-100.0%	
4311 Professional Fees - Legal	4,000		-100.0%	
4314 Audit Fees	3,000	3,000	0.0%	
4315 Insurance	13,000	13,500	3.8%	
4321 Bank Charges	400	1,150	187.5%	includes cash collection / bacs & pdq charges
4322 BACS Charges	200	0	-100.0%	included in bank charges
4323 PDQ Charges	500	0	-100.0%	included in bank charges
4325 Postage	2,500	3,000	20.0%	
4326 Telephone	3,000	3,500	16.7%	
4327 Computers	16,500	20,000	21.2%	Includes Cyber Essentials certification & new PC's
4333 Members Allowance	3,500	8,500	142.9%	
4341 Grants	10,000	10,000	0.0%	
4342 Subscription	7,500	8,000	6.7%	
4356 EAP	600	600	0.0%	
4345 CTLA Service Level Agreement	6,500	8,000	23.1%	
4346 CAB Service Level Agreement	11,500	13,000	13.0%	
4354 HCC Service Level Agreement	3,000	3,000	0.0%	
TBC JOFF Service Level Agreement	0	3,340	#DIV/0!	
SCDA Navigator Role	0	2,000	#DIV/0!	
SCDA Service Level Agreement	0	2,000	#DIV/0!	
4201 Vehicle Reserve	5,000	5,000	0.0%	
4444 Election Costs	10,000	10,000	0.0%	

General Administration: Expenditure

111,200 133,590 20.1%

1001 Precept			
1013 Income from Photocopying	200	400	100.0%
1016 Housing Benefit Claims LDC	15,657	16,283	4.0%
1100 Interest Received	1,000	4,000	300.0%
1309 Other Income	500	500	0.0%

General Administration: Income

17,357 21,183 22.0%

Net Expenditure over Income

93,843 112,407 19.8%

360 Community House

4101 Repair/Alteration of Premises	8,000	10,000	25.0%
4102 Maintenance of Building	6,500	7,000	7.7%
4111 Electricity	15,000	15,000	0.0%
4112 Gas	7,500	7,500	0.0%
4122 Service Charge	20,000	0	-100.0%
4131 Rates	15,800	13,100	-17.1%
4141 Water Services	5,000	5,000	0.0%
4151 Fixtures & Fittings	1,500	2,000	33.3%
4161 Cleaning Costs	1,000	1,500	50.0%
4162 Cleaning Materials	1,000	1,000	0.0%
4163 Personal Hygiene	2,603	2,700	3.7%
4167 Cinema Costs	2,400	3,000	25.0%
4175 Music Licence	900	900	0.0%
4305 Uniform	700	700	0.0%
4176 Community House Reserves	30,000	50,000	66.7%

Community House: Expenditure

117,903 119,400 1.3%

1069 C/H Police Room	2,435	2,557	5.0%
1070 C/H Phoenix Room	4,370	4,589	5.0%
1071 C/H Fields & Robson Room	12,000	12,600	5.0%
1073 C/H Copper Room	6,452	7,097	10.0%
1075 C/H Charles Neville	5,199	5,719	10.0%
1076 C/H Main Hall	13,053	14,358	10.0%
1077 C/H Anzac Room	6,472	7,119	10.0%
1078 C/H Main Kitchen	637	701	10.0%
1079 C/H Anzac Kitchen	357	393	10.1%
1080 C/H Foyer	500	550	10.0%
1081 C/H Equipment Hire	500	500	0.0%
1091 Cinema Income	3,000	3,000	0.0%
1092 Electricity Feed-In Tariff	5,000	5,000	0.0%

Community House: Income

59,975 64,183 7.0%

Net Expenditure over Income

57,928 55,217 -4.7%

POLICY & FINANCE: Total Expenditure

226,103 252,990 11.9%

POLICY & FINANCE: Total Income

77,332 85,366 10.4%

Net Expenditure over Income

148,771 167,624 12.7%

added professional fees to P&F so adjusted last years figures to reduce by £3k

PLANNING & HIGHWAYS

130 Neighbourhood Plan

4337 Neighbourhood Plan
Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

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

TBC A1 Boards

TBC Planter Advertising

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2024/25 Budget	Draft 2025/26 Budget	% Change
1,000	1,000	0.0%
1,000	1,000	0.0%
1,000	1,000	0.0%
2,500	2,500	0.0%
1,092	2,500	128.9%
500	500	0.0%
0	500	#DIV/0!
11,536	16,178	40.2%
650	650	0.0%
600	600	0.0%
600	600	0.0%
17,478	24,028	37.5%
0	1,100	#DIV/0!
0	1,100	#DIV/0!
0	2,200	#DIV/0!
17,478	24,028	37.5%
18,478	25,028	35.4%
0	2,200	#DIV/0!
18,478	22,828	23.5%

CIVIC & EVENTS

110 Civic Events

4331	Mayor's Allowance
4332	Civic Expenses (inc mayors reception, service, mayoral badge & remembrance
4357	Town Crier Outfit
4335	Civic Expenses
4336	Civic Service
4338	Remembrance Services
4339	National Mourning
4349	Civic Training
4350	Mayors Badge
4351	Youth Mayor
	Civic Expenses: Expenditure

Net Expenditure over Income

120 Marketing

4328	Website
4502	Events
4306	Marketing Costs
4329	Advertising
4352	Annual Report
	Marketing: Expenditure

1048	E-News advertising
1301	Filming
1049	Banner Board Income
	Marketing: Income

Net Expenditure over Income

430 Summer Fair

4502	Event Costs
4500	Event Staff Overtime
4900	Miscellaneous Expenses
	Summer Fair: Expenditure

1045	Event Sponsorship
1046	Stall Income (Events)
1094	Other Customer & Client Receipts
	Summer Fair: Income

Net Expenditure over Income

CIVIC & EVENTS: Total Expenditure

CIVIC & EVENTS: Total Income

Net Expenditure over Income

2024/25 Budget	Draft 2025/26 Budget	% Change
1,500	1,500	0.0%
1,200	3,200	166.7%
750	750	0.0%
1,200	2,000	66.7%
500	0	-100.0%
1,000	0	-100.0%
500	500	0.0%
500	500	0.0%
500	0	-100.0%
500	500	0.0%
8,150	8,950	9.8%
8,150	8,950	9.8%
2,000	1,000	-50.0%
500	500	0.0%
300	900	200.0%
500	0	-100.0%
100	0	-100.0%
3,400	2,400	-29.4%
100	100	0.0%
1,000	1,000	0.0%
1,500	2,000	33.3%
2,600	3,100	
800	-700	-187.5%
0	3,000	#DIV/0!
0	3,000	#DIV/0!
0	0	#DIV/0!
0	6,000	
0	500	#DIV/0!
0	1,050	#DIV/0!
0	500	#DIV/0!
0	2,050	
0	3,950	
13,710	17,350	26.5%
4,760	5,150	8.2%
8,950	12,200	36.3%

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle	6,600	7,000	6.1%
4203	Fuel	5,500	5,500	0.0%
4204	Road Fund License	600	600	0.0%
4305	Uniform	900	1,000	11.1%

Grounds Team: Expenditure	13,600	14,100	3.7%
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Net Expenditure over Income

13,600	14,100	3.7%
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310 Sports Park

4111	Electricity	6,500	3,000	-53.8%
4131	Rates	2,345	2,345	0.0%
4160	Changing Places	500	600	20.0%
4164	Trade Refuse	3,000	3,000	0.0%
4011	Groundsteam Training	0	2,000	#DIV/0!
4171	Grounds Maintenance Costs	10,000	10,000	0.0%

need to re-examine every three years

Sports Park: Expenditure	22,345	20,945	-6.3%
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1025	Rent & Service Charge	3,645	3,645	0.0%
1041	S/P Telephone Masts	6,383	6,383	0.0%
1043	S/P Football Pitches	3,000	3,000	0.0%
1061	S/P Court and MUGA Hire	2,500	0	-100.0%

Maintenance charges removed due to county pitch being 3G

Sports Park: Income	15,528	13,028	-16.1%
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Net Expenditure over Income

6,817	7,917	16.1%
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315 Big Park

4101	Repair/Alteration	4,000	5,000	25.0%
4102	Maintenance of Unit 14	500	500	0.0%
4111	Electricity (unit 14)	500	1,000	100.0%
4112	Gas (unit 14)	500	1,000	100.0%
4355	Wifi (Unit 14)	585	585	0.0%
4121	Rents	15,000	15,500	3.3%
4131	Rates	5,240	6,052	15.5%
4161	Cleaning Costs	10,800	11,500	6.5%
4166	Skip Hire	1,000	1,000	0.0%
4173	Fertilisers & Grass Seed	4,800	4,800	0.0%
4303	Machinery Mtce/Lease	3,500	4,000	14.3%
TBC	Advertising Costs	0	2,000	#DIV/0!
	Play Equipment Reserve	5,000	5,000	0.0%
	Big Park: Expenditure	51,425	57,937	12.7%

NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE

Take into account any min wage changes

tb	Transfer from Big Park EMR	10,000	10,000	0.0%
TBC	Advertising Income	0	2,000	#DIV/0!
	Big Park: Income	10,000	12,000	20.0%

Net Expenditure over Income

41,425	45,937	10.9%
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316 Gateway Café

4101	Repair/Alteration of Premises	2,500	4,000	60.0%
4111	Electricity	10,000	10,000	0.0%
4326	Telephones	972	972	0.0%
4355	Wifi	540	540	0.0%
4115	CCTV Maintenance	1,500	1,500	0.0%
4116	Servicing / Maintenance	1,500	1,500	0.0%

Gateway Café: Expenditure	17,012	18,512	8.8%
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1111	Electricity	10,000	10,000	0.0%
1025	Rent & Service Charge	9,179	10,000	8.9%

Gateway Café: Income	19,179	20,000	4.3%
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Net Expenditure over Income

-2,167	-1,488	-31.3%
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330 Parks & Open Spaces

4101	Repairs / Alterations	5,000	5,000	0.0%
4104	Vandalism Repairs	1,500	1,500	0.0%
4141	Water Services	5,000	5,000	0.0%
4164	Trade Refuse	500	500	0.0%
4171	Grounds Maintenance Costs	4,000	4,000	0.0%
4301	Purchase of Furniture/Equipment	2,500	2,500	0.0%
4105	Trees	3,500	3,500	0.0%
4106	Signage	0	5,000	#DIV/0!
4050	Allotment Costs	1,000	1,000	0.0%

	Amenity Area: Expenditure	23,000	28,000	21.7%
1044	Hire of the Dell	5,500	5,500	0.0%
1050	Allotment Rent	2,600	2,650	1.9%
	Amenity Area: Income	8,100	8,150	0.6%
	Net Expenditure over Income	14,900	19,850	33.2%
<u>355</u>	<u>The Hub</u>			
4103	Annual Servicing Costs	2,500	2,500	0.0%
4111	Electricity	3,000	3,000	0.0%
4112	Gas	3,000	3,000	0.0%
4355	Wifi	420	420	0.0%
4101	Repairs / Alterations	2,000	2,000	0.0%
4175	Music Licence	500	500	0.0%
	The Hub: Expenditure	11,420	11,420	0.0%
1084	The Hub	17,319	18,185	5.0%
1303	Water	150	160	6.7%
1112	Gas	270	300	11.1%
1111	Electric	270	300	11.1%
1355	Wifi	210	210	0.0%
	The Hub: Income	18,219	19,155	5.1%
	Net Expenditure over Income	-6,799	-7,735	13.8%
	LEISURE, AMENITIES & ENV: Total Expenditure	138,802	150,914	8.7%
	LEISURE, AMENITIES & ENV: Total Income	71,026	72,333	1.8%
	Net Expenditure over Income	67,776	78,581	15.9%

PERSONNEL

	2024/25 Budget	Draft 2025/26 Budget	% Change	
100				<u>General Administration</u>
4001	Salaries	473,655	530,494	12.0%
4002	ER's NIC	48,362	57,000	17.9%
4003	ER's Supn	87,740	93,000	6.0%
4004	Overtime	2,000	4,000	100.0%
4011	Office Staff Training	4,500	2,500	-44.4%
TBA	Staff costs	0	750	#DIV/0!
4212	Staff Mileage Costs	500	500	0.0%
4312	Professional Fees - Other	1,000	0	-100.0%
4310	Professional Fees - Consultancy	2,000	0	-100.0%
4334	Members Training	1,500	1,500	0.0%
General Administration: Expenditure		621,257	689,744	11.0%
Net Expenditure over Income		621,257	689,744	11.0%
PERSONNEL: Total Expenditure		621,257	689,744	11.0%
PERSONNEL: Total Income		0	0	
Net Expenditure over Income		621,257	689,744	11.0%

Moved to P&F Budget
Moved to P&F Budget

COUNCIL

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

Total Expenditure

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

Total Income

Net Expenditure over Income

**Precept
Tax Base
Band D**

2024/2025 Budget	Draft 2025/26 Budget	% Change
225,803	252,990	12.0%
18,478	25,028	35.4%
13,710	17,350	26.5%
138,802	150,914	8.7%
621,257	689,744	11.0%
1,018,050	1,136,026	11.6%
77,332	85,366	10.4%
0	0	#DIV/0!
4,760	5,150	8.2%
71,026	72,333	1.8%
0	0	#DIV/0!
153,118	162,849	6.4%
864,932	973,177	12.5%

£864,932	£973,177	12.5%
5,044.9	5,044.9	0.0%
£171.45	£192.90	12.5%

need to check P&F figure

£108,245

-£21.46

-£1.79