

George Dyson
Town Clerk

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

14th May 2025

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 20th May 2025 at 7.30pm.

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

George Dyson
Town Clerk

A G E N D A

C1364 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS

C1365 ELECTION OF MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Mayor

C1366 TO AGREE THE NEW MAYOR'S CHARITIES FOR 2025-2026

C1367 TO AGREE MAYOR'S CONSORT

C1368 ELECTION OF THE DEPUTY MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Deputy Mayor

C1369 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1370 TO APPROVE APOLOGIES FOR ABSENCE

C1371 TO RECEIVE DECLARATIONS OF INTERESTS

C1372 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 22ND APRIL 2025

C1373 TO ADOPT STANDING ORDERS

C1374 TO ADOPT FINANCIAL REGULATIONS

C1375 TO ADOPT REVISED TERMS OF REFERENCE AND SCHEME OF DELEGATION

C1376 TO RATIFY THE INCREASE TO THE MEMBERS ALLOWANCE

C1377 TO ADOPT THE FOLLOWING POLICIES

- a. Members Allowances Policy
- b. Data Protection Policy
- c. First Aid Policy
- d. Health & Safety Policy
- e. Freedom of Information Policy
- f. Social Media & Communications Policy
- g. Community Engagement Policy
- h. Biodiversity Policy

C1378 TO NOTE A REPORT ON REVISING THE COUNCIL'S COMMITTEE STRUCTURE

C1379 TO REVIEW COMMITTEE MEMBERSHIP & APPOINT CHAIRS OF STANDING COMMITTEES

- a. Civic & Community Events Committee
- b. Leisure, Amenities, and Environment Committee
- c. Personnel Committee
- d. Planning & Highways Committee
- e. Policy & Finance Committee

C1380 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS

C1381 TO NOTE THE ASSET REGISTER

C1382 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

C1383 TO APPROVE THE CORPORATE RISK ASSESSMENT

C1384 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

C1385 TO APPROVE BANKING SIGNATORIES & BACS WORKING

C1386 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

C1387 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. **Planning & Highways Committee:-**
 - i. To receive the meeting minutes of the 25th March 2025
 - ii. To receive the meeting minutes of the 15th April 2025
 - iii. To note the draft meeting minutes of the 6th May 2025
- b. **Policy & Finance Committee:-**
 - i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
 - ii. To note the draft meeting minutes of the 1st April 2025
 - iii. To note and approve the 2024/25 end of year Internal Audit report
 - iv. To approve 2024/25 Annual Governance Statement
 - v. To approve 2024/25 Annual Accounting Statement
 - vi. To receive a report from the CIL Bids TFG
- c. **Personnel Committee.**
 - i. To receive the meeting minutes of the 18th February 2025
 - ii. To note the draft meeting minutes of the 15th April 2025
- d. **Leisure, Amenities & Environment Committee:-**
 - i. To note the draft meeting minutes of the 18th March 2025
 - ii. To note the draft meeting minutes of the 13th May 2025
- e. **Civic & Community Events Committee:-**
 - i. To receive the meeting minutes of the 11th March 2025
 - ii. To note the draft meeting minutes of the 29th April 2025

C1388 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1389 TO AGREE RECOMMENDATIONS ON THE MERIDIAN MEANDER LEAFLET

C1390 TO RECEIVE AN UPDATE ON THE HUB PLANNED PROCUREMENT NOTICE

C1391 TO REVIEW MEMBERSHIP OF & RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:

- a. Neighbourhood Plan Steering Group
- b. Youth Engagement
- c. Public Rights of Way
- d. Public Safety
- e. Morrisons Development
- f. Sussex Nature Recovery
- g. Meridian Walk
- h. The Hub

C1392 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1393 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED

C1394 DATE OF NEXT MEETING - TUESDAY 24TH JUNE 2025 AT 7.30PM.

I would find it a great honour to be the Mayor of Peacehaven for the year 2025/2026. Having been Deputy Mayor this year, the time is right for me to stand. I relish the opportunity to lead a Council who puts our residents first. A Town Council, who champions local businesses, the local economy and local charities and groups. As the Mayor and chair of Council I would encourage our residents to be proud of the area we live in while being respectful of our beautiful countryside and green spaces.

Having been coopted in my first term, I have been an Independent Councillor for the last 6 years and I was duly elected by vote 2 years ago. Currently, I chair the CCE committee which has been highly active in the past year holding some highly successful events. My experience as both chair and Councillor stands me in good stead to represent the town of Peacehaven in the coming year. Being a proven and competent public speaker I know I can chair any meeting without bias. Having adjusted my work schedule, I can now give more of my time to council duties.

I currently sit on the working group helping to combat isolation. As part of this I have had the pleasure for the last two years of running the of the Welcome Cafe. This has offered free tea, coffee and advise to anyone in the community helping to raise our public profile while assisting our residents. I will be volunteering my time again this September when the service is most needed over the Winter months.

In previous jobs, I have worked as a door supervisor on very busy doors in Brighton and run pubs, clubs and restaurants. These valuable life skills I have picked up have all given me the knowledge I have today. I have also done staff appraisals prior to becoming a Councillor. This is one of the reasons I sit on the personnel committee. I currently run a Craft Market every Sunday at Saltdean Lido where I meet a lot of interesting and talented crafters. Should I be elected, the arts and crafts connections I have could be very useful in creating greater collaboration with the artisan scene in our area making Peacehaven a more creative place to live and work.

I am the admin for the Friends and Neighbours of Cinque Foil and The Bricky Facebook page which offers advice and connections for those in my local area. We have organised litter pics, best kept garden competitions and even a Christmas light switch on. I am also an active patron of The Peacehaven Players. Peacehaven has various local groups and organizations which I plan to collaborate with.

If elected, I would like to nominate Care for Carers, and a youth charity connected to the Joff as my charities. Care for Carers are there to assist those who have nowhere else to turn when caring for a loved one. They offer local support and advise for them, so they do not feel isolated and can access help with their wellbeing. Supporting the Joff gives the youth in Peacehaven a huge boost, offering them lifechanging support and helping them reach their true potential in life. I am looking forward to being more involved with some of the youth orientated aspects of being The Mayor.

I have chosen a consort if elected and will introduce him to you at our annual meeting. I have been proposed by: Cllr Wood and seconded by Cllr Harman.

Thank you for taking the time to read this - Cllr Wendy Veck

Statement to support my application for the role of Mayor 2025/26

To enable a mayor to fulfil the civic role, one needs to be available virtually at anytime during the day, evening and weekend! To be accommodating to every organisation, business or charity goes a long way in achieving your commitment. It is a commitment, the mayor represents the town, whether at local functions or fulfilling their civic duties.

From my regular articles in the Peacehaven News magazine and annual report, you'll see that I have achieved many of the projects I set myself when elected last May.

I thrive on being involved in community development, events and projects. I very much look forward to the opening of the newly renovated Joff Youth Centre and working with Lee and Izzy to help the youth in our town.

I am enthused that the consultation for the Hub development is underway and will ensure that the community is well informed about the progress of the project.

The drive I witness each time I attend the chamber of commerce breakfast meetings, is amazing, even for a 7.00am start, I would like to continue this connection. Members were a great support to me over the past year, by donating lamps for D Day, (which were used again for V E Day 80), attending the PCS careers fair and luncheon, and with a direct donation to Seahaven Community Food.

We have interesting times ahead of us; with enhancing our own buildings and hopefully with the forthcoming Morrisons development. I would like to be at the forefront of these projects.

Of course, we know that next year we will see a Unitary Authority, with an overall Mayor for East & West Sussex and Brighton & Hove. However, local councils will remain and will probably take on more responsibilities. We at town level will need to prepare for this change.

I feel confident that with my chairing skills and ability to communicate will lead us in good stead and ready for this new regime.

I have made some great links with our local organisations and would like to see them develop further, perhaps with more interaction with our schools. I feel that I have already made progress in bringing the community closer, but there is a lot more work to be accomplished.

I have thoroughly enjoyed volunteering over the past two years for the charity, Peacehaven Community Supermarket (SCDA), whom I also supported during my term as Mayor and will be continuing with this in the future. Therefore, if re-elected my fundraising efforts will remain with this organisation.

I would however, encourage all Peacehaven organisations and charities to apply for a PTC grant, which is available every April and November.

Whatever is decided through council about the revised fundraising strategy, my team of volunteers will comply to make all events successful.

Please consider supporting my application to enable me a second term as Chair of Peacehaven Town Council.

Thank you.

Debbie

Cllr Deborah Donovan
West Ward

Proposer:

Jane CHETA.

Max Rosser

Signed



Max Rosser

Date:

06/05/2025.

07/05/2025

PEACEHAVEN TOWN COUNCIL



MAYORS' HANDBOOK **May 2024 - 2025**

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The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their civic duties. It does not supersede or take preference over Peacehaven Town Council's standing orders.

1 Introduction

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

2 Election of Mayor and Deputy Mayor

The Mayor and Deputy Mayor must be members of the council.

The election of Mayor is the first item of business at the annual council meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Section 15, Local Government Act 1972).

Unless they have resigned or been disqualified, the outgoing Mayor continues in the post until their successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the Annual Council Meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor nor Deputy Mayor is present, the members present shall elect another member of the council to preside.

The person presiding at the annual council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

3 Mayor's Role

The Mayor and Deputy Mayor will be elected by the council annually. The Mayor shall be available for an official photograph within 2 weeks of being elected.

The Mayor and, in their absence, the Deputy Mayor will have the following responsibilities:

- To chair council meetings.
- To focus his/her activities on the communities of the town and, by focusing on the council's priorities, strengthen its links between those local communities and the council.
- To act as an enabler and ambassador by arranging meetings between the council and other parties for the benefit of the town, coordinated for them by the Civic Officer.

The Mayor may call an extraordinary meeting of the council, subject to provisions in the council's standing orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 2 members of the Council, those 2 members may call an extraordinary meeting.

The Mayor's **Consort** must be over 18 years of age.

The Mayor/Deputy Mayor is required to attend events organised by Peacehaven Town Council.

When the Mayor attends an event to which they have been invited they may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Members' Code of Conduct, any such gifts must be reported to the Civic Officer in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the civic budget.

The Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

Outgoing Mayors will be presented with a Past Mayors Badge, and Deputy Mayors will be presented with a gift as a token of appreciation on completion of a full term of office.

4 Deputy Mayor's Role

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in their own right but only when deputising for the Mayor. The Deputy Mayor does not wear their chain of office when the Mayor is attending the same function.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Civic Officer). If the Mayor cannot attend, it may be appropriate to pass on the invitation to the Deputy Mayor, at the discretion of the Civic Officer.

On the rare occasions when the Deputy Mayor is invited to a function in their own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

5 Written and Verbal Protocol

The full title of the Mayor is **The Worshipful the Mayor of Peacehaven or the Mayor of Peacehaven.**

The Mayor shall be addressed as: **Dear Mr Mayor** or **Dear Madam Mayor**

6 Chain of Office

The chain of office was designed and made by a local company Studio Crafts in 2003, which is no longer trading, however the jeweller remains local. Each of the links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the chain of office is a unique piece of regalia.

Any alterations or additions will need to be ratified by Full Council.

The chain of office should only be worn when the Mayor is undertaking official duties in their capacity as Mayor.

The chain of office may be worn where an official invitation has been received for events within the town where the Mayor and Civic Officer considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the chain, **and it shall be worn only when invited to do so.** If this permission is not forthcoming, the chain of office cannot be worn, nor badge of office.

The Mayor enjoys precedence in their own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the chain during their term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

The Deputy Mayor will wear their chain of office whilst deputising for the Mayor.

7 Individual Requirements

The Mayor and Deputy Mayor should inform the Civic Officer and the Town Clerk of any health condition or disability at the start of their term, for which the Civic Officer will arrange any reasonable adjustments.

The Mayor and Deputy Mayor should inform the Civic Officer of any dietary requirements at the start of their term.

8 Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed at all engagements.

9 Social Media

The Civic Officer will manage the Mayor's twitter account and will promote Mayoral events on Peacehaven Town Council's website, Facebook, Instagram and LinkedIn accounts, in co-ordination with the Communications Officer.

It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.

10 Political Activities

The Mayor's role is **apolitical; political points should not be made**. The Mayor should not attend any political gatherings in their capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet drop or conduct electioneering during their entire term of office.

11 Conduct

The Mayor, when performing official duties, is the visible presence of the council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a consort should be discussed by the Civic Officer with the Mayor, to ensure the consort has adequate understanding of the conduct expected by the council.

In the event of misconduct by the Mayor or Deputy Mayor, the Civic Officer or Town Clerk will seek advice from ESALC (East Sussex Association of Local Councils) and NACO (National Association of Civic Officers) and report to the relevant Committee.

Any misconduct by the Mayor or Deputy Mayor which constitutes a breach of the Members' Code of Conduct should also be reported to the Monitoring Officer at Lewes District Council.

12 Promotion of the Council

The Mayor has a key role in acting as ambassador, promoting the town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the council's official representative, hosting events that recognise achievement and/or service by members of the community, promoting the town or their charity on social media (via the Civic Officer) by video or helping achieve a closer relationship or understanding with organisations in the town.

If two invitations are received at the same time and the dates coincide, then the one concerning Peacehaven should take precedence over any invitation coming from outside the town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the county of Sussex are to be approved by the Mayor and Civic Officer, at the discretion of the Civic Officer.

All overseas visits are to be approved by Full Council.

13 Christmas Cards

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's allowance, or as an alternative an e-card can be sent.

14 Mayor's Allowance

The council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Finance Officer within 28 days.

15 Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political, non-discriminatory and should benefit residents of the town. Monies must not be donated to profit making businesses established for that purpose.

16 Mayor's Charity Administrative Arrangements

To clarify the relationship between the Mayor's charity appeal and the council's accounts and to give Officers clear direction as to regarding their role, the following provisions are suggested.

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominately from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community of Peacehaven.

A separate cost centre (on the integral RBS accounting system) will be used for the Mayor's Appeal, run by and overseen by the Finance Officer.

Where more than one charity is nominated it will be assumed that all monies received will be divided equally, unless specified by the current Mayor and confirmed by resolution of the Policy and Finance Committee.

Income generated will be assumed to be for the Mayor's Appeal as a whole and divided equally. If one of the nominated organisations puts on a specific event (publicised clearly for their benefit with the support of the Mayor) income received at that event may be allocated specifically to that particular charity. Such arrangements will be reported to the Policy and Finance Committee at the earliest opportunity.

The total income collected (and how it has been divided between the nominated charities) will be reported to the Policy and Finance Committee at the end of the Mayoral year. Cheques to the nominated charities will be presented to representatives at the Mayor's Reception. If the nominated charity is unable to send a representative to the Mayor's Reception, arrangements will be made to send the cheques by 31st May at the latest.

The council's internal auditor will be asked to include a review of management of the Mayor's charity and of the close accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm acceptance of these arrangements.

17 Engagements and Diary

On receipt of an invitation for the Mayor, the Civic Officer will forward the Mayor a copy at the earliest opportunity, including details of whether a speech is required. The Mayor must inform the Civic Officer of whether they wish to accept the invitation as soon as possible, and within 7 days at the latest.

The Mayor should keep a record of engagements and also inform the Civic Officer of dates and times that they are unavailable for Mayoral duties, to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic Officer will confirm the Mayor's/Deputy Mayor's attendance. If the Mayor and Deputy Mayor are unavailable, the invitation is to be declined. A

Mayoral engagement form for all events should be completed and sent to the Mayor with the invitations, along with the scoring Civic invitation form (see attached copies).

If the Civic Officer has confirmed acceptance and the Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Officer to ensure an apology to be sent on the following working day. Following the attendance at any engagements, a 'thank you' email will be drafted by the Mayor and sent by the Civic Officer, on Mayoral headed paper.

18 Mayor's Events

The Civic and Mayor's events are organised by the Civic Officer with the help from other Council Officers. There are to be fixed Mayoral events during each year. Other events can be organised by the Civic and Community Events Task & Finish Group; The main fixed events are:

- Mayoral Reception – April (or March in a year of elections)
- Civic Service - prior to 1 July each year
- Remembrance Day - November
- Winter Event – December

At the beginning of the Mayor's term of office, the Mayor must nominate a team of up to 10 volunteers to help support the Town Council office staff with the preparation, running and clearing up at Mayoral events. This support will be co-ordinated with the Civic Officer 5 volunteers should attend each event.

Sponsorship for the events will be sought by the Mayor and Civic Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Participation in events within and beyond the town shall be co-ordinated by the Civic Officer on behalf of the Mayor.

To ensure that an imbalance is not created between attendees at events, the Civic Officer will manage the guest list, limiting dignitaries to adjoining towns only.

The Civic Officer will issue press releases relating to any events organised on behalf of the Mayor.

18.1 Mayoral Reception

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals and businesses that support community life in the town. Appropriate food and drink shall be provided from the Mayor's reception budget. At an appropriate time during the event, the Mayor shall make a short speech to those present.

The event will be hosted by the outgoing Mayor towards the end of the Civic year, at a date to be agreed by the Mayor and Civic Officer. It will be held in the Main Hall of Community House.

Invitations to be sent to all Peacehaven Town Councillors, all Peacehaven Town Council staff, local dignitaries (i.e., local Mayors of Lewes, Seaford, Newhaven and Telscombe) local organisations,

individuals and local businesses that support community life in the town. Entertainment will be sourced, and a price negotiated by the Civic Officer.

Catering is to be organised and booked by the Civic Officer within the civic budget. All endeavours will be made to keep the cost to a minimum for both entertainment and refreshments, with the total cost to come from the Mayor's reception budget.

18.2 Civic Service

The Civic service is to be held before 1 July each year. The Civic Officer will organise the details. It will be held at a venue of the Mayor's choosing.

18.3 Remembrance Day

The Remembrance Day event will be held at the War Memorial in Meridian Park on the second Sunday of November each year. The Civic Officer will organise the details, working in association with local churches & schools and the Royal British Legion. Refreshments will be served afterwards in Community House.

The Mayor is expected to attend the Remembrance Day Parade & Service. The Deputy Mayor will be expected to attend if the Mayor is unavailable but can attend in the role of Councillor.

18.4 Winter Event

A winter event, such as a Carol concert, Christmas Market, Frost fair, or other winter time celebratory event is customary. The nature of the event should be discussed by the Civic and Community Events Task & Finish Group and agreed at Committee.

18.6 Other events

In addition to the fixed events detailed above the office will be able to support a maximum of three other events during the year. These events will be decided by the Mayor in discussion with the Civic Officer at a meeting each year before the end of June, to ensure that there is sufficient time to plan and organise the events.

19 Declaration

I Cllr _____ as **Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

SIGNED: _____ **DATED:** _____

I Cllr _____ as **Deputy Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

SIGNED: _____ **DATED:** _____

Sources of Reference used: *Civic Ceremonial – Paul Millward*

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of Mayor

of Peacehaven Town Council

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council

Statement of proposal for Deputy Mayor

Peacehaven Town Council

I am writing to express interest for the position of Deputy Mayor of Peacehaven. With three years of dedicated service as a councillor behind me , I have been gaining a better understanding of our community's needs and aspirations, I feel I would like to take on this leadership role to further our councils shared goals.

Throughout my personal working career I've experienced many different roles , I have demonstrated a strong commitment to the principles of leadership, communication, and integrity when it is required in each situation, I am very adaptable to my surroundings and can apply these skills for working alongside the mayor in any capacity that is required with guidance and support from the town council staff as I appreciate there are protocols in place for this position.

As a self-employed artist, one of my contributions to the town was a mosaic installation in 1999, The Mosaic roundabout, a project that reflects my belief in the importance of community-focused initiatives. This artistic endeavour was not just about beautifying our environment; it was a testament to my dedication to fostering local pride and engagement, as I intend to create more inclusive artwork within our town in the coming months and years to entice young and old away from screens and find their creative side.

Some previous experience I had was running a busy art café . I understand the nuances of working collaboratively, motivating others, and creating a positive atmosphere where everyone feels valued. As chairperson of the local community garden and a participant in the community orchard, I have nurtured partnerships that bring people together, showcasing the power of collective action.

In addition to my artistic contributions, being on the Community and events committee I have been involved in organising significant community events, such as the D-Day and VE celebrations. These events not only honour our history but also strengthen our community bonds. I have also provided free face painting for children during themed local council events, helping to raise funds for the mayor's charities. This involvement reflects my commitment to service and my desire to give back to the community that has given me so much.

My vision for Peacehaven is one where every voice is heard, and every individual feels they have a sense of belonging .

As Deputy Mayor, I will leverage my experience and skills to create inclusive opportunities for all residents, ensuring that our community thrives.

Thank you for considering my application. I am excited about the opportunity to contribute further to Peacehaven's growth and development as your Deputy Mayor.

Sincerely,

Aimee Harman

I would like to put my name forward for the post of Deputy Mayor.

My proposer is Cllr Debbie Donovan, my seconder is Cllr Isobel Sharkey

Kind regards

Ian Alexander

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of Deputy Mayor

of Peacehaven Town Council

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council

George Dyson
Town Clerk

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



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

Minutes of the Extraordinary Full Council meeting held in the Anzac Room, Community House on Tuesday 22nd April 2025 at 6.00pm.

Present: Cllr Debbie Donovan (Chair), Cllr Wendy Veck (Vice Chair), Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Simon Studd, Cllr Nikki Fabry, Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Max Rosser.

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer)

1 member of the public was in attendance.

C1357 MAYOR/CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 6pm, welcomed everyone to the meeting, read out a statement on Civility & Respect, ran through the building fire procedures, and asked that mobile phones be put onto silent.

C1358 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1359 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ashby Parkin, Cllr Davies informed Council that Cllr Cheta had also given apologies.

C1360 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1361 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 8TH APRIL 2025

Proposed by: Cllr Sharkey **Seconded by:** Cllr Veck
The minutes of 8th April 2025 were **agreed** and **adopted**.

C1362 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

The Clerk informed the Council that one of the applicants had been in contact this afternoon to withdraw their application, so there is now just one candidate for co-option, although noted that the Council is not obliged to co-opt.

Libbee Bradley, the candidate for co-option, introduced herself to the Council, the Chair then asked some questions to the candidate on behalf of the Council, which had been selected from questions submitted in advance from members.

It was proposed that Council co-opt Libbee Bradley to fill the casual vacancy in West Ward.

Proposed by: Cllr Rosser

Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this by majority vote, with 3 abstentions.

Libbee Bradley then signed the declaration of acceptance of office, witnessed by the Clerk, as well as the members code of conduct. Cllr Bradley then took her place at the table.

C1363 DATE OF NEXT MEETING - TUESDAY 20TH MAY 2025 AT 7.30PM.

The next meeting was confirmed as 20th May 2025 at 7.30pm.

There being no further business, the meeting was closed at 18:21.



Peacehaven Town Council Standing Orders

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Adopted by Council on

INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chair" and "vice-chair" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor".

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- i. Voting on an item may be by signed ballot if Council resolves to do so prior to a motion being proposed. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent, noting those that have given apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee

meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of three hours.
- y Apologies for absence must be received by the Proper Officer, or other nominated Officer, prior to the start of the meeting for which apologies are being given.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend, substitute members shall have full rights for voting;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Proper Officer of the nomination.
- f All Councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but shall not have a vote. Non committee or sub-committee members shall be excluded for confidential items, unless the chair grants express permission to remain.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee[or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least fourteen clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on

the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d If any member is aware of a pecuniary or non-pecuniary interest which another member has failed to declare, they should inform the meeting Chair during the agenda item for declaring interests. The Chair will then give the member with the possible interest the opportunity to reconsider whether they wish to declare it or not.
- e When applying Standing Order 13d, care should be taken to not publically state details of another members interests, which may be sensitive. In applying this standing order the member should only make reference to the item on the agenda which the other member may have failed to make a declaration about.
- f **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- g A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- h A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- i Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- j **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email to an email address set up specifically for tender submissions;
 - v. tenders shall be opened by an Officer of the Council in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel committee or, if they are not available, the vice-chair (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of the Personnel committee or in their absence, the vice-chair and the chair of Council or in their absence, the vice-chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The targets set shall be reported to Council at the next suitable meeting.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chair or vice-chair of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors will, where possible, attend all training delivered by, or on behalf of, Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.
- f Councillors who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.

PEACEHAVEN TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000.

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO 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.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 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.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or an authorised signatory 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 Policy & Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO/Clerk will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance committee no later than the end of November each year.

- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall try to seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. No individual member or group of members outside of a committee or council meeting is authorised to purchase any goods on behalf of the council.
- 5.12. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 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 or Chair of the appropriate committee, 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/SLA's, 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
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. 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.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO
- 5.22. Purchase orders should be provided for all orders.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) will be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Policy & Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance committee.
- 6.9. The RFO shall present invoices requiring authorisation to two authorised signatories for signing. The Policy & Finance committee shall be informed of the payments list retrospectively.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. Copies of the relevant invoices, shall be presented to two authorised signatories for payment authorisation
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors and or the Clerk who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next Policy & Finance meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised

members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a credit limit of £1,000.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card account opened by the council will be specifically restricted to use by the Clerk and RFO. Any Trade Card can be used by any

employee of council only with line manager approval and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff should not be used under any circumstances

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals

banking such cash. Cash should be banked using a secure cash collection service wherever possible.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets over £100 and all Investments are kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Peacehaven Town Council

Terms of Reference & Schemes of Delegation

- 1. Introduction**
- 2. Standing Committees**
 - 2.1. Civic and Community Events**
 - 2.2. Leisure, Amenities, and Environment**
 - 2.3. Personnel**
 - 2.4. Planning and Highways**
 - 2.5. Policy and Finance**
- 3. Officers**
 - 3.1. Town Clerk**
 - 3.2. Responsible Financial Officer**
- 4. Civic**
 - 4.1. Mayor of Peacehaven**

1. Introduction

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities. Authority to make decisions cannot be delegated to an individual Councillor or group of Councillors outside of a committee.

In addition to legislation, the business of the Council is governed by its adopted Standing Orders and Financial Regulations.

The Chair and Vice Chair of Council will also be ex-officio members with full voting rights of every Committee.

The Council cannot delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence

- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

2. Standing Committees

2.1. Civic and Community Events

Membership

The Civic and Community Events Committee shall have a maximum of nine (9) members.

The Chair or Vice-Chair of Council shall not stand as Chair or Vice-Chair of this Committee.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Civic and Community Events Committee shall meet at least five (5) times per year.

Terms of Reference

- Supporting the Civic Office in the day-to-day organisation of the agreed events.
- The management, organisation, and facilitation of Council led events (both Civic and Community)
- Publicity of the Council, including through the website, Peacehaven News, Social Media channels, printed media, and any other council publicity.
- Increasing income streams, including for fundraising purposes, within areas under the Committees terms of reference.
- The management of the council's Civic responsibilities.
- Increasing levels of public engagement with the council.

Scheme of Delegation

- To **decide** the number and type of civic events held during the year.
- To **decide** the number and type of large mayoral fundraising events held during the year.
- To **agree** and regularly review the council's marketing strategy.
- To **ensure** adequate risk assessments are completed for all events.
- To **agree** and regularly review the council's publications.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **review** the success of events, including attendance levels and charitable profit made.
- To **review** regularly and strengthen communications with the Community effectively via the Councils Media platforms.
- To **consider** the environmental implications of Committee decisions.

2.2. Leisure, Amenities, and Environment

Membership

The Leisure, Amenities, and Environment Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Leisure, Amenities, and Environment Committee shall meet at least five (5) times per year.

Terms of Reference

The maintenance, management, and improvements of outdoor facilities. This includes:

- Parks and PTC owned or managed Greenspaces throughout the Town
- Environmental Issues
- Playgrounds and Play Equipment
- Recreation Grounds and Sports pitches and facilities
- Seats and litter bins (other than those on public highways)
- The Town Council banner board
- Car parking provision and Centenary Park
- Council owned buildings (excluding Community House)

Making decisions in line with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast

Scheme of Delegation

- To **create and monitor** a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- To **manage** the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To **determine** annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- To **manage** the provision of recreational facilities.
- To **monitor** safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- To **recommend** to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **advise** on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To **recommend** to the Policy & Finance Committee on matters relating to leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- To **report** progress against the Council's Internal and Community Business Plans.
- To **consider** the environmental implications of Committee decisions.

2.3. Personnel

Membership

The Personnel Committee shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Personnel Committee shall meet at least five (5) times per year.

Terms of Reference

Overseeing matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Dealing with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees.

Scheme of Delegation

- To **approve** adverts, job descriptions, personnel specifications, and salary terms for staff vacancies.
- To **agree** interview panels **or delegate** authorisation to senior employees (as appropriate) in accordance with agreed council policy.
- To **review** the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary.
- To **assess** and act where necessary in respect of staff grievances in accordance with agreed council policy.
- To **assess** and act where necessary in respect of staff disciplinary in accordance with agreed council policy.
- To **approve** annual salary increases in accordance with the requirements of Financial Regulations.
- To **recommend** to Full Council the appointment or dismissal of Council employees.
- To **recommend** to the Policy and Finance Committee updates to the employee handbook and any other personnel related policies or procedures.
- To **consider** the environmental implications of Committee decisions.

2.4. Planning and Highways

Membership

The Planning and Highways Committee shall have a maximum of nine (9) members, where possible this should include at least one member from each ward.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Planning and Highways Committee shall meet at least once per month, except where there are no new planning applications or other business to be transacted.

Terms of Reference

To consider and comment on every planning application affecting Peacehaven. This includes:

- Planning applications
- Tree works applications
- Highways matters & issues
- Public transport

The management, maintenance, and improvement of PTC owned highways related facilities and furniture within the public realm, including:

- Bus shelters
- Bins
- Planters
- Lampposts and lighting
- Bollards
- Other PTC owned or managed street furniture.

Applications of a large or contentious nature may be referred to an extraordinary meeting of Full Council at the Discretion of the Chair of Council.

Scheme of Delegation

- To **comment** to the Local Planning Authority on applications for planning permission.
- To **comment** in respect of appeals against the refusal of planning permissions.
- To **agree** recommendations regarding street names.
- To **monitor** the Town and other developmental plans and the making of all appropriate representations.
- To **facilitate** economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies.
- To **comment** to the appropriate Planning Authority in respect of other planning matters not otherwise referred to.
- To **comment** to the appropriate authority in respect of highway matters and public transport services.
- To **comment** to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally.
- To **manage** the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be **responsible** for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **agree** the frequency and the contractor for highway grass verge cutting on an annual basis.
- To **consider** the environmental implications of Committee decisions.

2.5. Policy and Finance

Membership

The Policy and Finance Committee shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council and Chairs of the other Standing Committees.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Policy and Finance Committee shall meet at least five (5) times per year.

Terms of Reference

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/ setting of fees & charges
- Premises & Capital Assets, including Community House and its operation
- Capital projects and spend
- Licences, leases and agreements (other than Allotments)
- Monitoring and overseeing Corporate Governance arrangements
- Grant requests

Scheme of Delegation

- To **recommend** on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference).
- To **review** and **adopt** appropriate policies to support the day-to-day administration of the council.
- To be **responsible** for matters not specifically delegated to any other standing committee.
- To **ensure** risk assessments are undertaken as appropriate.
- To **ensure** the council has adequate insurance.
- To **review** and update the Council's Asset register.
- To **agree** the Council's insurance requirements.
- To **be lead committee** in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- To **review** annual Committee budget estimates on all Terms of Reference referred to above not later than December.
- To **manage** and **monitor** at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- To **prepare** annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole.
- To **consider** and **decide** on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
- To **support, monitor** and **implement** the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- To **oversee** all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
- To be **responsible** for Community House.
- To actively **seek** external funding where possible to support Town Council functions.
- To **monitor** general reserves to ensure that they remain in line with national guidance and audit requirements.
- To **consider** the environmental implications of Committee decisions.

3. Officers

Terms of Reference for Officers are as laid out in job descriptions and statements of particulars.

3.1. Town Clerk

Scheme of Delegation

- To **act** as the Proper Officer¹ of the Council in carrying out all of its functions and to issue all notifications required by law.
- To be **responsible** for giving clear and accurate guidance to Councillors, including the Chair, to enable legal and considered decisions to be made.
- To be **responsible** for receiving correspondence on behalf of the Council and responding to, dealing with, or bringing correspondences to the attention of the Council as required.
- To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.
- To **make orders and incur expenditure** within authorised budgets.
- To **be accountable** for the effective management of all of the Council's resources.

¹ The responsibilities delegated by Council to the Proper Officer are as defined in Standing Order 15b.

- To have **overall responsibility for the Council's administrative service**.
- To **act as a general manager** in respect of all of the Council's services, projects and initiatives.
- To **assume overall responsibility for the supervision of the Council's staff**, in keeping with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.
- To **ensure** that the contractual arrangements with the Council's contractors are organised on an acceptable basis.
- To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.
- To be **responsible** for the Health, Safety, and Welfare of persons affected by the Council's undertakings.
- To **act** as the representative of the Council as required.
- To be **responsible** for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council.

3.2. Responsible Financial Officer

Scheme of Delegation

- To **act** as the Council's Responsible Financial Officer as defined by the Local Government Act 1972 in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.
- To **make orders, incur expenditure and process payments** within authorised budgets.
- To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.
- To **act** as the representative of the Council as required.
- To be **responsible** for preparing financial forecasts for the council and making recommendations to the Council regarding the required precept in the following year.
- To be **responsible** for assisting the council to secure economy, efficiency and effectiveness in the use of resources.
- To **ensure** that the Council has a sound system of internal control and management of risks.
- To **ensure** that financial control systems are observed, and that the Council's accounting records are kept up to date.
- To be **responsible** for all matters relating to internal or external audits.

4. Civic

4.1. Mayor of Peacehaven

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

George Dyson
Town Clerk

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Committee:	Full Council	Agenda Item:	C1376
Meeting date:	20 th May 2025	Authors:	Town Clerk
Subject:	Increase to Members Allowance		
Purpose:	To Ratify		

Recommendation(s):

To ratify the decision taken at Full Council on 8th October 2024 to set the basic members allowance at £500.

1. Background

The Local Authorities (Members Allowances) (England) Regulations 2003 allows Town & Parish Councils to pay an allowance to elected members. When setting the allowance, the Town Council should take into consideration the guidance of the remuneration panel when setting this.

Council agreed and subsequently budgeted £500 per member per year for the members allowance. This now needs to be ratified ready for this years payments.

Councillors do not have to accept the allowance and can forgo all, or part, of the allowance by informing the Clerk.

2. Options for Council

- a. To ratify the decision taken under item C1277b on 8th October 2024.

3. Reason for recommendation

In line with required procedure.

4. Expected benefits

Helping to make being a Councillor accessible to everyone, helping fill casual vacancies when they occur.

5. Implications

5.1 Legal	The Local Authorities (Members Allowances) (England) Regulations 2003
5.2 Risks	Public perception of precept increase to cover cost. Ensuring that councillors are not out of pocket carrying out their roles
5.3 Financial	£8500 per year.
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	In line with publication scheme.
5.12 Equality & Diversity	Allowance available to all elected members.

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? Efficiency and sustainability of Town Council resources
--

7. Appendices



Peacehaven Town Council

Members' Allowances Policy

Contents

1. Introduction
2. Types of allowance
3. Setting levels of allowances
4. Procedure and payment
5. Agreed allowances for Peacehaven Town Council
6. Policy adoption and review

1. Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

2. Types of allowance

2.1. These regulations allow Town and Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members **do not** qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.

2.2. The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

2.3. The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling the chairman to meet the expenses of their office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

2.4. The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council.

3. Setting levels of allowances

3.1. Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority.

3.2. When convened, a parish remuneration panel will produce a report making recommendations including:

- The amount of basic parish allowance payable to elected members
- The amount of chairman's allowance payable (if different to the basic parish allowance)
- The amount of travelling and subsistence allowance payable

3.3. Parish and Town Councils must take into account these recommendations when setting their levels for allowances.

4. Procedure and payment

4.1. Payment of the basic parish allowance will be made quarterly in arrears to eligible members. Payment of the chairman's allowance will be made in accordance with the Mayor's Handbook arrangements. Travel and subsistence allowances are treated as expenses, and reclaimed via an expenses claim form.

4.2. When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

4.3. At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

4.4. A member is able to elect in writing to the Town Clerk that they wish to forgo all or part of their entitlement to the allowances.

4.5. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

5. Agreed allowances for Peacehaven Town Council

5.1. Peacehaven Town Council pays allowances under the applicable legislation as below:

- A basic parish allowance to all eligible members - Local Authorities (Members' Allowances) (England) Regulations 2003
- A chairman's allowance - Local Government Act 1972 s.15 (5)
- A parish travelling and subsistence allowance to all members - Local Authorities (Members' Allowances) (England) Regulations 2003

5.2. The level of allowances will be set annually by the Council and will need to be considered as part of the budget setting process. The council will take into account the recommendations of the parish remuneration panel when setting their levels for allowances.

6. Policy adoptions and review

This policy shall be reviewed annually, or following any changes to legislation affecting the contents of this policy.

Policy adopted:

Review Date:



Peacehaven Town Council

Peacehaven Town Council – Data Protection Policy

1. Introduction

2. Scope

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Appendix 1 – Subject Access Request Procedure

1. Introduction

Peacehaven Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.

2. Scope

This Data Protection Policy applies to all Council employees, Councillors, volunteers, and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

3. Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

4. Data Protection Legislation

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

4.1 Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

4.1.1. Lawfulness, Fairness & Transparency – processed lawfully, fairly and in a transparent manner in relation to the data subject.

4.1.2. Purpose – Collected for specified, explicit and legitimate purposes and not further pro-cessed in a manner that is incompatible with those purposes.

4.1.3. Data Minimisation – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4.1.4. Accuracy – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

4.1.5. Storage Limitation – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

4.1.6. Integrity and Confidentiality – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up as specified with the Council's contract with Northstar IT, including on and offsite back-ups.

4.2 Lawfulness of Processing

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

4.2.1. Consent

i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.

ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

4.2.2. Legitimate interests

i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.

ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.

4.2.3. Contractual necessity

Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

4.2.4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

4.2.5. Vital Interests

Personal data may be processed to protect the 'vital interests' of the data subject e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

4.2.6. Public Interest

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.3 Individual Rights

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below:

4.3.1. Right to access personal data the Council holds on you – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.

4.3.2. Right to correct and update the personal data the Council holds on you – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.

4.3.3. Right to have your personal data erased – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.

4.3.4. Right to object to processing of your personal data or to restrict it to certain purposes only – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.

4.3.5. Right to data portability (personal data transferred from one data controller to another) – You have the right to request that the Council transfer some of your data to another controller.

4.3.6. Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained – You can withdraw your consent easily by telephone, email or by post.

4.3.7. Right to lodge a complaint with the Information Commissioner's Office – You can contact the Information Commissioner's Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a 'Subject Access Request') or any similar requests as above is set out as an addendum to this policy.

5. Roles & Responsibilities

5.1. Data Protection Officer

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

The Council does however have an internally appointed Data Protection Officer, the Responsible Finance Officer, who is responsible for the following tasks:

5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person's obligations under the legislation.

5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.

5.1.3. Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.

5.1.4. Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

5.1 Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

5.2 All Staff & Councillors

All staff and councillors will ensure that:

5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.

5.3.2. The rights of data subjects are respected at all times.

5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.

5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.

5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.

5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.

5.3.7. Personal information is recorded accurately and is kept up to date.

5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.

5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.

5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

5.4. Contractors and Employment Agencies

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

5.5. Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

6. Data Protection Legislation

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

7. Information Requests

7.1. Personal Data

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally.

The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

7.2. Non-Personal Data

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at www.peacehaventowncouncil.gov.uk and individuals are encouraged to first look on the website for the information they seek.

8. Complaints

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.

APPENDIX 1: Subject Access Request Procedure

1. What is a Subject Access Request?

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

2. How do I submit a SAR?

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as 'subject access' or 'data protection legislation'.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to townclerk@peacehaventowncouncil.gov.uk, requests may however also be submitted via the Council's website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the 'data subject')
- b. The information/data you are requesting (the 'personal data')
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc.

3. What process will the Council follow to respond?

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject's personal data that is being re-requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are request-ing? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.
- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data can-not be filtered, the

Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

Responding to a SAR

h. Respond to a SAR within one month after receipt of the request:

(i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month

(ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.

i. Where possible, the Council will include the following in its response:

(i) The purpose for processing this data;

(ii) The categories of personal data concerned;

(iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed;

(iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;

(v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;

(vi) The right to lodge a complaint with the Information Commissioner's Office;

(vii) If the data has not been collected from the data subject, the source of such data;

j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.

k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.

l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.

m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.

n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

4. How will I receive the information?

Wherever possible, the Council will provide the information in the requested format.

The Council may decline to supply information via the requested format if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

5. Will there be a cost?

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

6. Can the Council refuse to comply with a request?

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

7. What data is exempt from a SAR?

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

8. What if I am unhappy with the response received?

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.



Peacehaven Town Council

First Aid Policy

Contents

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 - vi. First Aid Treatments
 - vii. Protection for First Aiders
5. Monitoring the Policy
6. Records and reporting lines
7. Policy Review

Appendix 1: HSE guidance on numbers of First Aiders

Appendix 2: Contents of First Aid kits

1. Introduction

Peacehaven Town Council is committed to ensuring that all employees, contractors, and visitors have access to a suitable and sufficient First Aid provision, this policy will set out how we intend to do this.

2. Definitions

Appointed Person – A person who has attended a 2 hour Appointed Person course (or higher).

Emergency First Aider – A person who has achieved a Level 3 Emergency First Aid at Work qualification (6 hour course).

First Aider – A person who has achieved a Level 3 First Aid at Work qualification (18 hour course).

Paediatric First Aider – A person who has achieved a Level 3 Paediatric First Aid qualification (12 hour course).

Anaphylaxis First Aider – A person who holds a Level 3 Management of Anaphylaxis qualification

Catastrophic Bleed Control First Aider – A First Aider or Emergency First Aider who has also attended a half day Catastrophic Bleeding Control workshop.

3. References

The Health and Safety at Work etc Act 1974

The Health and Safety (First Aid) Regulations 1981

Management of Health and Safety at Work Regulation 1999

INDG 214 - First aid at work

INDG 347 - Basic advice on first aid at work

4. Provision of First Aid

i. Risk Assessment

Appendix 1 sets out the HSE guidance on minimum number of First Aid trained staff – Peacehaven Town Council will meet or exceed these requirements at all times.

Risk assessments for any events or activities should consider whether it is appropriate for additional First Aid provision, for example, where remote tree work is being undertaken it may be appropriate for a First Aider to receive additional training in managing catastrophic bleeding, or where there is a particular large event it may be appropriate to provide more First Aiders.

Additionally, Peacehaven Town Council will ensure that there is always at least an Emergency First Aider at Community House whilst the building is open.

ii. Lines of Communication

Arrangements for First Aid must be made known to all employees, contractors, and visitors. When a First Aid incident occurs, a First Aid trained employee will attend to the injured person(s) in line with the training that they have received.

All employees should carry a mobile phone on them whilst at work, which will allow further help to be summoned, either from another colleague, or the emergency services.

If the emergency services do need to attend, then the First Aid trained person will appoint another person to co-ordinate this, such as directing any emergency vehicles into the site, and the emergency service personnel to the scene of the incident.

iii. Suitability to be a First Aider

Before an employee is chosen to be trained in First Aid, Peacehaven Town Council is responsible for ensuring that the employee has the right attributes and qualities to undertake the role, the following considerations should be made in doing this:

Willingness: is this something the person can enjoy and take pride in?

Personality: are they calm and confident enough to cope in an emergency?

Reliability: will they be available and easily reachable in a crisis?

Ability: are they physically able to carry out the procedures?

Whoever is chosen must also have the time, authority and support to undertake their duties.

iv. First Aid equipment

First Aid equipment shall be provided in a green box or bag with a clearly displayed white cross on the front, the contents of the box or bag should be protected from damp or dust.

Peacehaven Town Council will have available First Aid kits that conform to the BSI standard for workplaces (BS8599-1:2019) in Community House, and motor vehicles (BS8599-2:2014) in any Council owned motor vehicles. If First Aid kits are required in other locations (e.g. kitchens, outdoor working) then the contents of the kit should be decided on a risk assessed basis.

All First Aid kits will be checked on a regular basis by an appointed person to ensure the kit is fully stocked and that all contents are within their expiry date.

First Aid kits shall be kept in an easily accessible and visible location where any person can access it quickly in an emergency.

v. First Aid training

All Emergency First Aiders, First Aiders, Paediatric First Aiders, and Anaphylaxis First Aiders must have received suitable training to undertake their roles and have successfully passed any assessments in order to achieve the necessary qualification.

First Aid qualifications must be either be Ofqual registered and on the Regulated Qualifications Framework (RQF), or awarded by a Voluntary Aid Society.

First Aid qualifications must be in date, and refresher training should be offered annually to keep skills and knowledge up to date.

vi. First Aid treatments

First Aid trained staff must only provide treatment within their scope of practice and in line with the training they have received and are certificated in.

vii. Protection for First Aiders

First Aiders may come into contact with blood or other bodily fluids when carrying out their First Aid duties. First Aiders should always follow the infection prevention and control procedures that form the training they receive during their First Aid training course. Essential precautions are as follow:

- Wear protective gloves
- Wash your hands before and after dealing with a casualty
- Ensure cuts or breaks to your skin are covered
- Avoid touching a wound or any part of a dressing that might be in contact with the wound
- Do not talk, cough or sneeze close to a wound or dressing
- Follow workplace disinfection and cleaning procedures for bodily fluids and blood
- Seek advice from Caretakers for disposal of needles or sharps.

If a First Aider suspects that any cross contamination has occurred then they should seek immediate medical attention.

5. Monitoring the policy

The implementation of this policy shall be monitored by Peacehaven Town Council's Policy & Finance Committee, additionally the Personnel Committee shall monitor the training arrangements for staff. Accident/ Incident report forms shall also be reviewed and audited to monitor the injuries that are occurring.

6. Records and reporting lines

An accident/ incident report form must be completed for all accidents or incidents that occur. The report form must be submitted to the Town Clerk, or other Officer as directed by the Town Clerk, as soon as possible.

The Town Clerk or appropriate Officer shall review all accident/ incident report forms and undertake any further actions as a result of the completed form that they see fit. Further actions could include, but are not limited to:

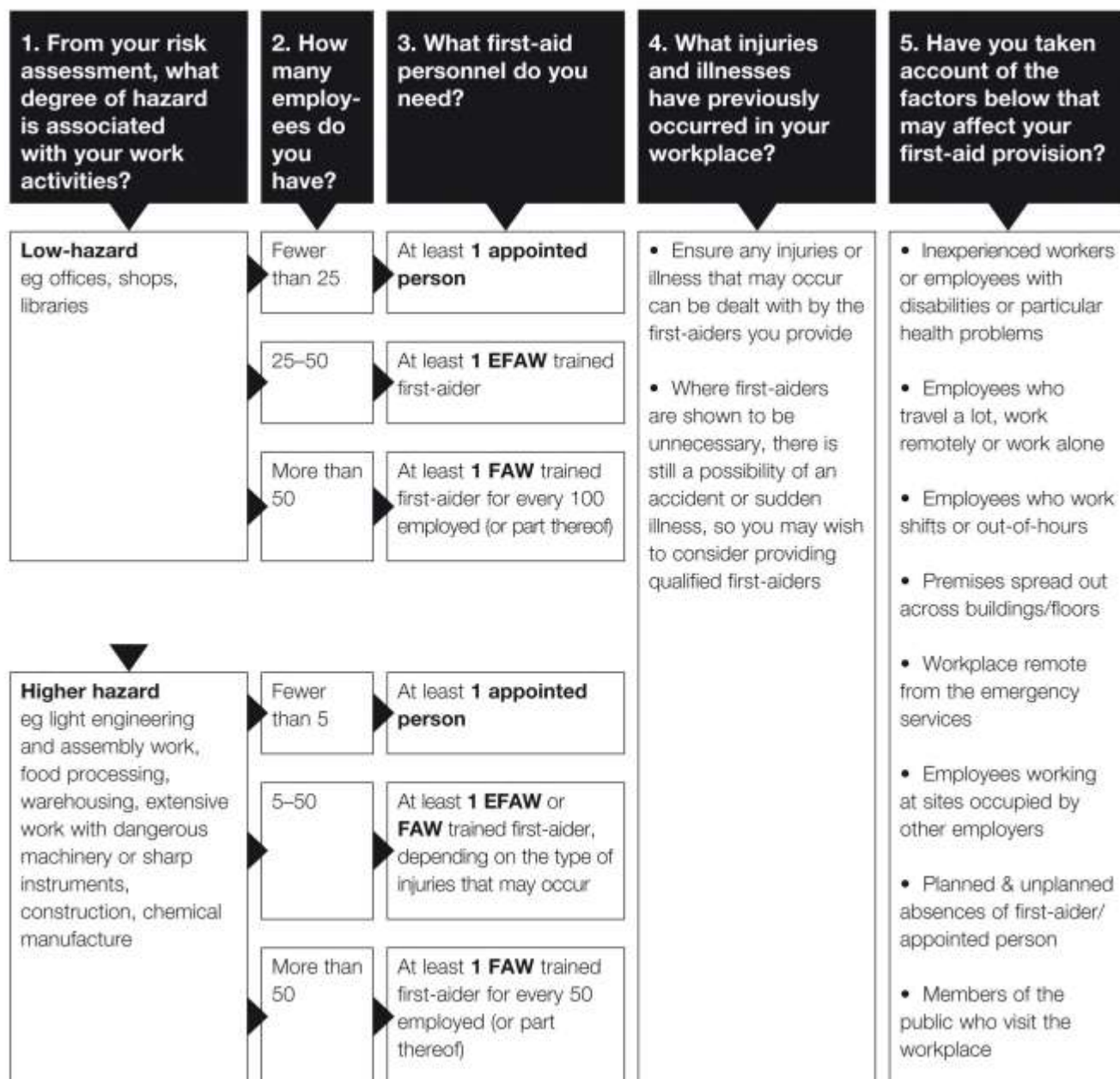
- Reporting under RIDDOR 2013 if an incident is deemed to be reportable
- Reviewing risk assessments to prevent reoccurrence
- Communicating with the injured person(s)
- Assessing grounds for Civil Liability

7. Policy Review

This policy shall be reviewed on a 3-yearly basis, or following any changes to legislation affecting the contents of this policy.

Policy adopted: Review Date:

Appendix 1: HSE guidance on numbers of First Aiders



Appendix 2: Contents of First Aid kits

BS8599-1:2019 – Workplace First Aid Kit Contents

Contents	Small	Medium	Large
Bandage - Conforming	1	2	2
Burn Dressing	1	2	2
First Aid Emergency Leaflet	1	1	1
Foil Blanket	1	2	3
Gloves - Nitrile in pairs	6	9	12
Microporous Tape	1	1	3
Plasters - Washproof	40	60	100
CPR Face Shield	1	1	2
Scissors - Tuff Cut	1	1	1
Triangular Bandage	2	3	4
Wall Bracket	1	1	1
Wipes - Saline for cleaning	20	30	40
Sterile Dressing - Eye	2	3	4
Sterile Dressing - Finger	2	3	4
Sterile Dressing - Large	1	2	4
Sterile Dressing - Medium	2	4	6

BS8599-2:2014 – Motor Vehicle First Aid Kit Contents

Contents	Small Kit	Medium Kit
Burn dressing	1	2
First aid emergency leaflet	1	1
Foil blanket	-	1
Gloves - nitrile in Pairs	1	2
Waterproof plasters	5	10
Resus device/ face shield	1	1
Scissors - Tuff cut	1	1
Triangular bandage	-	1
Wipes - saline for cleaning	5	10
Wound dressing - Adhesive	-	1
Wound dressing - Trauma (L)	-	-
Wound dressing - Trauma (M)	1	1
Wound dressing - First Aid (M)	-	1



Peacehaven Town Council

Health & Safety policy statement

The Health & Safety Policy of Peacehaven Town Council is to:

- Ensure that its staff and employees are trained and fully conversant with regard to the appropriate health and safety legislation and the Council's own Health & Safety Policies and Procedures.
- Take all appropriate measures to safeguard the health and safety of members of the public that frequent the Council's premises.
- Ensure that any work undertaken by the Council's own staff and employees when carried out within the designated boundaries of Peacehaven is performed safely and members of the public are protected at all times when this work is executed.
- Ensure that when Contractors and Subcontractors are employed to carry out work for the Council that Section 3 of the Health & Safety at Work etc Act 1974 is adhered to, to ensure the protection of employees and members of the public and that the work is carried out safely.
- Every employee of the Council and elected Councillors must co-operate to enable all statutory duties be complied with. Each individual has a legal obligation to take reasonable care to their own health and safety when on Council premises or acting on behalf of the Council and for the safety of other people who may be affected by their acts or omissions.
- Ensure that health and safety within the remit of the Council is taken to the highest standard to ensure that it provides a safe service to the public, staff, and employees within the boundaries of Peacehaven.

Signed:

George Dyson, Town Clerk

Signed:

, Chair of Council

Date:

Date:

Responsibilities for Health & Safety

- 1.1. The Town Clerk has the overall and final responsibility for health and safety.
- 1.2. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to individual line managers, including:
 - The Town Clerk
 - The Meetings and Projects Officer
 - The Parks Officer
 - The Senior Caretaker
- 1.3. To ensure that health and safety standards are maintained and improved, the following People and Committees have responsibility in the following areas:
 - The Policy and Finance Committee are responsible for the regular review and monitoring of all Council policies, including that of health and safety.
 - The Personnel Committee are responsible for consulting with Employees and monitoring any work related ill health.
 - The Information and Bookings Officer is responsible for checking that all hirers complete suitable and sufficient risk assessments for the use of Peacehaven Town Council facilities.
 - Every Committee is responsible for considering the health and safety implications of the resolutions they make.
- 1.4. All Employees must:
 - Co-operate with supervisors and managers on health and safety matters.
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to the appropriate person as detailed above.

Arrangements for Health & Safety

2.1. Risk Assessments and Safe Systems of Work

- Risk assessments shall be completed for all facilities, events, and undertakings by Peacehaven Town Council.
- Safe systems of work will be in place and enforced for any activities identified as high risk.

- Risk assessments shall be reviewed regularly or following any changes to the activity or conditions.
- The significant findings of risks assessments shall be shared with relevant employees and made available to anyone upon request.
- Line managers shall ensure that risk assessments are completed for the undertakings of the staff for whom they are responsible.

2.2. Training

- Employees and sub-contractors shall be given a health and safety induction upon commencement of duties at Peacehaven Town Council.
- Employees will be provided with any personal protective equipment necessary to carry out their duties safely.
- Remote and lone working policies are in place to ensure the health and safety of all employees, whether working from Community House or elsewhere.
- Sufficient employees shall be trained as First Aiders and Fire Marshals.
- Manual Handling Training will be given to any employees whose job roles include any form of manual handling.
- Staff with responsibilities for undertaking risk assessments shall receive suitable training in risk assessing.
- Other appropriate training shall be provided in line with the Council's Training Plan.

2.3. Consultation

- Employees will be consulted on any changes to health and safety that are relevant to their undertakings.
- Line managers will discuss any health and safety concerns or changes with the staff for whom they are responsible on a regular basis.

2.4. Evacuation

- Signage around the building shall show clearly the designated escape routes.
- Emergency lighting ensures that escape routes remain lit in the event of a power failure.
- All escape routes are to be kept clear at all times and regular checks are made to ensure this.
- Evacuation plans are tested at least once annually and updated where necessary.



Peacehaven Town Council

Peacehaven Town Council – Freedom of Information Policy & Model Publication Scheme

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme.
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales.
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale.
- Apply exemptions appropriately and consistently.
- Ensure that any fees charged are calculated appropriately and consistently.

2. How to make a request

2.1 A large amount of information is freely available on the Council's website, which can be found at www.peacehaventowncouncil.gov.uk.

2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to The Clerk, Peacehaven Town Council, Community House, Peacehaven, East Sussex. BN10 8BB.

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named Officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named Officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Website: www.ico.gov.uk
Telephone: 0303 123 1113

4. Charges

4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the Council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

Information available from Peacehaven Town Council under the FOI model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost

Policy adopted:

Policy review date:

Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Responses to consultation papers	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy	Disbursement cost

Policy adopted:

Policy review date:

	Web site	
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge
Burial grounds and closed churchyards	Available for inspection	Free of charge
Community centres and village halls	Hard copy booking form	Free of charge
Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Web Site E-Distribution to subscribers	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	Disbursement cost



Peacehaven Town Council

Peacehaven Town Council – Social Media & Communications Policy

1. Introduction

- 1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.
- 1.2 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.
- 1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

- 2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.
- 2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

- 3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:
 - Is lawful
 - Is cost effective
 - Is objective
 - Is even-handed
 - Is appropriate
 - Has regard to equality and diversity
 - Is issued with care during periods of heightened sensitivity

4. Official Council press releases

- 4.1 The Council recognises that the use of press releases is a key technique for publicising Council activities, decisions, and achievements.

- 4.2 An official Council press release is made on behalf of the Council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor, or committee Chairman) to draft the press release, but the Town Clerk (or other nominated Officer) will be responsible for checking and subsequently issuing any official Council press release.
- 4.3 All press releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version may be available via the Council's social media platforms, with a link to the full story available.

5. Requests for interview

- 5.1 Any request for an interview with a Councillor or Officer should be referred to the Town Clerk (or other nominated Officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or Officer to be put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.
- 5.3 Where an Officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the Council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (pre-election period), all proactive publicity about candidates is halted.
- 6.2 During the pre-election period, all council publicity shall be managed by the Town Clerk (or other nominated Officer), and any quotes provided in support of press releases will be given by authorised Officers.

7. Social media

- 7.1 The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the Council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

7.2 Peacehaven Town Council will use social media for the following purposes to:

- Communicate key messages and news in a timely way and raise awareness of services provided by Peacehaven Town Council.
- Engage and communicate with our residents, to pass on information and to collect their views, using social media to start a conversation and seek opinions.
- Advertise to specific audiences in a targeted, measurable and cost-effective way.

7.3 Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Town Clerk (or other nominated Officer).

7.4 Where Officers and Councillors use social media in a professional capacity to represent the Council, the Council's corporate identity will be used and not that of any individual Councillor or Officer.

7.5 Officers and Councillors using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

7.6 Peacehaven Town Council employees and Councillors must apply the same safeguards whilst communicating on social media as they would with any other form of communication. These safeguards are as follows:

- Any social media account set up by Peacehaven Town Council should be politically neutral in relation to content and any information which is shared.
- Do not post personal data about an individual who can be identified.
- Do not post anything that could be considered discriminatory, offensive, or illegal.
- If you are in any doubt do not post and speak to your line manager or the Town Clerk for advice.

7.7 To make sure the reputation of Peacehaven Town Council is maintained, it is the expectation that all social media accounts set up on behalf of Peacehaven Town Council will:

- Provide regular and accurate updates / posts to followers.
- Reply to messages and comments as appropriate (within 1 working day).
- Continue to engage and build audiences.
- Use PTC imagery and branding.
- Have a purpose i.e. informs /generates conversation / or call to action and provides added value to PTC or individual services within the organisation.
- Consider the timing and appropriateness of posts in relation to what is going on locally / nationally especially during times of celebration or mourning.

7.8 Negative comments on social media cannot be avoided and should be responded to unless:

- It is a rhetorical question.
- It repeats an earlier post which has already been responded to.
- When responding to negative posts please ensure you only reply once. If comments continue, offer to contact them offline to discuss in more detail.
- If you are concerned about any of your posts then please speak to your line manager or the Town Clerk for advice.

7.9 Peacehaven Town Council is not responsible for the comments posted by others on our social media accounts. We would not wish to restrict freedom of expression and generally we will not hide

or remove posts. However, we will balance this approach by reporting (as a breach of The Malicious Communication Act 1988) and / or removing / hiding posts which we consider to be:

- Insulting, threatening or abusive.
- Offensive or of a sexual nature.
- Obscene content.
- Discriminatory (for example: homophobic, racist etc.).
- Illegal or promoting illegal activity.
- Deceptive or intended to deceive.

It is the responsibility of the person managing a social media account to remove any posts which breach the conditions listed above. If you have concerns or questions, then please speak to your line manager or the Town Clerk for advice.

7.10 Peacehaven Town Council will not accept payment for advertising on any of our social media platforms. We believe doing this could undermine the level of trust we want to build with residents on our social media channels.

7.11 Use of photography and video - Using images, videos, and Graphics Interchange Format (GIFs) (subject to copyright) can help tell a story, show personality, create better engagement, and is often more easily accessible than words. Peacehaven Town Council wants to embrace the most effective methods of communication; however we need to ensure this is done with consideration to the necessary permissions. If you are using photography, video or GIFs please ensure you:

- Use original images and obtain the relevant permission of anyone in the image being used.
- Use the option to share GIFs on social media and never copy and paste links.

7.12 Social media in your personal life – Peacehaven Town Council recognises that many employees and Councillors make use of social media in a personal capacity.

- Staff and Councillors must not suggest that they are representing official Council views and should explicitly state that the views posted are their own and not official views.
- Staff and Councillors must not use or display their Peacehaven Town Council corporate email address on their profile pages.
- They must not post any offensive or defamatory comments, or share information either pertaining to the Council, its members or Council staff.
- Any activity where staff and Councillors post defamatory, illegal, or offensive comments that is brought to the attention of the Council or where staff post information about Council related information when not authorised to do so, will be dealt with under disciplinary procedures.
- If your personal social media account is targeted for Peacehaven Town Council business, then please speak to your line manager or the Town Clerk for advice.

8. General guidance for Councillors and Officers

8.1 Councillors and Officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.

8.2 Councillors and Officers are expected to abide by their respective Code of Conduct and Handbooks, as well as the Data Protection Act 2018 in all their work on behalf of the Council.

- 8.3 As more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and Officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of Council policies and will be dealt with through its prescribed procedures (which may also involve a criminal investigation).
- 8.4 Councillors and Officers should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed, if required. Additional information on the appropriate use of email is set out in the Email Policy Statement.
- 8.5 Councillors and Officers should act with integrity at all times when representing or acting on behalf of the Council.
- 8.6 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.
- 8.7 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.8 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

9. Email guidance

9.1 The Policy of Peacehaven Town Council is that emails sent by Officers & Councillors:-

- i. Are factual and to the point.
- ii. Are only copied to other people if absolutely necessary.
- iii. Are not used for matters that should be dealt with at Council or Committee meetings.
- iv. Are not used as technical or general discussions, which should be face-to-face.
- v. Are not used to complain or make a general point, instead of face-to-face resolution.
- vi. Are not used to overtly or subversively criticise, bully or intimidate another person.

9.2 Experience dictates that people tend to say things in an email that they would not say to a person's face and, even if you think that the wording of an email is fine, it can easily be misinterpreted by its recipient(s). Tone, body language, and other non-verbal cues are not conveyed in an email, so it is important to be careful when trying to include humour, emphasis, or slang, as no matter how innocent the intention, the receiver may read this differently – it is best to keep emails concise and to the point and avoid any unnecessary expansion.

9.3 Be careful and thoughtful with your emails.

9.4 If in doubt about whether an email should be sent, do not send it and seek advice.



Peacehaven Town Council

Peacehaven Town Council – Statement of intent as to community engagement

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies.
- Those who use the services provided by the council, whether residents or not.
- Non-residents working in the town.
- Visitors, whether tourists or those using the town's facilities and shops.
- Voluntary groups including church and youth organisations.
- Schools and other educational establishments.
- Other statutory bodies providing services within the council area.

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community.
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors.
- A monthly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.



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, composting, 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 in general how it may become more involved in implementing the strategies' recommendations.

5. MONITORING

This policy was adopted on **10th December 2024** (Minute reference **C1309b(iv)**) 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 light pollution.</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:	Full Council	Agenda Item:	C1378
Meeting date:	20 th May 2025	Authors:	Town Clerk
Subject:	Committee Structure Review Update		
Purpose:	To note		

Recommendation(s):

To note this report and provide any additional comments to the TFG for consideration.

1. Background

At the Policy & Finance Committee on 11th February 2025, it was agreed to form a TFG to look at the Council's Committee structure, the TFG has met several times since then and made good progress towards this review. The outline work is complete in draft, however, details such as revising Terms of Reference and amending meeting schedules is yet to be done. It is therefore likely that a report will come to a future Council meeting with a recommendation to agree the revised structure. It is possible that the new structure could be implemented in September rather than waiting for next May (subject to Council approval).

The Appendix shows the revised structure with Standing Committees, Sub-Committees, and Standing Working Groups.

Key information to be aware of is as follows:

- Policy & Finance Committee to remain generally as it is with a few minor revisions to terms of reference and inclusion of the Community Buildings Working Group.
- Civic & Community Events Committee to be replaced with a Community Engagement Committee – whilst the Committee will still oversee events and civic matters, the focus will be shifted to public engagement such as communication, advertising, social media, Peacehaven News, and public relations. Standing Working Groups would progress work on Events and on Civic/ Mayoral matters and report back into Committee.
- Planning & Highways Committee to be replaced with a Planning & Infrastructure Committee – the only major change being that elements of the current Committee which are more closely aligned with the Leisure, Amenities, and Environment Committee (such as grass cutting, flower planters, benches, bus stop maintenance) would be moved out of the new Committee terms of reference.
- Leisure, Amenities, and Environment Committee, to become the Leisure and Amenities Committee – Environmental matters to be dealt with by the proposed new Committee, but the Committee will be taking on the above mentioned items from the current Planning & Highways Committee.
- Personnel Committee – No major changes to terms of reference other than a reduction in the scheduled meetings (suggested at 3 per year) to enable the Committee to be more responsive to matters arising.
- Environment and Sustainability Committee – New Committee proposed (terms of reference to be developed), but likely to include nature recovery, climate change, carbon reporting.

2. Options for Council

- a. To make comment on the draft proposals for the TFG to consider
- b. To give any further direction to the TFG

3. Reason for recommendation

The TFG has had extremely detailed discussions on the structure, but remains a limited group, so seeking wider views of Council on progressing this and to update Council with the work the TFG has been doing.

4. Expected benefits

Fit for purpose Committee structure enabling the Council to work efficiently.

5. Implications

5.1 Legal	Local Government Act 1972 Scheme of Delegation
5.2 Risks	Ensuring a smooth transition to reduce disruption
5.3 Financial	Restructuring of budgets would need to wait for the next financial year
5.4 Time scales	Dependent upon TFG progress
5.5 Stakeholders & Social Value	More streamlined and fit for purpose structure
5.6 Contracts	N/A
5.7 Climate & Sustainability	New Committee focussed on progressing this action
5.8 Crime & Disorder	N/A
5.9 Health & Safety	N/A
5.10 Biodiversity	New Committee would have responsibilities relating to biodiversity
5.11 Privacy Impact	N/A
5.12 Equality & Diversity	N/A

6. Values & priorities alignment

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

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

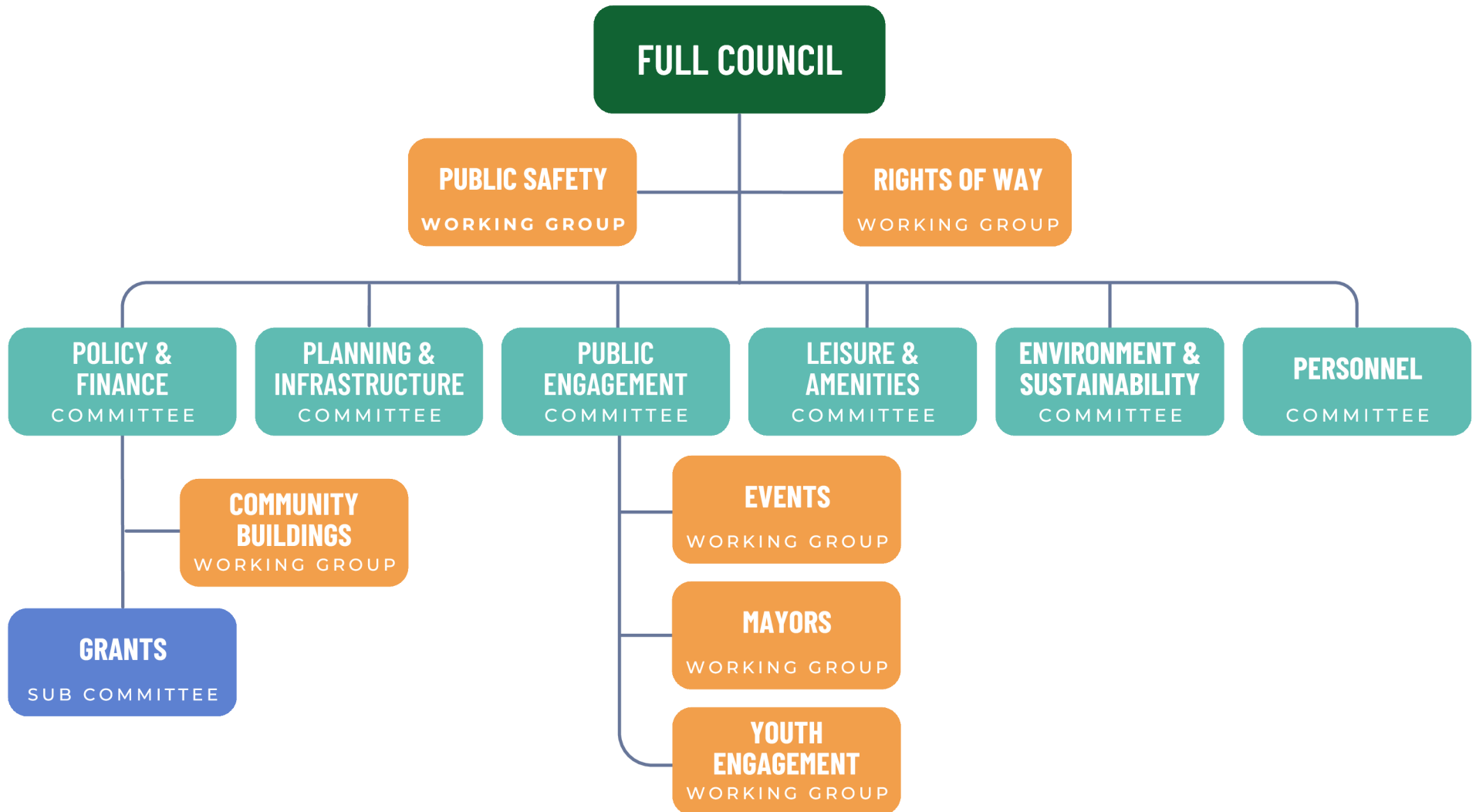
The whole business plan could be linked in some way to this.

7. Appendices

Draft Proposed Committee Structure



PROPOSED COMMITTEE STRUCTURE



George Dyson
Town Clerk

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



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

Committee membership

Full Council		Membership	17 members (currently 16 members)
Chair	Cllr	Vice-Chair	Cllr
Members	Cllr Alexander, Cllr Bradley, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Harman, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser, Cllr Donovan, Cllr Veck.		

Civic & Community Events Committee		Membership	9 members
Chair	Cllr	Vice-Chair	Cllr
Members			

Leisure, Amenities, & Environment Committee		Membership	9 members
Chair	Cllr	Vice-Chair	Cllr
Members			
Ex-officio			

Personnel Committee		Membership	9 members
Chair	Cllr	Vice-Chair	Cllr
Members			

Planning & Highways Committee		Membership	9 members
Chair	Cllr	Vice-Chair	Cllr
Members			
Ex-officio			

Policy & Finance Committee		Membership	9 members
Chair	Cllr	Vice-Chair	Cllr
Members			

Community House Sub-Committee		Parent	Policy & Finance Committee
Chair	Cllr	Vice-Chair	Cllr
Members			

Grants Sub-Committee		Parent	Policy & Finance Committee
Chair	Cllr	Vice-Chair	Cllr
Members			

Updated:



Peacehaven Town Council

Outside Body Representation Policy

Contents

1. Introduction, Policy Statement, and Scope
2. The role of the Council representative
3. Reporting
4. Change of representation
5. Limitations

1. Introduction & Policy Statement

1.1. Peacehaven Town Council has Council representatives on a variety of outside bodies within the local area. Representation could be for a number of reasons such as: -

- a. The work of the outside body or group directly affecting Council business, services, land, or property.
- b. The body or group specifically requesting a Council representative.
- c. It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the town, its residents, or visitors.
- d. The body or group being an opportunity to liaise with other external companies or authorities in the interests of the town, its residents, or visitors.
- e. The Council having a financial interest or commitment with the body or group and/or its function.

1.2. The outside bodies generally fall into one of the following categories: -

- a. A local voluntary community group or organisation
- b. A local charity
- c. A larger association that has an impact on the business of the Council or town.
- d. A liaison meeting with other companies or local authorities
- e. A management committee/society
- f. A body that can offer support or improvements to the town

2. The role of the Council representative

2.1 A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Council, unless authorised, the use of an officer's time is subject to agreement with individual officers and Council approval after a cost benefit analysis has been considered (please see 5.2). This ensures that the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the town, its residents and visitors

2.3. The representative should attend as many meetings of an outside body as they are reasonably able to and request the office send apologies if unable to attend. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

2.4. Council representatives will be appointed by Full Council.

2.5. There is an expectation that Council Officers will attend management or liaison meetings where Council operational matters are being discussed, although this will be at the officer's discretion after considering their individual work priority and availability. Council Officers may also be invited to other meetings, where considered beneficial by the outside body and Council representative.

3. Reporting

3.1. In order for both the outside body and Council to benefit from the representation, it is important that regular updates are reported back to Council by the representative. The methods considered most effective for reporting back are: -

- a. Minutes of meetings – any minutes of meetings received by a representative should be forwarded to Officers who, unless confidential, will forward to councillors..
- b. Updates to Council and/or Committee meetings – In consideration that minutes may not always be immediately available, representatives will prepare a brief report. A standing item for feedback will always be on Full Council agenda for consideration at its meetings.
- c. Email Updates – representatives should forward Officers any e-mail updates from the outside body, for forwarding to Councillors.
- d. Annual Reports – representatives may submit an 'End-of-year' report as part of the agenda for the Council's Annual Meeting in May. As much information as possible should be shared.

4 Change of representation

4.1 An outside body is free to request an alternate Council representative on the understanding that the replacement will be chosen by the Council, not by the outside body. Repeated non-attendance at meetings without good reasons offers valid grounds for an outside body to request an alternate Council representative.

4.2 An outside body is free to inform the Council at any time that Council representation is no longer required.

4.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk. Where possible, the Town Clerk in Consultation with the Chair of Council will invite another Councillor to act as a temporary representative on the outside body until a representative can be formally appointed by Full Council.

5 Limitations

5.1 A Council representative cannot commit the Council resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.

5.2 Council representatives need to be mindful not to become involved in the day-to-day operational business of the Council, which is delegated to Officers to undertake on behalf of the Council. Any concerns resulting from a meeting, e-mail or discussion should be taken to the Town Clerk as appropriate.

5.3 Council representatives with organisations and/or charities which may seek a contractual arrangement, grant funding and/or similar arrangement with or from the Council, should be careful to ensure their words and/or actions cannot lead either the outside body or a reasonable member of the public to believe their position will affect Council decision. Depending on the nature of the resolution, Council representatives may, in some instances, feel it prudent to abstain from discussion and/or the decision.

5.4 Councillors with a personal interest or involvement with an outside body should not stand as a Council representative to that body.

5.5 The representative and the body itself must understand the limitations of the Council representative.

5.6 If an additional outside body representative is requested by a third party or member, prior to a Full Council to appoint them, the Town Clerk in consultation with the Chairman may appoint them as a temporary representative until the next meeting to discuss and make decision of formal appointment.

Important Note: If you consider membership of an outside body is posing a potential conflict of interest, please refer to the Dispensations Policy for guidance

Policy adopted: 9th July 2024

Review by: 9th July 2029

George Dyson
Town Clerk

(01273) 585493
TownClerk@peacehaventowncouncil.gov.uk



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

Outside Body Representatives

Citizens Advice Bureau

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	

Royal British Legion

Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	

The House Project

Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	

Sustrans	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	

Havens Hub & Community Cars	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	

Peacehaven Schools	
Purpose:	Schools in the Peacehaven Town area.
Representatives:	

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	



ASSET REGISTER

Land & Building	4,231,340.00
Street Furniture	133,900.00
Community House	175,811.99
Grounds Team	185,025.87
Parks	304,873.00
total	5,030,950.86

						4,231,340.00	
Asset Number	Item	Serial number	Item Type	Model	Location	Purchase Price	Acquired Date
	Epinay Park	ESX 60704	Land		BN10 8DW	1.00	1981
	Firle Road West Play Area	ESX 67202	Land		BN10 8EQ	1.00	2005
	Mitcheldean	ESX 291299	Land		BN10 8EF	1.00	2005
	Foxhill, Abbey Close	ESX 46829	Land		BN10 8SE	1.00	1989
	Howard Park	ESX 296811	Land		BN10 8HW	1.00	2006
	Crocks Dean / Coney Furlong	ESX 111461	Land		BN10 8JD	1.00	1985
	Community House	ESX 263030	Land		BN10 8BB	1,977,723.00	
	Shepherds Down	ESX 12893	Land		BN10 8DA	1.00	1981
	The Dell	ESX 83712	Land		BN10 8JD	1.00	1983
	The Dell	ESX 69246	Land		BN10 8JD	5,190.00	1996
	The Oval	ESX 28492	Land		BN10 8SJ	1.00	1978
	Sports Park & Big Park	ESX 145121	Land		BN10 8RJ	710,226.00	
	Sports Park & Big Park	ESX 32253	Land		BN10 8RJ	1.00	
	The Café	ESX 361750	Land		BN10 8RJ	239,935.00	
	The Hub	ESX 361750	Land		BN10 8RJ	875,305.00	
	Cliff Top Land George V Memorial	ESX 320481	Land		BN10 8LN	20,698.00	
	Greenwich Way	ESX 160687	Land		BN10 8RB	1.00	
	Keymer Avenue	ESX 273853	Land		BN10 8EX	1.00	
	Flint Way	ESX 381213	Land		BN10 8GN	1.00	
	War Memorial		Structure			23,994.00	
	Obelisk		Structure			36,898.00	
	Adult Fresh Air Gym					23,185.00	
	Archeological Items					2,318.00	
	Skate Park					231,854.00	
	Cornwall Avenue Allotments	BN10 8SE				1.00	
	Container next to Gateway Café	BN10 8RJ				4,000.00	
	Changing Places Facility	Big Park				80,000.00	2022

Asset Number	Item	Category	Manufacturer	Model	Location	Purchase Price	Acquired Date
	Bench	PTC			CAVEL AVE	600.00	
	Bench	PTC			EDITH AVE	600.00	
	Bench	PTC			HORSHAM AVE	600.00	
	Bench	PTC			BRAMBER AVE	600.00	
	Bench	Memorial			STEYNING AVE	600.00	
	Bench	PTC			VICTORIA AVE	600.00	
	Bench	Memorial			BOLNEY AVENUE	600.00	
	Bench	TBC			BOLNEY AVENUE	600.00	
	Bench	PTC			CAPEL AVENUE	600.00	
	Bench	Memorial			CAPEL AVENUE	600.00	
	Bench	PTC			SLINDON AVNUE	600.00	
	Bench	PTC			GLADYS AVENUE	600.00	
	Bench	PTC			FRIARS AVENUE	600.00	
	Bench	Memorial			CORNWALL AVENUE	600.00	
	Bench	Memorial			SLINDON AVNUE	600.00	
	Bench	PTC			DOROTHY AVENUE	600.00	
	Bench	PTC			VICTORIA AVE	600.00	
	Bench	TBC			EVANGELISTIC CHURCH	600.00	
	Bench	Memorial			GLADYS AVENUE	600.00	
	Bus Stop				SOUTH COAST ROAD	10,000.00	2015
	Bus Stop				SOUTH COAST ROAD	10,000.00	2016
	Bus Stop				SOUTH COAST ROAD	10,000.00	2019
	Bus Stop				SUTTON AVENUE	10,000.00	1995
	Bus Stop				RODERICK AVENUE	10,000.00	2000
	Bus Stop				PELHAM RISE	10,000.00	2004
	Bus Stop				PELHAM RISE	10,000.00	
	Bus Stop				PELHAM RISE	10,000.00	1991
	Bus Stop				PELHAM RISE	10,000.00	1996
	Bus Stop				TELSCOMBE ROAD	10,000.00	1997
	Bus Stop				GLYNN ROAD	10,000.00	2023
	Noticeboards				COMMUNITY HOUSE	1,000.00	
	Noticeboards				ALLOTMENTS	1,000.00	
	Noticeboards				DELL EAST	1,000.00	
	Noticeboards				DELL WEST	1,000.00	
	Noticeboards				ASHINGTON GARDENS	1,000.00	
	Noticeboards				COLLINGWOOD CLOSE	1,000.00	
	Noticeboards				TELSCOMBE ROAD	1,000.00	
	Noticeboards				GLADYS AVENUE	1,000.00	
	Noticeboards				GATEWAY CAFÉ	1,000.00	
	Noticeboards				THE ANNEXE	1,000.00	
	Noticeboards				SOUTH COAST ROAD	1,000.00	
	Sign				BIG PARK ENTRANCE	1,500.00	07/02/2025

Asset Number	Item	Category	Manufacturer	Model	Location	Purchase Price	Acquired Date
00001	Server	IT Equipment	Fujitsu	TX2550M7	Community House - Server Room	£7,829.00	04/12/2023
00002	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Information Office	£599.00	01/03/2020
00003	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Information Office	£599.00	01/03/2020
00004	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020
00005	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020
00006	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020
00007	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020
00008	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020
00009	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Caretakers Pod	£599.00	01/03/2020
00010	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020
00011	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020
00012	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020
00013	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020
00014	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020
00015	Laptop	IT Equipment	Toshiba Dynabook	Intel®Core™ i7-10710U CPU @ 1.10GHz	Allocated to Staff	£839.00	05/11/2020
00016	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00	
00017	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00	
00018	monitor	IT Equipment	BenQ	ET-0027	Office	£120.00	
00019	monitor	IT Equipment	Iiyama	PL282HS	Office	£120.00	
00020	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00	
00021	monitor	IT Equipment	Iiyama	PL2783H	Office	£120.00	
00022	monitor	IT Equipment	Fujitsu	E19-5	Information Office	£120.00	
00023	monitor	IT Equipment	Iiyama	PL2483H	Information Office	£120.00	
00024	monitor	IT Equipment	Iiyama	PL2483H	Information Office	£120.00	
00025	Till	Office Equipment	Casio	TE-100	Information Office	£400.00	

00026	Safe	Office Equipment	Pheonix Safe Co.	Fire Chief 1600	Office	£2,500.00	Pre 2004
00027	Desk	Office Equipment			Information Office	£300.00	
00028	Desk	Office Equipment			Information Office	£300.00	
00029	Desk	Office Equipment			Information Office	£300.00	
00030	Desk	Office Equipment			Information Office	£300.00	
00031	Desk	Office Equipment			Office	£300.00	
00032	Desk	Office Equipment			Office	£300.00	
00033	Desk	Office Equipment			Office	£300.00	
00034	Desk	Office Equipment			Office	£300.00	
00035	Desk	Office Equipment			Office	£300.00	
00036	Desk	Office Equipment			Office	£300.00	
00037	Printer	IT Equipment	Brother	DCP-L8910CDW	Office	£369.00	
00038	Office Cupboard	Storage			Office	£300.00	
00039	Office Cupboard	Storage			Office	£300.00	
00040	Office Cupboard	Storage			Office	£300.00	
00041	Filing Cabinet	Storage			Office	£300.00	
00042	Draws Under Desk	Storage			Office	£130.00	
00043	Draws Under Desk	Storage			Office	£130.00	
00044	Draws Under Desk	Storage			Office	£130.00	
00045	Draws Under Desk	Storage			Office	£130.00	
00046	Draws Under Desk	Storage			Office	£130.00	
00047	Draws Under Desk	Storage			Office	£130.00	
00048	Draws Under Desk	Storage			Office	£130.00	
00049	Draws Under Desk	Storage			Office	£130.00	
00050	Draws Under Desk	Storage			Information Office	£130.00	

00051	Draws Under Desk	Storage			Information Office	£130.00	
00052	Draws Under Desk	Storage			Information Office	£130.00	
00053	Draws Under Desk	Storage			Information Office	£130.00	
00054	Cabinet	Storage			Information Office	£300.00	
00055	Cabinet	Storage			Information Office	£300.00	
00056	Urn	Kitchen Equipment	Cygnets	30-L	Information Office	£101.00	
00057	Cupboard	Storage			Office	£350.00	
00058	Laptop	IT Equipment	Fujitsu	526391	Anzac Room	£700.00	
00059	Screen	IT Equipment	Samsung	UE70A	Foyer	£800.00	
00060	Screen Stand	IT Equipment	Peerless	01	Foyer	£250.00	
00061	Shelving Unit	Storage			Information Office	£300.00	
00062	Fridge	Food	LG	GR-3595Q	Information Office Cupboard	£300.00	
00063	Shelving Unit	Storage			Information Office Cupboard	£300.00	
00064	Chair	Office Furniture		Black and Chrome	Information Office	£120.00	
00065	Chair	Office Furniture		Grey and Black	Information Office	£120.00	
00066	Chair	Office Furniture		Blue Fabric, Black Plastic	Information Office	£120.00	
00067	Chair	Office Furniture		Grey Fabric, Black plastic	Office	£120.00	
00068	Chair	Office Furniture		Black	Office	£120.00	
00069	Chair	Office Furniture		Grey	Office	£120.00	
00070	Chair	Office Furniture		Grey	Office	£120.00	
00071	Chair	Office Furniture		Purple	Office	£120.00	
00072	Chair	Office Furniture		Purple	Office	£120.00	
00073	Chair	Office Furniture		Purple	Office	£120.00	
00074	Chair	Office Furniture		Blue Fabric, Black Plastic	Office	£120.00	
00075	Cabinet	Storage			Office	£300.00	

00076	Aircon	Toshiba Aircon	Toshiba		Main Office	£4,000.00	
00077	Aircon	Toshiba Aircon	Toshiba		Front Office	£4,000.00	
00078	Aircon	Toshiba Aircon	Toshiba		Anzac Room	£4,000.00	
00079	Chairman Board	Office Furniture			Anzac Room	£1,000.00	
00080	Mayors Board	Office Furniture			Anzac Room	£1,000.00	
00081	Mayors Board	Office Furniture			Anzac Room	£1,000.00	
00082	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00083	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00084	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00085	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00086	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00087	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00088	Go Pak Table	Office Furniture	Go Pak - 6ft		Anzac Room	£130.00	
00089	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00090	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00091	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00092	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00093	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00094	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00095	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00	
00096	Clavinola			Yamaha	Anzac Cupboard	£1,000.00	
00097	Behringer Mixer	Model No 2442FX			Anzac Cupboard	£277.00	
00098	Tuga YT8 Microphone system + 8 Mics	Tuga YT8			Anzac Cupboard	£289.99	
00099	Standard Compact Disc Player	PNC615	Denon		Anzac Cupboard	£100.00	
00100	Amp	AM112		RCP	Anzac Cupboard	£400.00	

00101	Burgess Table 4ft				Anzac Room	£160.00	
00102	Burgess Table 4ft				Anzac Room	£160.00	
00103	Burgess Table 4ft				Anzac Room	£160.00	
00104	Burgess Table 4ft				Anzac Room	£160.00	
00105	Burgess Table 4ft				Anzac Room	£160.00	
00106	Burgess Table 4ft				Anzac Room	£160.00	
00107	Burgess Table 4ft				Anzac Room	£160.00	
00108	Burgess Table 4ft				Anzac Room	£160.00	
00109	Burgess Table 4ft				Anzac Room	£160.00	
00110	Burgess Table 4ft				Anzac Room	£160.00	
00111	Burgess Table 4ft				Anzac Room	£160.00	
00112	Burgess Table 4ft				Anzac Room	£160.00	
00113	Chair Trolley				Anzac Room	£100.00	
00114	12 Way old Mic System				Anzac Cupboard	£500.00	
00115	Large Filing Cupboard				POD	£400.00	
00116	Under Desk Drawers				POD	£130.00	
00117	Under Desk Drawers				POD	£130.00	
00118	Under Desk Drawers				POD	£130.00	
00119	Electrical Cable Cupboard				POD	£200.00	
00120	Chair			Blue Chair	POD	£100.00	
00121	Black Chair				POD	£100.00	
00122	Key Cupboard				POD	£100.00	
00123	PAT Test Equipment				POD / Andys Cupboard	£320.00	
00124	Dishwasher				Anzac Kitchen	£416.00	20/02/2024
00125	Electric Cooker				Anzac Kitchen	£300.00	

00126	Under Counter Fridge			Eletctrolux	Anzac Kitchen	£200.00	
00127	Extractor Hood			Saftair	Anzac Kitchen	£1,200.00	
00123	Yellow Bin			Rubbermaid	Anzac Kitchen	£220.00	
00129	Hoover				Cossh Cupboard in Hallway	£150.00	
00130	Double Cupboard				Copper Room	£400.00	
00131	Marquee				Copper Room	£4,000.00	
00132	Under Counter Cupboard				Copper Room	£200.00	
00133	Go Pak Table	Office Furniture	Go Pak - 6ft		Copper Room	£130.00	
00134	Go Pak Table	Office Furniture	Go Pak - 6ft		Copper Room	£130.00	
00135	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00136	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00137	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00138	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00139	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00140	Go Pak Table	Office Furniture	Go Pak - 3ft		Charles Neville	£100.00	
00141	Go Pak Table	Office Furniture	Go Pak - 6ft		Charles Neville	£130.00	
00142	Go Pak Table	Office Furniture	Go Pak - 6ft		Charles Neville	£130.00	
00143	Steriliser			Nelson Wash	Main Kitchen	£1,600.00	
00144	Tall Fridge			Gram	Main Kitchen	£150.00	
00145	Extractor Hood				Main Kitchen	£1,500.00	
00146	Oven / Hob			Dominator	Main Kitchen	£1,900.00	
00147	Freezer			Fridge Master	Main Kitchen	£120.00	
00148	Under Counter Fridge			Gram	Main Kitchen	£100.00	
00149	Shutter				Main Kitchen	£1,000.00	
00150	Shutter				Main Kitchen	£1,000.00	

00151	Yellow Bin		Rubbermaid		Main Kitchen	£220.00	
00152	Lincat Boiler		Lincat		Main Kitchen	£600.00	
00153	Stainless Steel Triple Cupboard				Main Kitchen	£700.00	
00154	Stainless Steel Double Cupboard				Main Kitchen	£600.00	
00155	Stainless Steel Double Cupboard				Main Kitchen	£600.00	
00156	Double Sink				Main Kitchen	£500.00	
00157	Single Stainless Steel Top				Main Kitchen	£500.00	
00158	Stainless Steel Shelf X5				Main Kitchen	£500.00	
00159	Fly Zapper		Plus Zap		Main Kitchen	£100.00	
00160	6ft Ladder		Yellow		Main Kitchen	£250.00	
00161	3ft Ladder		Yellow		Main Kitchen	£180.00	
00162	8ft Ladder		Yellow		Main Kitchen	£300.00	
00163	Metal Cupboard				Andy Cupboard	£300.00	
00164	Overhead heater fo door		Dimplex		Andy Cupboard	£300.00	
00165	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00166	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00167	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00168	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00169	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00170	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00171	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00172	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00173	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00174	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00175	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	

00176	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00177	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00178	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00179	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00180	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00181	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00182	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00183	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00184	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00185	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00186	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00187	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00188	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00189	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00190	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00191	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00192	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00193	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00194	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00195	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00196	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00197	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00198	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00199	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00200	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	

00201	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00203	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00204	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00205	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00206	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00207	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00208	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00209	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00210	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00211	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00212	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00213	Go Pak Table	3ft	Go Pak		Main Hall	£100.00	
00214	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00215	Go Pak Table	6ft	Go Pak		Main Hall	£130.00	
00216	Vonyx Mixer & AMP				Sound Booth	£279.00	
00217	Jexter Zero 88 Lighting Control				Sound Booth	£840.00	
00218	Sound Craft EMP8 Mixer				Sound Booth	£300.00	
00219	False Floor for Anzac				Sound Booth	£2,500.00	
00220	Round Table				Sound Booth	£250.00	
00221	Chair				Sound Booth	£65.00	
00222	Denon Cassette Player				Sound Booth	£150.00	
00223	Marantz CD Player				Sound Booth	£350.00	
00224	Numark MP103 CD Player				Sound Booth	£200.00	
00225	Sound Equipment Case				Sound Booth	£500.00	
00226	Shure Wireless Microphone				Sound Booth	£150.00	

00227	Shure Wireless Microphone				Sound Booth	£150.00	
00228	Shure Wireless Microphone				Sound Booth	£150.00	
00229	Makita Cordless Drill				Andy Cupboard	£180.00	
00230	Dewalt Power Plane				Andy Cupboard	£200.00	
00231	Bosch Metal Detector				Andy Cupboard	£300.00	
	Various Stationary Items				Stationary Cupboard (info office)	£1,000.00	
00232	Walkie Talkies X20		Ostazt	BF-88E	Stationary Cupboard (info office)	£200.00	
	Various event items				Karens Cupboard (Opp Charles Nev)	£5,000.00	
00233	Projector					£700.00	
	Vertical Blinds				Copper/Charles/Front&back office / anzac / foyer	£3,000.00	
	Christmas Decs		Various		Main Hall	£3,000.00	
00234	Floor Cleaner				Main Hall	£3,500.00	
00235	Badminton Nets/stand				Main Hall	£1,000.00	
	Theatre seating				Main Hall	£30,000.00	
	Spot Lights & Rails				Main Hall	£17,000.00	
	Stage Curtains				Main Hall	£20,000.00	
00236	Display Screen	Advertising screen	Samsung		Foyer	£1,000.00	
00237	Mini Safe				Back Office	£1,500.00	

Asset Number	Item	Category	Manufacturer	Model	Location	Purchase Price	Acquired Date
GT002	Mule vehicle	atv	Kawazaki	Mule 600	unit14	£9,000.00	03/05/2015
GT003	kubota G18	ride on mower	Kubota	G18	unit14	£4,000.00	05/06/2012
GT004	Tractor Box	tipping tractor box	flemming	HYDSC	unit14	£1,016.00	04/01/2024
GT005	Allet cartridge mower	bowling green mower	Allett	C24	unit14	£8,000.00	06/06/2010
GT007	spray marking machine	marking out machine	Bowcom	atom	unit14	£450.00	04/08/2016
GT008	kubota mower	ride on rotary mower	Kubota	F3890	unit14	£18,000.00	25/07/2016
GT009	water bowser	water tank	SCH supplies	270 litre skid mounted	unit14	£850.00	01/01/2001
GT010	generator	petrol generators	stephill	7KVA	unit14	£550.00	05/05/1998
GT011	battery hedge cutter	hand tools	Husqvana	520i hd 70	unit14	£374.24	16/03/2022
GT012	battery blower	hand tools	Husqvana	525i B	unit14	£299.25	17/03/2022
GT013	battery blower	hand tools	Husqvana	525i B	unit15	£299.25	17/03/2022
GT014	Battery chainsaw	hand tools	Husqvana	535i XP	unit14	£336.75	17/03/2022
GT015	Battery long handle hedgecutter	hand tools	Husqvana	520i HE3	unit14	£299.25	12/06/1900
GT016	Battery long reach chainsaw	hand tools	Husqvana	530i PT5	unit14	£449.25	17/03/2022
GT017	battery pedestrian mower	hand tools	Husqvana	LB548i	unit14	£749.25	17/03/2022
GT018	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022
GT019	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022
GT020	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022
GT021	Eliet chipper	Chipper	Eliet	Prof 6	unit 14	£9,000.00	15/02/2021
GT022	billygoat vacuum	leaf vacuum	billygoat	MV professional	unit 14	free	02/02/2024
GT023	cement mixer	Electric cement mixer	essentials	NBB553BEQ	unit 14	£279.99	28/11/2023
GT024	greens aerator	aerator	Groundsman industries	460HD	unit 14	£6,000.00	10/10/1997
GT025	battery for husqvana tools	battery	Husqvana	Bli 200	unit 14	£164.25	17/03/2022

GT026	battery for husqvana tools	battery	Husqvana	Bli 200	unit 14	£164.25	17/03/2022
GT027	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT028	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT029	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT030	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT031	generator	petrol generators	Kohler	3 KVA	unit14	£650.00	06/06/2018
GT032	compressor	air compressor	ABAC	200 komp kit	unit14		08/06/2009
GT033	3 stage ladder	ladders	youngman		unit14	£300.00	07/08/2012
GT034	kango	drills	titan	1700 w	unit14	£150.00	03/05/2023
GT035	leisure battery	battery	exipe	marine ER550	unit14	£120.00	05/05/2022
GT036	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT037	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022
GT038	Battery Charger	battery	Husqvana	QC500	unit 14	£82.49	17/03/2022
GT039	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT040	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT041	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT042	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT043	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT044	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT045	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022
GT046	power washer	washer	Karcher	K2	unit 14	£75.00	14/09/2017
GT047	impact drill	drills	Makita	DTD156	unit 14	£130.00	12/12/2022
GT048	combi drill	drills	Makita	LXT DHP453	unit 14	£140.00	12/12/2022

GT049	jigsaw	saws	bosch	GST100 BCE PROFESSIONAL	unit 14	£100.00	03/04/2018
GT050	orbit sander	saws	pro	CLM45oros	unit 14	£100.00	04/04/2018
GT051							
GT052	tractor slitter	aerator	Sisis	maxislit	unit 14	£6,000.00	18/08/2018
GT053	tractor fertiliser spreader	spreader	Flemming	500	unit 14	£750.00	05/05/2019
GT054	Equipment trailer	trailer	ifor williams	Knott GMBH	unit 14	£2,000.00	04/03/2012
GT055	sander	hand tools	ferm	FBS-800	unit 14	£100.00	03/03/2018
GT056							
GT057	tablet	computer	veidoo	T12	unit 14		
GT058	tablet	computer	samsung	galaxy TabA	unit 14	£350.00	14/06/2020
GT059	diesel tank	fuel tank	spillstop	panther s6	unit 14	£1,000.00	20/06/1998
GT060	pedestrian fertiliser spreader	spreader	rigby taylor		unit 14	£800.00	04/08/2020
GT061	6 sets of tennis free standing posts	goals and sundries	harrod sport			£6,000.00	05/06/2015
GT062	verti cutter cassett	allet C24 attachment	Allett	Allett C24B 24" Powered Brush Cartridge	unit 14	£1,000.00	06/06/2010
GT063	scarifier cassett	allet C24 attachment	Allett	Allett C24SC/TT 24" Powered Scarifier Cartridge with Tungsten Tipped Blades	unit 14	£1,000.00	06/06/2010
GT064	brush cassett	allet C24 attachment	Allett	Allett C24VC 24" Powered Verticutter Cartridge	unit 14	£1,000.00	06/06/2010
GT065	2 x gazebo 6m x6m	gazebo		6 metre by 6 metre	unit 14	£2,000.00	01/01/2021
GT066	transit tipper truck	vehicle	ford	tipper HK66 WMJ	unit 14	£18,000.00	06/06/2018
GT067	toyota van	vehicle	toyota	proace	unit 14	£40,000.00	12/12 2023
GT068	combi drill marking out	hand tools	makita		unit 14	£120.00	20/04/2018
GT069	Wessex RMX 180	tractor implement	Wessex	RMX 180	unit 14	£6,885.00	06/06/2024
GT070	Kubota L2-452-DC	Tractor	Kubota	L2-452-DC	unit 14	£32,981.00	19/07/2024

Item	Category	Manufacturer	Model	Location	Purchase Price
Activity Trail		Playsafe Playgrounds		Centenary Park and Skate Area	4,000.00
Activity Trail		Playsafe Playgrounds		Centenary Park and Skate Area	4,000.00
Balance Beam		Playsafe Playgrounds		Centenary Park and Skate Area	2,500.00
Climbing Frame		Playsafe Playgrounds		Centenary Park and Skate Area	15,000.00
Climbing Post		Not Identified		Centenary Park and Skate Area	4,000.00
Log Climber		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Log Walk		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Log Walk		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Multi Play (Senior)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Playhouse		Playsafe Playgrounds		Centenary Park and Skate Area	3,000.00
Toadstools		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Traverse Wall		Playsafe Playgrounds		Centenary Park and Skate Area	3,000.00
Benches X		Not Identified		Centenary Park and Skate Area	1,200.00
Boulders		Not Applicable		Centenary Park and Skate Area	1,500.00
Litter Bins X4		Woodscape		Centenary Park and Skate Area	2,400.00
Willow Feature		Natural Feature		Centenary Park and Skate Area	500.00
Fencing - Timber		Owner/Operator		Centenary Park and Skate Area	500.00
Gate - Self Closing		Not Identified		Centenary Park and Skate Area	1,500.00
Cable Runway		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00
Embankment Slide		Playsafe Playgrounds		Centenary Park and Skate Area	10,000.00
Free Standing Slide		Playsafe Playgrounds		Centenary Park and Skate Area	10,000.00
Musical Instrument - Marimba		Playsafe Playgrounds		Centenary Park and Skate Area	3,500.00
Sculpture		Natural Feature		Centenary Park and Skate Area	1,000.00
Tunnel Mound		Not Identified		Centenary Park and Skate Area	1,000.00
See Saw		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00
Spinner Bowl		Sutcliffe Play Limited		Centenary Park and Skate Area	5,000.00
1 Bay 2 Seat (Cradle)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
1 Bay 2 Seat (Flat)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
1 Bay 2 Seat (Flat)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00
Basket Swing - Type 1		Not Identified		Centenary Park and Skate Area	5,000.00
Cantilever Swing - Type 3		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00
Cheese Wedge		Not Identified		Centenary Park and Skate Area	
Concrete Bowl		Not Identified		Centenary Park and Skate Area	
Curved Ledge		Not Identified		Centenary Park and Skate Area	
Curved Transition Bank		Not Identified		Centenary Park and Skate Area	
Curved Transition Bank		Not Identified		Centenary Park and Skate Area	
Grind Box		Not Identified		Centenary Park and Skate Area	
Grind Box		Not Identified		Centenary Park and Skate Area	
Grind Box with Steps		Not Identified		Centenary Park and Skate Area	
Grind Box/ Ledge		Not Identified		Centenary Park and Skate Area	
Grind Rail		Not Identified		Centenary Park and Skate Area	
Jump Ramp		Not Identified		Centenary Park and Skate Area	
Pole Jam		Not Identified		Centenary Park and Skate Area	
Ramped Wall		Not Identified		Centenary Park and Skate Area	
Roll Ramp		Not Identified		Centenary Park and Skate Area	
Activity Trail		Sovereign Leisure		Epinay Park Play Area	1,000.00
Multi Play (Junior)		Sovereign Leisure		Epinay Park Play Area	3,000.00
Multi Play (Junior)		Playworld Systems (Europe) Ltd		Epinay Park Play Area	5,000.00
Multi Play (Junior)		Kompan Ltd		Epinay Park Play Area	5,000.00
Bench		Not Identified		Epinay Park Play Area	600.00
Litter Bin		Glasdon		Epinay Park Play Area	500.00
Palisade Logs		Owner/Operator		Epinay Park Play Area	2,000.00
Shelter		Sovereign Leisure		Epinay Park Play Area	2,000.00
Goalmouth and Basketball Post		Kompan Ltd		Epinay Park Play Area	1,000.00
Stand up SeeSaw		Kompan Ltd		Epinay Park Play Area	1,000.00
Three Way Springer		Kompan Ltd		Epinay Park Play Area	1,000.00
Spinner Bowl		Kompan Ltd		Epinay Park Play Area	2,000.00
Supernova		Kompan Ltd		Epinay Park Play Area	1,000.00
1 Bay 2 Seat (Cradle)		Playworld Systems (Europe) Ltd		Epinay Park Play Area	1,000.00
1 Bay 2 Seat (Flat)		Lappset UK Ltd		Epinay Park Play Area	1,000.00
Multi Play (Toddler)		Wicksteed Playgrounds		Firle Road Play Areas	3,000.00
Spring Balance Beam		S M P (Playgrounds Ltd)		Firle Road Play Areas	2,000.00
Benches X		Not Identified		Firle Road Play Areas	1,200.00
Litter Bin		Earth Anchors		Firle Road Play Areas	500.00
Fencing - Timber		Owner/Operator		Firle Road Play Areas	500.00
Fencing - Timber		Owner/Operator		Firle Road Play Areas	500.00
Gate - Self Closing		Not Identified		Firle Road Play Areas	1,500.00
Free Standing Slide		Wicksteed Playgrounds		Firle Road Play Areas	5,000.00
Free Standing Slide		Wicksteed Playgrounds		Firle Road Play Areas	5,000.00
Misc Springer		Playdale Playgrounds Ltd		Firle Road Play Areas	2,000.00
Spring Car		Proludic		Firle Road Play Areas	2,000.00
Spring See-Saw		Wicksteed Playgrounds		Firle Road Play Areas	2,000.00
Stand up SeeSaw		Hags		Firle Road Play Areas	2,000.00
Three Way Springer		Sutcliffe Play Limited		Firle Road Play Areas	2,500.00
Cone Climber		Tayplay Ltd		Firle Road Play Areas	1,000.00
Roundabout		wicksteed Playgrounds		Firle Road Play Areas	10,481.00
Spinning Pole		Sutcliffe Play Limited		Firle Road Play Areas	1,000.00
1 Bay 2 Seat (Cradle)		Playdale Playgrounds Ltd		Firle Road Play Areas	1,000.00
2 Bay 4 Seat (Flat)		Playdale Playgrounds Ltd		Firle Road Play Areas	1,000.00
Basket Swing - Type 1		Not Identified		Firle Road Play Areas	1,000.00
Bench		Not Identified		Meridian Park Outdoor Gym	600.00
Litter Bin		Owner/Operator		Meridian Park Outdoor Gym	500.00
Fence - Bow Top		Steelway/Fensecure		Meridian Park Outdoor Gym	1,500.00
Gate - Self Closing		Steelway/Fensecure		Meridian Park Outdoor Gym	1,500.00
Air Walker		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	978.00
Chest Press		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	2,500.00
Cross Trainer		The Great Outdoor Gym Company		Meridian Park Outdoor Gym	1,350.00

Cycle	Fresh Air Fitness	Meridian Park Outdoor Gym	1,000.00
Lateral Pull Down	S M P (Playgrounds Ltd)	Meridian Park Outdoor Gym	2,500.00
Leg Press	The Great Outdoor Gym Company	Meridian Park Outdoor Gym	1,700.00
Parallel Bars	S M P (Playgrounds Ltd)	Meridian Park Outdoor Gym	1,000.00
Pull Up Station	The Great Outdoor Gym Company	Meridian Park Outdoor Gym	1,000.00
Rower	S M P (Playgrounds Ltd)	Meridian Park Outdoor Gym	1,400.00
Skier	S M P (Playgrounds Ltd)	Meridian Park Outdoor Gym	1,600.00
Tai Chi Wheels	S M P (Playgrounds Ltd)	Meridian Park Outdoor Gym	1,200.00
Boat	Proludic	The Dell Play Area	2,000.00
Sand and Water Play Unit	Proludic	The Dell Play Area	2,000.00
Water Play	Proludic	The Dell Play Area	2,000.00
Litter Bin	Glasdon	The Dell Play Area	500.00
Palisade Logs	Not Identified	The Dell Play Area	500.00
Picnic Table	Marmax Products Ltd	The Dell Play Area	500.00
Fence - Chainlink	Owner/Operator	The Dell Play Area	500.00
Fencing - Timber	Owner/Operator	The Dell Play Area	500.00
Gate	Not Identified	The Dell Play Area	1,500.00
Boulders	Not Identified	The Dell Play Area	2,000.00
Bouncing Facility	Eurotramp	The Dell Play Area	2,000.00
Play Panel	Proludic	The Dell Play Area	2,000.00
1 Bay 2 Seat (Cradle)	Proludic	The Dell Play Area	1,000.00
1 Bay 2 Seat (Flat)	Proludic	The Dell Play Area	1,000.00
Basket Swing - Type 1	Proludic	The Dell Play Area	5,000.00
Wheelchair Swing	GL Jones	The Dell Play Area	50,000.00
inclusive roundabout	Hags	The Dell Play Area	7,630.00
play panel	Hags	The Dell Play Area	718.00
spring sea saw	Hags	The Dell Play Area	951.00
combination activity item	Hags	The Dell Play Area	32,365.00

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1382
Meeting date:	20 May 2025	Authors:	Responsible Financial Officer
Subject:	Direct Debits & Subscriptions		
Purpose:	To note		

Recommendation(s):

To note Direct Debit commitments and annual/monthly subscriptions

1. Analysis

Subscriptions	
ESALC / NALC Annual Membership	2,504.00
RBS Software / Support	2,085.00
Environment Agency	342.00
SLCC Membership	412.00
Parish Online	225.00
Chamber Annual Membership	60.00
LDALC Annual Membership	20.00
Community House License	180.00
ESCC Maintenance Street Lights	175.00
ICO	47.00
Canva	108.00
Employee Assistance Program	600.00

Direct Debits
Castle Water
Environment Agency
O2
Tower Leasing
EDF
Total Gas & Power
PHS
Northstar
Pitney Bowes
Lewes DC - Rates
Safe HR
Fuel Card Services
Barclays
Focus Group

2. Options for Council

To note the current Direct Debit and subscriptions

3. Reason for recommendation

To ensure transparency

3. Implications

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

4. 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"/>

5. Appendix



Peacehaven Town Council

Risk Management Policy

1. Introduction

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard employees and Councillors, the people it works with and provides services for; and to protect the environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that implements a hierarchy of control; a structured, systematic, and focused approach to managing risk.

2. Objectives

- 2.1 The objectives of the risk management policy are to:
 - Integrate risk management into the culture of the council
 - Manage risk in accordance with best practice and legislative requirements
 - Minimise loss, disruption, injury, and damages
 - Inform policy and operational decisions by identifying risks and their likely impact
 - Raise awareness of the need for risk management

3. Undertaking

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes specified.

General and Financial Risk Assessment

Area	Risk	Level	Controls	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H	Assets are insured through Zurich Municipal unless agreed by Full Council not to insure. As new assets are purchased over £100 in value, they are added to the asset register. The Town Clerk to be responsible, upon the completion of project, to take measures to ensure that it is insured where necessary.	As req'd
		M	All leases and land registration details that are in the Council possession and are kept in the safe.	12
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices locked overnight. All ground team assets are securely stored in a secure unit on the industrial estate. Planned programme of testing electrical and safety equipment in place.	Daily
Assets	Maintenance of buildings etc.	M	Planned ongoing maintenance schedule is worked to. Planned programme of testing electrical and safety equipment in place.	1
		M	Reactive repair allocations included in revenue budget, procurement procedure in place for appointing contractors to undertake works.	1
Finance	Banking.	M	All Council bank accounts are reconciled in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12

Area	Risk	Level	Controls	Frequency months
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves.	1
		H	General Reserves to be at least 50% of the precept. The Council is not quite at 50% yet but are gradually building up to this position.	Annually
		H	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed.	1
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	Finance Officer checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1
		H	All cash from the till at the Information Office is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines.	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card preferred.	1
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all forms of payment transactions including electronic, debit cards and cheques. Two Signatories as appointed by Council required to sign.	Daily

Area	Risk	Level	Controls	Frequency months
		L	Internal Audit 2 times per annum, External Audit annually.	6/12
		L	Audit Reports to be presented to the next available Policy & Finance Committee meeting, all recommendations acted upon as soon as practical and reported back to Policy & Finance Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the Finance Officer, quarterly.	3
		L	VAT reconciled and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		M	Carry out annual Partial Exemption Calculations.	12

Area	Risk	Level	Controls	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The Responsible Financial Officer (RFO) in consultation with Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to Policy & Finance Committee who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Finance Officer and Committees to ensure that spend does not go over budget	1
Finance	Complying with borrowing restrictions.	L	Any loans require Full Council approval after presenting a full business case.	As req'd
Liability	Risk to third party, property, or individuals.	M	Liability insurance in place with Zurich Municipal.	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	A suitably qualified officer routinely undertakes risk assessments of all individual events.	As req'd

Area	Risk	Level	Controls	Frequency months
Liability	Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned.	M	Officers suitably qualified in Safeguarding with a nationally recognised RQF qualification at level 2 or higher.	36 / As req'd
		M	Permissions sought from the Youth Mayor and Deputy Youth Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.	Annually
		M	A Safeguarding Policy adopted, addressing safeguarding arrangements across all of the Town Council's activities.	Annually
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	Annual checks of all play equipment takes place by a suitably qualified person and report is acted on.	12
		M	Play areas also inspected bi-weekly by grounds team.	2 weekly
Liability	Legal liability as consequence of personal data controlled / processed.	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities to be arranged.	12
		H	Adequate processes in place to ensure security of personal data being processed by both councillors and staff.	12

Area	Risk	Level	Controls	Frequency months
		L	Adequate process in place for handling Subject Access Requests	36
		M	Privacy notices displayed explaining why personal data is collected, how it is used and stored.	As req'd
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, to ensure Officers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees.	12
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet.	As req'd
		M	All digital records can only be accessed by necessary managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action	
		M	Ensure all staff and councillors involved with employment relations or processes have access to relevant training and resources. Relevant training will form part of the standard training plan for relevant councillors.	12

Area	Risk	Level	Controls	Frequency months
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by Town Clerk. Internal auditor undertakes regular review.	As req'd
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
Employer Liability	Loss of Key Staff, including Clerk and RFO.	M	Insurance in place for costs of locum cover where necessary. Officer responsibilities set out in job descriptions. Support available through East Sussex Association of Local Councils with arranging interim cover.	12
Legal Liability	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd
Legal Liability	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, notice boards and in the Information Office.	As req'd

Area	Risk	Level	Controls	Frequency months
Legal Liability	Proper document control.	M	Copies of documents retained within the Council Offices and stored within a fireproof safe. Document Retention policy adhered to.	36
Councillors	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website.	12

Assessment Adopted:

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1384
Meeting date:	20 th May 2025	Authors:	Town Clerk
Subject:	Appointment of Internal Auditors		
Purpose:	To Approve		

Recommendation(s):

To approve Mulberry & Co as Internal Auditors for 2025-26.

1. Background

In 2024 PTC entered a 3-year engagement with Mulberry & Co to act as our Internal Auditors, with the 2025-26 year being the final year of this engagement.

Mulberry & Co are very professional and have been providing audit services to the Council for many years, they regularly change the person undertaking our audits in line with best practice for us.

2. Options for Council

To agree to appoint Mulberry & Co as Internal Auditors for 2025-26.

3. Reason for recommendation

In line with the 3-year engagement.

4. Expected benefits

Compliance with audit requirements, protection of public money.

5. Implications

5.1 Legal	The Accounts and Audit Regulations 2015 Financial Regulations
5.2 Risks	Protection of Public Money
5.3 Financial	Audit of all financial controls
5.4 Time scales	
5.5 Stakeholders & Social Value	Ensuring that the Council remains compliant
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 checked="checked" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Efficiency and sustainability of Town Council resources
--

7. Appendices

Engagement Letter



MULBERRY & CO

Chartered Certified Accountants
& Chartered Tax Advisors

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Surrey, GU7 1BX

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Our Ref: MARK/PEA001

Mr T Allen
Peacehaven Town Council
Community House
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

22 January 2024

Dear Mr Allen,

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. Period of engagement

- a. This letter is effective for accounting periods up to and including 31st March 2026. (The 2025/26 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in JPAG Practitioners guide. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.

- ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.
 - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
 - iv. Sign off the Annual Governance and Accountability Return (AGAR) as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
 - i. whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law

or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.
- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic Publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.
 - iv. Our report will be issued in .Pdf format via a secure server, which is password protected.

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the period of your engagement letter are £65 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel from the auditors home address.
- d. Our fees are payable on presentation of invoice.

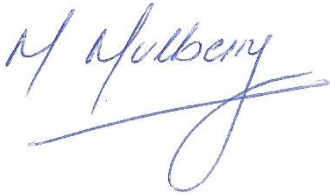
9. Cancellation of Services

- a. Services can be cancelled at any time in writing
- b. Cancellation will be effective from the end of the period to which this letter of engagement applies. (para 1a.)
- c. All outstanding fees become payable

10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'M. Mulberry', with a long, sweeping horizontal stroke extending to the right.

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.



Committee:	Full Council	Agenda Item:	C1385
Meeting date:	20 May 2025	Authors:	RFO
Subject:	To approve banking signatories		
Purpose:	To approve banking signatories		

Recommendation(s):

To approve

1. Background

It is necessary to note and agree the banking signatories for the Town Council. The banking signatories for the Town Council are as follows;

- Cllr Sue Griffiths
- Cllr Sherral Wood
- Cllr Mary Campbell
- Cllr Cathy Gallagher
- George Dyson (Town Clerk)

The bank is set up for two person authentication to make payments and in addition to the above, the officers who have payment rights online are as follows

- George Dyson – Town Clerk
- Zoe Malone – Responsible Financial Officer
- Zoe Polydorou – Meetings & Projects Officer

2. Options for Council

To approve the signatories

3. Reason for recommendation

To keep in line with annual requirements for council

4. Expected benefits

To allow timely payments to be made to suppliers

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1386
Meeting date:	20 th May 2025	Authors:	Town Clerk
Subject:	Insurance Cover		
Purpose:	To agree		

Recommendation(s):

To agree to a 2 year extension to our current fixed term agreement.

1. Background

We have been in a Long Term Agreement (LTA) with Zurich for the past 3 years which has kept our insurance costs consistent and competitive. As of June, we will no longer be within the 3 year period, so can either extend the LTA for an additional 2-years, or enter a new 3 year LTA (note that Zurich no longer offer the option of extending on their LTAs).

The RFO and Clerk have only had positive experiences with Zurich, and when we did have to claim last year the process was well managed. There are limited insurers who will insure local authorities, and their price is consistently competitive.

2. Options for Council

- a. To agree to extend the current LTA for 2-years.
- b. To enter a new 3-year LTA.

3. Reason for recommendation

Given that there's only a year's difference between extending or entering a new LTA, it will be much more cost-effective to extend for the 2-years, keeping the price down, whilst also taking the larger increase into consideration once the 2-years is over – this can be prepared for in budgeting for 2026-27 and 2027-28.

4. Expected benefits

Insurance cover in respect of all risks to PTC.

5. Implications

5.1 Legal	Covers legally required insurance including Employers Liability and Motor Vehicle.
5.2 Risks	Protection from insurable risks.
5.3 Financial	£14,121.25
5.4 Time scales	5 th June 2025
5.5 Stakeholders & Social Value	Cover for all PTC activities, including parks, open space, buildings, etc.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

Efficiency of Town Council resources.

7. Appendices

- i. Current Insurance Schedule
- ii. Renewal Proposal

Ms Zoe Malone
Peacehaven Town Council
Town Council Office
Community House
Meridian Centre
PEACEHAVEN
East Sussex
BN10 8BB

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720437543
Insured	Peacehaven Town Council
Business	Parish / Town Council
Period of Insurance	
From	11 th February 2025
To	05 th June 2025
and any other period for which cover has been agreed.	
Adjustment Premium	£ 0.00

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	148256872
Long term agreement active until	06 th June 2025
Preparation Date	11 th February 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community House, Address, Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£3,071,137.36	£40,000.00	£298,775.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Hub, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£1,102,885.42	N/A	£11,640.91	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cafe Building, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£372,587.29	£18,000.00	£0.00	£45,586.54	£0.00	£0.00	£0.00	£0.00	£0.00
4. Changing Places Toilet Facility, Address, Centenary Park, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£100,800.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£100,000	24	N/A		£50,000	24
Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	N/A		N/A		N/A	

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Oil Tank Maintenance Yard	£2,685.74	£100
Street Furniture	£177,648.00	£100
War Memorial	£30,233.05	£100
Obelisk	£46,492.72	£100
Adult Fresh Air Gym in Meridian Park	£29,213.72	£100
Civic Regalia	£8,361.92	£100
Garden Machinery	£47,975.82	£100
Radio, TV & Audio Equipment	£5,161.92	£100
Office Equipment Lease # 22452043	£18,601.67	£100
Archaeological Items inc. Flint Pot & Stone Axes	£2,921.36	£100
Play Equipment & Surfacing	£730,342.67	£100
Skate Park	£292,137.06	£100
Kubota S/N12093	£21,910.29	£100
IT/PC Equipment	£49,677.60	£100
Grounds Maintenance Equipment	£125,823.40	£100
Gazebos	£4,032.00	£100
Gateway Cafe Container	£4,200.00	£100
IPECS 1030I Handset on lease from Tower Leasing under agreement number 381506 c/o Aquis Insurance, Integra House, Vaughan Court, Newport, NP10 8BD	£220.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements: None

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£1,000,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 22

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other **excess** which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 24

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital	4.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£100,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Key Personnel

Key Personnel	Town Clerk/Manager, RFO, Parks Officer
Capital Sum	£100,000.00
Weekly Sum	£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsements:

1) Special Exclusion 2 of Section 3 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal expenses**Section:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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INSURANCE RENEWAL PROPOSAL
FOR
Peacehaven Town Council

Prepared by

Mr Jonathan Meiseles

11th May 2025

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
1 or 2 Year extension of the existing long term agreement	£14,121.25
New 3 Year agreement	£17,362.94

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £14,121.25 (including taxes, based on a 1 year agreement).

This is made up of £12,608.27 for your policy, £1,512.98 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at jonathan.meiseles@uk.zurich.com

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 25th March 2025 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Sharkey, Cllr Davies, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Assistant Projects Officer)

11 members of the public were in attendance.

1. PH2238 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through fire exit procedure, asked for phones to be switched off and announced that the meeting was being recorded.

The Chair then announced the following:-

- Bingo on 9th April 2pm – 4pm
- Quiz on 5th April at 7pm

2. PH2239 PUBLIC QUESTIONS.

There were 7 public questioners.

1. In reference to **PH2251 LW/25/0021 66 The Lookout** it was expressed there was misleading application information with regards to the infrastructure, concern over the detrimental impact to the view of, and access to, the National Park, a loss of local amenities due to the change of land use and being in breach of the Dark Skies policy. It was raised that the application conflicted with Lewes District Plan policies CT1 and RES6, and National Planning Advice PPS7 (Sustainable Development in Rural Areas). Alongside this, concern was raised over access, there being no direct transport services, only one streetlight for The Lookout, no main drainage or gas supply, unsuitable electricity supply, and setting a precedent.
2. In reference to **PH2251 LW/25/0021 66 The Lookout** the public questioner wanted it to be brought to PTC's attention that LDC have confirmed the dining room extension would not come under permitted development, queried why the caravan was still in situ, and raised concern with how the site would be monitored once a decision was made.
3. In reference to **PH2253 LW/25/0010 136 Rowe Avenue North** and **PH2256 LW/25/0105 4 Telscombe Road**, the need to increase support for wildlife and biodiversity and for the usage of swift and bee bricks, that LDC support, was expressed.

With regards to **PH2256 LW/25/0105 4 Telscombe Road** concern was expressed over garages being too small, and that they should be measured to ensure suitability for current car sizes, and concern with the planned 15 car parking spaces and that the developer is known to changing plans.

There was further concern about the roundabout on Sutton Avenue (at the junction with Greenwich Way), where it was expressed as being dangerous for drivers, that it was being damaged, mainly by HGVs, and was suggested it be replaced with a painted line roundabout.

4. A public questioner raised an issue with transport connectivity to Peacehaven from/to Newhaven and Lewes, parking issues at schools, and had concern with the stagnant Morrison's development, including the lack of connectivity to other nearby supermarkets, raised that good suggestions had been made, and a collective push was needed to get services in place this year.
5. A member of BusWatch updated committee that, thanks to various lobbies, ESCC had agreed that disabled passengers could use buses 24/7, it would continue to fund service 14, and were looking at providing the number 23 extension and improving the night buses. With regards to bus stop clear ways, it was expressed that ESCC have agreed there were waiting restriction inconsistencies and had produced a prioritisation programme (i.e. outside of Your Daily Needs).

Cllr Campbell expressed that in connection with the disabled issue there were numerous people to thank, that this committee had sent off the original report, which had been taken up by the MP, and thanked the Meetings & Projects Officer for their work.

6. A public questioner expressed having received no communication from PTC, LDC or ESCC on the status of the Morrisons development, sought information on what was happening with the site, requested regular updates and questioned the status of the development.

Cllr Gallagher provided an update on progress from the MP Chris Ward and the Morrisons board, explained that the plans were going to be amended, and expressed concern that the resident was not being informed and asked for there to be an update in each e-news issue.

7. A public questioner queried whether, at the next Morrisons board meeting, it would be decided what would happen.

Cllr Gallagher expressed that it would be a high-level strategy meeting, and suggested that PTC share the MP's letter that was posted today on social media, and made the suggestion of following the MP or Peacehaven Focus on Facebook for information about the Morrisons development.

The Chair expressed that **PH2251 LW/25/0021 66 The Lookout** and **PH2256 LW/25/0105 4 Telscombe Road** would be brought forward.

1. PH2240 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Studd.

19:52 - 2 residents left the meeting

2. PH2241 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Gordon-Garrett declared an interest in **PH2251 LW/25/0021 66 The Lookout**

3. PH2242 TO ADOPT THE MINUTES FROM THE 4th FEBRUARY 2025

Proposed by: Cllr Sharkey Seconded by: Cllr Davies

The Committee **resolved** to **adopt** the minutes.

19:54 – Cllr Gordon Garrett left the meeting, Cllr Campbell took the Chair

4. TO COMMENT on the following Planning applications as follows:-

PH2251 LW/25/0021 66 The Lookout

Peacehaven Town Council **objects** to planning application on the following grounds:

- It contravenes the NPPF, Lewes District Local Plan, SDNPA Local Plan.
- That there is no sensitivity to the local landscape and road, the location is in a delicate areas that transitions the National Park.
- The lighting is not in conjunction with the SDNPA Dark Skies technical advice note.
- The proposal will reduce the visual amenity of part of the Telscombe Tye.

- The use of the bridleway is not for commercial traffic.
- No traffic assessment has been carried out.
- It will have a detriment effect on local wildlife.

The Application does not yield extra homes or CIL/S106 money while breaching Application requirements, most notably:

- 1) **Inadequate or misleading information in the Application documents:** No fire/ambulance risk assessment of site access (despite fire pits and the site being surrounded by grain fields/scrub/trees through long hot Sussex summers) and supervision ending before midnight. No assessment from utilities, notably South East Water and East Sussex CC Rights of Way (only publicly available land access for vehicles is via a bridleway). Application seeks approval for sewerage provision for a different and bigger development – planning consent could enable unauthorised extra development (and then demands for enforcement from local residents). Lewis Planning Consultants' statement re camping (that planning permission not needed for Applicants' 'fall-back position' of using the land for camping pitches) may be misleading because of the toilet provision rules (Condition BC.2(a)): planning consent for this small glamping Application including its 'regularisation' of toilet facilities (on the LDC part of the overall site) could open up the option of 50 new camping pitches (currently constrained by the absence of toilet facilities) without further LA consents; which would be relevant if the site changed ownership.
- 2) **SD7, SD8 and SD54** (tranquillity, dark skies, pollution). The site was green, not yellow, on the SDNP map at last measure. SD7,SD8 and SD54 already breached by Airbnb useage of the house at 66 Lookout (as reported by local residents from Telscombe Village eastwards). Cumulative negative effect on people and the natural environment in breach of SD54 - any further development will magnify noise and light pollution, especially at night. More vehicular traffic.
- 3) **SD19** (Transport and Accessibility) In 2009, Applicant Mr. Barlow himself summarised the site's inaccessibility: 'Access to the property is bad, and very busy already. The road (single track) is basically a footpath,(the extension of Roderick ave north) not a public highway. Last winter the track was unusable for three days because of snow. The track is unsuitable for emergency vehicles....' (Consultation on Application LW/09/0478). The owner of the private land housing this footpath states that he will not allow Mr Barlow to use his land for the purpose of this Application (see Consultation Response from Mr Merchant to Application LA/25/0021).
- 4) **SD4.3** (Landscape character) SDNP has assessed this site (Site 058 in Local Plan Review) as 'excluded' because 'it does not relate well to any settlement boundary'. This Application (for what is a commercial development) breaches SD4 by undermining the settlement pattern, the individual identity of settlements and the integrity of predominantly open and undeveloped land; it would breach the buffer of rural land between the site and the Peacehaven settlement boundary.
- 5) **SD20** The official route to the site is a bridleway. Increasing vehicular traffic would damage equestrian uses (as testified by several consultees) and would make the bridleway even more unsafe for pedestrians, cycles and horses
- 6) **SD23 and SD34** The proposed glamping site would be in competition with two existing glamping/camping sites close by, both more easily accessible than Site LE058 from the South Downs Way and by car(Stud Farm and South Farm, both units in the SDNP Local Plan's 'key sector' of farming). With most access via Peacehaven, no eateries within reasonable walking distance of Site LE058, only one small shop, and a 15-minute walk to buses, it is difficult to see how consent for this Application would generate any new business or employment within the SDNP (and little even in Peacehaven).

In addition: -

- Misleading application information with regards to infrastructure, and there will be:-
- A detrimental impact to the view of, and access to, the National Park
- A loss of local amenities due to the change of land use
- In breach of the Dark Skies policy.
- conflicts with Lewes District Plan policies CT1 and RES6, and National Planning Advice PPS7 (Sustainable Development in Rural Areas).
- Concern with access, there being no direct transport, only one streetlight, no main drainage or gas supply, unsuitable electricity supply, and setting a precedent.
- The entries on the main application document would create a right for 8 extra parking places within LDC land
- The application could damage existing employment sites at Stud Farm and South Farm and the site is not in an area zoned for new employment in LDC Local Plan.

- Breaches the emerging Neighbourhood Plan, especially Policies PT1 and PT4 (protecting the dark skies and tranquillity of SDNP).
- In breach of section 245 of the Levelling-Up and Regeneration Act (LURA) which amended the duty on relevant authorities regarding land in Protected Landscapes, (including National Parks), requiring they seek to further the statutory purposes of such areas. Guidance published in December 2024 is clear that this extends to functions undertaken outside of a National Park, but which affects its setting. Paragraph 189 of the Framework requires that development within the setting of a National Park should be sensitively located and designed to avoid or minimise adverse impacts upon it.
- There being no comment from rights of way or bridle way authorities.

It was proposed to **object** to the application based on the comments above, and asks for LDC to enforce its previous refusal decisions.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

All in **favour**

PH2256 LW/25/0105 4 Telscombe Road

It was proposed to **object** to the application on the following grounds:-

- Based on the emerging Neighbourhood Plan and the Design Guide, the application is against PT1 (good design), and PT4 (protecting the dark skies and tranquillity of SDNP) because light will shine across the Ouse Valley SDNP to an even greater extent than the building recently rejected by Inspector at appeal on land adjacent to 4 Telscombe Rd. The Inspector stated that 'The main issue is the effect of the proposed development on the character and appearance of the area' (the site is higher up than the adjacent land where an appeal was recently rejected, and the proposed houses are three storeys high with big windows on the east side)
- It is also against LDC's DM 25, and policy CP2 (housing mix and density), as it is out of keep with the surrounding area.
- In breach of PT18, and 19 (biodiversity), back-land development, and is not accessible.
- There is the issue of increased flood risk to lower laying land.
- Four-bedroomed houses do not meet the housing need
- It is in breach of section 245 of the Levelling-Up and Regeneration Act (LURA) which amended the duty on relevant authorities regarding land in Protected Landscapes, (including National Parks), requiring they seek to further the statutory purposes of such areas. Guidance published in December 2024 is clear that this extends to functions undertaken outside of a National Park, but which affects its setting. Paragraph 189 of the Framework requires that development within the setting of a National Park should be sensitively located and designed to avoid or minimise adverse impacts upon it.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher

Committee resolved to **object** to the application.

5. PH2243 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was **noted**.

20:15 – 3 residents left the meeting.

6. PH2244 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated committee that the Officer at LDC who was dealing with the NDP had left before sending the habitats regulation and other comments to the examiner. Cllr Gallagher expressed that Cllr O'Connor would liaise with the head of planning policy, and at the very least hoped it could be moved forward by other senior officers.

7. PH2245 TO COMMENT GLADYS AVENUE VE DAY 80TH ANNIVERSARY STREET PARTY – NOTICE OF CLOSURE

It was proposed to comment that there were no issues with the closure.

Proposed by: Cllr Sharkey Seconded: Cllr Davies

All in **favour**.

1 abstention.

8. PH2246 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The chair thanked the Committees and Assistant Projects Officer for her comprehensive report.

9. PH2247 TO NOTE PROGRESS REPORT ON BUSINESS PLAN ITEMS

The report was **noted**.

10. PH2248 TO AGREE THE DETAILS OF THE NEW INFORMATION BOARD AT THE MERIDIAN MONUMENT

It was proposed to agree to the draft content.

Proposed by: Cllr Shakey Seconded by: Cllr Gallagher

Committee resolved to **agree** to the proposal.

It was proposed for the cost to be taken from the Repairs and Alteration of Premises budget.

Proposed by: Cllr Gallagher Seconded by: Cllr Rosser

All in **favour**.

It was proposed to agree the location for the information board as described in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies

All in **favour**.

Committee thanked the grounds team for the Meridian monument cleaning.

11. PH2249 TO NOTE GRASS-CUTTING; FINAL DECISION ON PROPOSED DATES FROM ESCC AND PLANS FOR PUBLICITY

Cllr Campbell asked that the programme with dates, and who to contact at ESCC if there is dissatisfaction, to be clearly advertised, and placed on bus stops etc.

Cllr Davies agreed, and requested clarification from ESCC of the grass cutting dates, and raised there were many complaints last year, particularly about paths.

12. PH2250 TO NOTE THE DOCUMENT DETAILING PEACEHAVEN TOWN COUNCIL'S OBJECTION TO APPLICATION SDNP/25/00228/FUL (LAND ADJACENT TO 66, THE LOOKOUT, PEACEHAVEN

The application was **noted**.

20:30 – 3 members of the public left the meeting

13. TO COMMENT on the following Planning applications as follows:-

PH2252 LW/25/0087 64 Hodder Avenue

A member commented that the building could be let out since it would be an independent building.

It was proposed to **support** the application

Proposed by: Cllr Gallagher Seconded: Cllr Sharkey

Committee resolved to **support** the application.

1 member abstained.

PH2253 LW/25/0010 136 Rowe Avenue North

Members commented that the application was now 2 dwelling houses instead of 3.

Members raised concern with the lack of greenery, the elimination of grass verges, and the reduction of biodiversity at the back of the property. Also, that there would be no distinction with the pavement and public scene.

It was raised that the site is a plotland, as per the Design Guide, and the application would remove all the on-site features

It was proposed to **support** the application with the following comments: there would be insufficient greenery, grass verges would be eliminated, there would be a reduction of biodiversity, the need to use swift and bee bricks, there were conflicts with PT17 and PT18, and LDC are to query the self-build designation as opposed to a market-house.

Proposed by: Cllr Campbell Seconded: Cllr Davies

Committee resolved to **support** the application.

1 member abstained

20:43 - 2 residents left the meeting

PH2254 LW/25/0097 138 South Coast Road

It was proposed to **object** the application on the above grounds of being against LDC core policy 6 (change from retail to residential), for the same reasons as before, and the application has not fulfilled the change.

Proposed by: Cllr Gallagher Seconded: Cllr Campbell

All in **favour**

PH2255 LW/24/0517 Land Between 45&61 Downs Walk

It was proposed to the **support** the amended design, subject to the officer requesting a CEMP (construction environment management plan) is carried out, similar to the next door site.

Proposed by: Cllr Gallagher Seconded: Cllr Sharkey

All in **favour**

PH2257 LW/25/0089 36 Cairo Avenue

Members did not feel they had the expertise to comment but were aware of neighbour concerns.

Cllr Campbell requested that full correspondence be sent to the west ward district councillors – Cllr Fabry, and Chris Collier, which Cllr Davies supported, and for those councillors to contact the complainants and visit the site.

PH2258 LW/25/0134 9 Downs View

It was proposed to **support** the application, subject to satisfactory drainage issues.

Proposed by: Cllr Sharkey Seconded: Cllr Campbell

All in **favour**

PH2259 LW/25/0061 4 Firle Road

No comment.

14. TO NOTE the following Planning decisions

PH2260 LW/24/0821 144 The Promenade

The planning decision was **noted**.

PH2261 LW/24/0105 Land adj 4 Telscombe Rd and Blakeney Avenue

The planning decision was **noted**.

PH2262 LW/23/0655 Land to the East of Blakeney Avenue

The planning decision was **noted**.

PH2263 LW/24/0789 5 Johns Close

The planning decision was **noted**.

PH2264 LW/24/0766 Land Adjacent To 61 Downs Walk

The planning decision was **noted**.

PH2265 LW/24/0768 1 Telscombe road

The planning decision was **noted**.

PH2266 LW/24/0688 42 Bramber Avenue

The planning decision was **noted**.

PH2267 LW/24/0642 30-36 Southdown Avenue

The planning decision was **noted**.

PH2268 LW/24/0579 50 Cornwall Avenue

The planning decision was **noted**.

PH2269 LW/24/0802 77 The Lookout

The planning decision was **noted**.

PH2270 LW/24/0637 2B Horsham Avenue

The planning decision was **noted**.

15. PH2271 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

It was requested for Streetlights to be reopened until members were satisfied it had been completed.

The complaints were **noted**.

16. PH2272 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

It was discussed that updates were needed and that the Chair and Vice Chair would review and amend as appropriate before the next meeting.

The action plan was **noted**.

17. PH2273 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 15TH APRIL 2025 AT 6.15PM

The date was **agreed**.

There being no further business the meeting ended at 21:11

George Dyson
Town Clerk

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



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

Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 15th April 2025 at 6.15pm

Present: Cllr Gordon-Garrett (Committee Chair), Cllr Campbell (Committee Vice-Chair), Cllr Sharkey, Cllr Donovan, Cllr Rosser, Cllr Gallagher.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1 PH2274 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 6.15pm, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, advised that the meeting is being recorded for internal use, and requested that mobile phones be put onto silent.

2 PH2275 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

There were no public questions.

3 PH2276 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Davies.

Cllr Studd was also absent.

4 PH2277 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2278 TO ADOPT THE MINUTES FROM THE 25TH MARCH 2025

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

The minutes of 25th March 2025 were **agreed** and **adopted**.

6 TO COMMENT on the following Planning application as follows:-

PH2279 LW/25/0152 - 82A Arundel Road

There was a brief discussion about whether the development could lead to any overshadowing and the impact on the neighbouring properties.

It was proposed that Committee support the application, conditionally that Lewes District Council Officers ensure that there are no negative impacts of overshadowing.

Proposed by: Cllr Rosser

Seconded by: Cllr Campbell

Committee **resolved** to **support** this proposal by majority, with one abstention.

PH2280 LW/25/0193 - 6 Outlook Avenue

There was a lengthy debate about the application, with concerns about the proposed development, whilst also highlighting the merits of the application with the design in keeping with the existing building.

It was proposed that Committee support the application, subject to Lewes District Council Officers confirming that the development does not breach policy DM1 due to it being outside of the settlement boundary, and as per the Secretary of State article 4 direction.

Proposed by: Cllr Gallagher Seconded by: Cllr Rosser
Committee **resolved** to **support** to this proposal by majority vote, with one against, and one abstention.

7 TO NOTE the following Planning decisions

PH2281 Planning Inspectorate Ref APP/P1425/W/25/3361300 - 327 South Coast Road

Committee **noted** the appeal to the Planning Inspectorate.

PH2282 LW/25/0133/CD - 25 Phyllis Avenue

Committee **noted** the discharge of condition application.

7 PH2283 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 6TH MAY 2025 AT 7.30PM

The next meeting was confirmed as 6th May 2025 at 7:30pm.

There being no further business, the meeting was closed at 18:44

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 6th May 2025 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Davies, Cllr Rosser, Cllr Studd

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Assistant Projects Officer)

1 member of the public was in attendance.

1. PH2284 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and outlined the procedure for the public questions item.

2. PH2285 PUBLIC QUESTIONS.

There were no public questions.

3. PH2286 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

An apology for absence from Cllr Sharkey was received.

4. PH2287 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2288 TO ADOPT THE MINUTES FROM THE 15th APRIL 2025

Proposed by: Cllr Rosser Seconded by: Cllr Campbell

The Committee **resolved** to **adopt** the minutes.

6. PH2289 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Campbell commented that she believed there was EMR money available, but that it was only recorded in the budget report if it was spent.

The report was **noted**.

7. PH2290 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated committee, via Cllr O'Connor of LDC, that the head of planning policy had passed all the information to the examiner and LDC were also carrying out final checks with regards to any impact of the Planning and Infrastructure Bill; that there should be a further update later in May, and hopefully the referendum would be later this year.

The update was **noted**.

8. PH2291 TO NOTE PROCESS FOR REPORTING OVERGROWN VERGES

Cllr Gallagher commented that the associated mobile app to report issues was good.

The report was **noted**.

9. PH2292 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair expressed that an update would be provided at the next P&H meeting.

10. PH2293 TO NOTE PROGRESS REPORT ON BUSINESS PLAN ITEMS

There was discussion around the possible outcome from the Council Committees Restructure TFG, including the Public Realm and the Green Infrastructure Plan, since they spanned committees.

As a member of the Council Committees Restructure TFG, Cllr Campbell expressed that the TFG were considering a draft proposal to replace 'Highways' from the committee name with 'Infrastructure' and also moving the monument and benches to the LA&E committee.

The Chair thanked Cllr Campbell for the update.

The report was **noted**.

11. TO COMMENT on the following Planning applications as follows:-

PH2295 LW/25/0202 98 South Coast Road

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0202

It was proposed to **object** to the application on the grounds of over development; over massing; in breach of PT7 (accessibility) and NPPF115 (In assessing sites that may be allocated for development in plans, or specific applications for development); insufficient parking spaces; and the lack of an over-shadowing report on the impact to the neighbours and the residents of Sunview Avenue.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher
Committee resolved to **object** the application.

PH2296 TW/25/0036/TPO 1 Wendale Drive

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/25/0036/TPO

It was proposed to **support** the application

Proposed by: Cllr Gallagher Seconded: Cllr Davies
Committee resolved to **support** the application.

PH2297 LW/25/0216 21 Malines Avenue

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0216

It was proposed to **support** the application

Proposed by: Cllr Rosser Seconded: Cllr Campbell
Committee resolved to **support** the application.

12. TO NOTE the following Planning decisions

PH2298 LW/25/0087 64 Hoddern Avenue

The planning decision was **noted**.

PH2299 LW/24/0517 Land between 45&61 Downs Walk

The planning decision was **noted**.

13. PH2300 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

Cllr Campbell thanked the Committees and Assistant Projects Officer for their support with this item.

The Meetings & Projects Officer expressed there was no update on the grass cutting schedule item.

Cllr Davies updated committee that, due to LDC's benches and bins work last year along the clifftop, LDC had no available budget this year for any new benches, and that along with Cllr Collier had been working with residents in terms of clifftop grass cutting.

Cllr Gallagher raised the possibility of residents raising funds for benches, reminded committee of installation costs, and commented that LDC's grass cutting contracts were due to end in 2026 and the implementation of a hybrid scheme. Cllr Davies commented that grass cutting was tied in with devolution.

Cllr Gallagher suggested the 'lack benches' item be updated as an LDC item.

Cllr Davies confirmed he was still pursuing the bench halfway up the cliff.

Cllr Campbell suggested the addition of the item 'Car parked on the verge of Southview Avenue'.
The complaints were **noted**.

14. PH2301 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Campbell updated committee that the Rights of Way Action had been moved to sit under Full Council, and with confirmation from the Committees and Assistant Projects Officer of the successful completion of the drainage works, that the item 3 could be removed.

The action plan was **noted**.

15. PH2302 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 27th MAY 2025 AT 6.15PM

The date was **agreed**.

There being no further business the meeting ended at 20:19



Committee:	Full Council	Agenda Item:	C1387b(i)
Meeting date:	20 May 2025	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at the end of month 01 (April 2025). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 March 2025. 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 per Financial Regulations the requirement for the bank reconciliations should 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 8.0% of the budgeted expenditure has been spent so far, and 44.8% of the budgeted income has been received as at the end of month 1 (April 2025)

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 2026, 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.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	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.
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	

4. Appendices

- **Barclays Bank account summary balances February & March 2025**
- **Bank reconciliation statement for cashbook 1 – February & March 2025**
- **Bank reconciliation statement for cashbook 2 –February & March 2025**
- **Credit Card reconciliation statement – February 2025**
- **Detailed income and expenditure month 1 (April 2025)**
- **Detailed balance sheet month 1 (April 2025)**

List of Payments made between 01/03/2025 and 30/04/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2025	Lewes District Council	DD	1,047.80		BUSINESS RATES 25/26
01/04/2025	Lewes District Council	DD1	6,549.75		BUSINESS RATES 25/26
02/04/2025	AMAZON	BACS	21.99		TOILET SEAT
02/04/2025	Trade UK	BACS1	32.57		STOP COCK FOR ALLOTMENTS
02/04/2025	SUSSEX PAYROLL SERVICES LTD	BACS2	136.80		PAYROLL SERVICES
04/04/2025	WORLD PAY	WP0404	29.80		CARD FEES
04/04/2025	EDF	DD	546.63		DEC-FEB ELECTRICITY
04/04/2025	02	DD1	87.36		MOBILES - APRIL
04/04/2025	Barclays	DD2	57.00		BACS / COLLECT CHARGES
04/04/2025	Northstar IT	DD4	1,556.35		MONTHLY SUPPORT
07/04/2025	The Fuelcard People	DD	13.20		FUEL CARD
07/04/2025	WORLDPAY	WP 0704	0.70		WP CARD CHARGE
10/04/2025	Hugh Page Sussex Ltd	BACS3	8.07		KUBOTA PARTS
10/04/2025	SCRIVENS LTD	BACS4	22.50		KB EYE TEST
10/04/2025	CASTLE WATER	BACS5	147.50		MARCH WATER
10/04/2025	CASTLE WATER	BACS6	399.32		MARCH WATER
10/04/2025	Business Sream	BACS7	153.24		DEC-MAR WASTE
10/04/2025	Ricoh Capital Ltd	BACS8	235.61		JAN-MARCH CLICK CHARGES
10/04/2025	Spy AlarmsLtd	BACS9	300.00		FIREALARM REPAIR - HUB
10/04/2025	Wightman & Parrish Ltd	BACS10	347.29		CLEANING / BAGS
10/04/2025	Business Sream	BACS11	366.23		JAN-APR WASTE WATER
10/04/2025	EDF	BACS12	978.27		MARCH ELECTRIC
10/04/2025	Rialtas Business Solutions Ltd	BACS13	2,502.00		MTD ANNUAL SUPPORT
10/04/2025	ESALC Limited	BACS14	2,504.65		ESALC / NALC MEMBERSHIP 25/26
10/04/2025	Rigby Taylor	BACS15	3,342.15		GRASS SEED / RENO GRASS SEED
10/04/2025	TANIA RICHARDS	BAC16	50.00		T.RICHARD REFUND
10/04/2025	WORLD PAY	WP 1004	0.11		CARD CHAGES
11/04/2025	PAPACHINOS LIMITED	BACS	300.00		CIVIC RECEPTION BUFFET
11/04/2025	CASTLE WATER	DD1	44.35		MARCH WATER COMM HOUSE
17/04/2025	CONSULT CLEANING SERVICES	BACS1	1,388.63		MARCH- APRIL CLEANING
17/04/2025	Rigby Taylor	BACS2	668.81		FERTILISER FOR BOWLING GREEN
17/04/2025	Farrington Property Developmen	BACS3	4,404.00		UNIT 14 RENT W/C 09/04
17/04/2025	Ricoh Capital Ltd	BACS5	396.84		01/04-30/06 PRINITING
17/04/2025	Vitax Limited	BACS6	131.82		SPRAY VALVE / SWITCH & MARKERS
17/04/2025	FILCRIS LTD	BACS7	166.74		POSTS FOR DELL
17/04/2025	Lewes District Council	BACS8	6,736.50		BUSINESS RATES 25/26
17/04/2025	MURFER MYSTERY EVENINGS	BACS9	800.00		CIVIC RECEPTION ENTERTAINMENT
17/04/2025	Wightman & Parrish Ltd	BACS10	24.86		BIN BAGS
17/04/2025	NATALIE HARRISON	BACS	50.00		N.HARRISON REFUND
17/04/2025	GIOVANNA MARIANO	BACS1	50.00		G.MARIANO REFUND
17/04/2025	Lewes District Council	121156	639.54		WASTE 01/04-30/06
22/04/2025	Northstar IT	DD	60.00		DELL REPLACEMENT CHASSIS
22/04/2025	CASTLE WATER	DD1	7.51		MARCH WATER
22/04/2025	KINTO UK LTD	DD2	499.74		VAN LEASE
22/04/2025	Credit Card A/c	MAR CC	26.00		MARCH CC
22/04/2025	WORLDPAY	WP2204	0.29		CARD CHARGES
23/04/2025	Northstar IT	DD3	5.28		ONLINE PLAN 50GB

List of Payments made between 01/03/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/04/2025	HEALTH ASSURED LTD	DD4	60.00		EAP
23/04/2025	TOWER LEASING LIMITED	DD5	62.67		PHONE RENTAL
25/04/2025	R.J.Meaker Fencing Ltd	BACS	11.96		MAINTENANCE ITEMS
25/04/2025	AMAZON	BACS1	87.83		NETGEAR PORT
25/04/2025	Brewers and Sons Ltd	BACS2	13.90		WET PAINT TAPE
25/04/2025	EDF	BACS3	85.34		MARCH ELECTRIC
25/04/2025	Lewes District Assoc. of Local	BACS4	20.00		LDALC SUBS
25/04/2025	Peacehaven & District Chamber	BACS5	87.50		X5 CHAMBER BREAKFASTS
25/04/2025	Mulberry &Co	BACS6	156.00		ANNUAL YEAR END AUDIT
25/04/2025	OSCARS WISH	BACS7	100.00		OSCARS WISH REFUND
25/04/2025	PEACEHAVEN HEIGHTS	BACS8	750.00		PHA GRANT
25/04/2025	SOUTH COAST BIRD NETWORK	BACS9	750.00		BIRD NETWORK GRANT
25/04/2025	NEWHAVEN CRICKET CLUB	BACS10	150.00		NH CRICKET GRANT
25/04/2025	CITRUS HR	DD6	204.00		SAFEHR MEMBERSHIP
25/04/2025	APRIL SALARIES	APR PAY	29,451.91		APRIL SALARIES
28/04/2025	TOTAL GAS & POWER	DD	342.52		MARCH GAS
28/04/2025	The Fuelcard People	DD1	130.94		FUEL
30/04/2025	EAST SUSSEX PENSION FUND	BACS	10,420.28		APRIL SALARIES
30/04/2025	Acacia Groundcare Equipment Re	BACS1	1,328.33		DISC SEEDER
30/04/2025	PETER MANNINGTON	BACS2	2,220.00		VERTI DRAIN FOOTBALL PITCHES
30/04/2025	CONSULT CLEANING SERVICES	BACS3	1,388.63		MAY CLEANING
30/04/2025	CTLA	BACS4	6,825.00		CTLA SLA
30/04/2025	AMAZON	BACS5	15.00		VELCRO FOR SIGNS
30/04/2025	Heatcraft And Ventilation ltd	BACS7	728.04		HOT WATER REPAIRS TO HUB
30/04/2025	EDF	DD	3,482.68		DEC-MAR ELECTRICITY
30/04/2025	Focus IT Services	DD2	174.72		MONTHLY WIFI/TELEPHONES
Total Payments			96,885.05		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			<u>1,041,072.61</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	
28/02/2025 121152 HMRC		9,230.37	
			<u>9,380.37</u>
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			<u>1,879.83</u>
			1,033,572.07
		Balance per Cash Book is :-	1,033,572.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/02/2025		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/04/2025

Peacehaven Town Council

Page 1

Time: 14:34

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Current Bank A/c**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/03/2025		918,753.49
Current Account	31/03/2025		50,093.98
			<u>968,847.47</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	
25/03/2025 121154	HMRC	9,759.73	
28/03/2025 121155	RBL POPPY APPEAL	82.50	
			<u>9,992.23</u>
			958,855.24
<u>Unpresented Receipts (Plus)</u>			
06/12/2024		50.00	
25/03/2025		254.00	
25/03/2025		212.00	
25/03/2025		212.00	
25/03/2025		42.00	
25/03/2025		91.00	
25/03/2025		96.00	
27/03/2025		76.50	
31/03/2025		5.00	
31/03/2025		72.30	
			<u>1,110.80</u>
			959,966.04
Balance per Cash Book is :-			959,966.04
Difference is :-			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 01/04/2025

Peacehaven Town Council

Page 1

Time: 14:35

User: ZM

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (\$)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/03/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 01 Apr 2025



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£42,672.83
Last night's balance	£50,093.98
Overdraft limit	£0.00

Showing 6 transactions between 31/03/2025 and 31/03/2025 from 31/03/2025 to 31/03/2025

Date	Description	Money in	Money out	Balance
31/03/2025	Transfer TRANSFER 30701211 TRANSFER 30701211		-£77.14	£50,093.98
31/03/2025	Counter Credit L Knowles CANDYLOVERS BGC	£15.00		£50,171.12
31/03/2025	Counter Credit GBP FASTER PAYMENT WORLDPAY BGC	£345.31	347.00 (1.69)	£50,156.12
31/03/2025	Direct Debit FUEL CARD SERVICES FFB017243 DDR		-£143.38	£49,810.81
31/03/2025	Direct Debit FOCUS GROUP FH4342 DDR		-£173.39	£49,954.19
31/03/2025	Counter Credit PULSE FINANCE PEACEHAVEN TOWN CO BG C	£33.60		£50,127.58

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.

Today: 01 Apr 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,400,613.49
Last night's balance	£918,753.49
Overdraft limit	n/a

Showing 1 transaction between 31/03/2025 and 31/03/2025 from 31/03/2025 to 31/03/2025

Date	Description	Money in	Money out	Balance
31/03/2025	Transfer TRANSFER 10701173 TRANSFER 10701173	£77.14		£918,753.49

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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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.

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		50,000.00
Current Account	30/04/2025		1,309,393.21
			<u>1,359,393.21</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	
17/04/2025 121156	Lewes District Council	639.54	
			<u>789.54</u>
			1,358,603.67
<u>Unpresented Receipts (Plus)</u>			
01/04/2025		-26.00	
22/04/2025		16.80	
25/04/2025		60.00	
28/04/2025		48.00	
29/04/2025		126.00	
29/04/2025		42.00	
30/04/2025		10.80	
30/04/2025		5.35	
			<u>282.95</u>
			1,358,886.62
Balance per Cash Book is :-			1,358,886.62
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 07 May 2025



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£83,707.03
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 12 transactions between 30/04/2025 and 30/04/2025 from 30/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
30/04/2025	Transfer TRANSFER 30701211 TRANSFER 30701211	£25,701.36		£50,000.00
30/04/2025	Bill Payment EAST SUSSEX COUNTY PEACEHAVEN APR BBP		-£10,420.28	£24,298.64
30/04/2025	Bill Payment AMAZON PAYMENTS UK A1VKEZ6H0LE5BT BBP		-£15.00	£34,718.92
30/04/2025	Bill Payment ACACIA GROUNDCARE I01/28453/54 BBP		-£1,328.33	£34,733.92
30/04/2025	Bill Payment C1032 HEAT CRAFT 24975 BBP		-£728.04	£36,062.25
30/04/2025	Bill Payment P J MANNINGTON 2306 BBP		-£2,220.00	£36,790.29
30/04/2025	Bill Payment COMMUNITY TRANSPOR PTC SLA BBP		-£6,825.00	£39,010.29
30/04/2025	Bill Payment NUCLEAN GROUP LIM INV-0320 BBP		-£1,388.63	£45,835.29
30/04/2025	Counter Credit babyballet Brighto	£40.00		£47,223.92

Today: 07 May 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,331,616.73
Last night's balance	£1,331,345.72
Overdraft limit	n/a

Showing 1 transaction between 30/04/2025 and 30/04/2025 from 30/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
30/04/2025	Transfer TRANSFER 10701173 TRANSFER 10701173		-£25,701.36	£1,309,393.21

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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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>							
1001 Precept	481,860	963,719	481,859			50.0%	
1013 Income from Photocopying	18	400	382			4.5%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1100 Interest Received	0	4,000	4,000			0.0%	
1309 Other Income	0	500	500			0.0%	
General Administration :- Income	498,161	984,902	486,741			50.6%	0
4345 CTLA Service Level Agreement	6,825	6,825	0		0	100.0%	
4346 CAB Service Level Agreement	0	13,000	13,000		13,000	0.0%	
4354 HCC Service Level Agreement	0	3,000	3,000		3,000	0.0%	
4362 The Joff Service Level Agree	0	3,340	3,340		3,340	0.0%	
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
General Administration :- Direct Expenditure	6,825	28,165	21,340	0	21,340	24.2%	0
4001 Salaries	37,922	530,494	492,572		492,572	7.1%	
4002 Employer N.I Contributions	4,779	57,000	52,221		52,221	8.4%	
4003 Employer Pension Contributions	3,686	93,000	89,314		89,314	4.0%	
4004 Overtime	132	4,000	3,868		3,868	3.3%	
4011 Training	0	2,500	2,500		2,500	0.0%	
4201 Purchase of Vehicles	416	5,000	4,584		4,584	8.3%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	66	1,500	1,434		1,434	4.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	331	3,000	2,669		2,669	11.0%	
4307 Stationery	0	1,000	1,000		1,000	0.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	170	8,500	8,330		8,330	2.0%	
4314 Audit Fees	130	3,000	2,870		2,870	4.3%	
4315 Insurance	0	13,500	13,500		13,500	0.0%	
4321 Bank Charges	0	1,150	1,150		1,150	0.0%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	0	3,000	3,000		3,000	0.0%	
4326 Telephones	216	3,500	3,284		3,284	6.2%	
4327 Computers	1,351	20,000	18,649		18,649	6.8%	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	1,790	10,000	8,211		8,211	17.9%	
4342 Subscriptions	4,697	8,000	3,303		3,303	58.7%	
4356 EAP	50	600	550		550	8.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	55,766	791,244	735,478	0	735,478	7.0%	0
Net Income over Expenditure	435,571	165,493	(270,078)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	0	2,700	2,700		2,700	0.0%	
4335 Civic Expenses	0	1,500	1,500		1,500	0.0%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	0	6,550	6,550	0	6,550	0.0%	0
Net Expenditure	0	(7,550)	(7,550)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	80	2,000	1,920			4.0%	
1301 Filming	0	1,000	1,000			0.0%	
Marketing :- Income	80	3,180	3,100			2.5%	0
4306 Printing	0	900	900		900	0.0%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	0	2,900	2,900	0	2,900	0.0%	0
Net Income over Expenditure	80	280	200				
<u>200 Planning & Highways</u>							
1022 Planter Advertising	0	1,100	1,100			0.0%	
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	0	2,200	2,200			0.0%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	0	2,350	2,350	0	2,350	0.0%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	2,500	2,500		2,500	0.0%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	0	16,178	16,178		16,178	0.0%	
Planning & Highways :- Indirect Expenditure	0	21,678	21,678	0	21,678	0.0%	0
Net Income over Expenditure	0	(21,828)	(21,828)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300</u> <u>Grounds Team General Exp</u>							
4011 Training	0	2,000	2,000		2,000	0.0%	
4202 Repairs/Maintenance of Vehicle	0	7,000	7,000		7,000	0.0%	
4203 Fuel	120	5,500	5,380		5,380	2.2%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	120	16,100	15,980	0	15,980	0.7%	0
Net Expenditure	(120)	(16,100)	(15,980)				
<u>310</u> <u>Sports Park</u>							
1025 Rent & Service Charge	0	3,645	3,645			0.0%	
1041 S/P Telephone Masts	0	6,383	6,383			0.0%	
1043 S/P Football Pitches	0	3,000	3,000			0.0%	
1061 S/P Court Hire	0	740	740			0.0%	
1111 Electricity	31	0	(31)			0.0%	
Sports Park :- Income	31	13,768	13,737			0.2%	0
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	600	600		600	0.0%	
4161 Cleaning Costs	2,314	11,500	9,186		9,186	20.1%	
4164 Trade Refuse	640	3,000	2,360		2,360	21.3%	
4171 Grounds Maintenance Costs	531	10,000	9,469		9,469	5.3%	
Sports Park :- Indirect Expenditure	4,533	30,445	25,912	0	25,912	14.9%	0
Net Income over Expenditure	(4,502)	(16,677)	(12,175)				
<u>315</u> <u>Big Park</u>							
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	0	2,000	2,000			0.0%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	81	1,000	919		919	8.1%	
4112 Gas	0	1,000	1,000		1,000	0.0%	
4121 Rents	3,670	15,500	11,830		11,830	23.7%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	
4326 Telephones	27	0	(27)		(27)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	13,472	41,437	27,965	0	27,965	32.5%	2,957
Net Income over Expenditure	(13,472)	(39,437)	(25,965)				
6000 plus Transfer from EMR	2,957	0	(2,957)				
Movement to/(from) Gen Reserve	(10,515)	(39,437)	(28,922)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	714	9,363	8,649			7.6%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	714	19,363	18,649			3.7%	0
4101 Repair/Alteration of Premises	0	3,500	3,500		3,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	0	18,012	18,012	0	18,012	0.0%	0
Net Income over Expenditure	714	1,351	637				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	80	5,500	5,420			1.5%	
1050 Allotment Rent	58	2,650	2,592			2.2%	
Parks & Open Spaces :- Income	138	8,150	8,012			1.7%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	0	5,000	5,000		5,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	123	11,000	10,877	0	10,877	1.1%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4141 Water Services	399	5,000	4,601		4,601	8.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	161	4,000	3,840		3,840	4.0%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	560	22,000	21,440	0	21,440	2.5%	0
Net Income over Expenditure	(545)	(24,850)	(24,305)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	69	18,185	18,116			0.4%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	0	160	160			0.0%	
1355 Wifi	0	210	210			0.0%	
The Hub :- Income	69	19,155	19,086			0.4%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	250	2,500	2,250		2,250	10.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(140)	3,000	3,140		3,140	(4.7%)	
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	27	420	393		393	6.5%	
The Hub :- Indirect Expenditure	744	10,920	10,176	0	10,176	6.8%	0
Net Income over Expenditure	(675)	7,735	8,410				
<u>360 Community House</u>							
1069 C/H Police Room	0	2,557	2,557			0.0%	
1070 C/H Phoenix Room	0	4,589	4,589			0.0%	
1071 C/H Fields & Robson	1,050	12,600	11,550			8.3%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	68	5,719	5,652			1.2%	
1076 C/H Main Hall	594	12,358	11,764			4.8%	
1077 C/H Anzac Room	216	7,119	6,903			3.0%	
1078 C/H Main Kitchen	60	701	641			8.6%	
1079 C/H Anzac Kitchen	25	393	368			6.4%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	49	500	451			9.8%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	0	5,000	5,000			0.0%	
1303 Water Charges	20	0	(20)			0.0%	
Community House :- Income	2,082	64,183	62,102			3.2%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,900	3,900	0	3,900	0.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	0	10,000	10,000		10,000	0.0%	
4102 Maintenance of Buildings	0	7,000	7,000		7,000	0.0%	
4111 Electricity	815	15,000	14,185		14,185	5.4%	
4112 Gas	0	7,500	7,500		7,500	0.0%	
4131 Rates	6,550	13,100	6,550		6,550	50.0%	
4141 Water Services	411	5,000	4,589		4,589	8.2%	
4151 Fixtures & Fittings	195	2,000	1,805		1,805	9.8%	
4161 Cleaning Costs	0	1,500	1,500		1,500	0.0%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	0	2,700	2,700		2,700	0.0%	
4176 Community House Reserve	0	50,000	50,000		50,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	7,971	115,500	107,529	0	107,529	6.9%	0
Net Income over Expenditure	(5,889)	(55,217)	(49,328)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	50	1,050	1,000			4.8%	
1094 Other Customer & Client Receipt	0	500	500			0.0%	
Summer Fair :- Income	50	2,050	2,000			2.4%	0
4500 Event Staff Overtime	0	3,000	3,000		3,000	0.0%	
4502 Events	0	1,500	1,500		1,500	0.0%	
Summer Fair :- Indirect Expenditure	0	4,500	4,500	0	4,500	0.0%	0
Net Income over Expenditure	50	(2,450)	(2,500)				
Grand Totals:- Income	501,325	1,118,951	617,626			44.8%	
Expenditure	90,113	1,128,201	1,038,088	0	1,038,088	8.0%	
Net Income over Expenditure	411,211	(9,250)	(420,461)				
plus Transfer from EMR	2,957	0	(2,957)				
Movement to/(from) Gen Reserve	414,168	(9,250)	(423,418)				

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 1st April 2025 at 7.30pm.

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

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

No members of the public were in attendance.

1. PF1099 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2. PF1100 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. PF1101 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1102 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1103 TO ADOPT THE COMMITTEE'S MINUTES OF 11TH FEBRUARY 2025.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies
The minutes of 11th February 2025 were **agreed** and **adopted**.

6. PF1104 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Campbell asked about whether the fixed term savings account has been opened with Unity Trust bank, the Responsible Financial Officer confirmed that we are in the process of doing this.

Cllr Campbell also asked about the service charge with the Meridian Centre relating to 2023, the Responsible Financial Officer confirmed that the bill has been challenged and that we are awaiting a response.

The Committee briefly discussed the allocation of CIL/106 monies that have been allocated to East Sussex County Council. Cllr Gallagher confirmed that District Councillors are following up on this.

There was a query around the potential increase to the General Reserve account from the 2024/25 budget. The Responsible Financial Officer informed Committee that it is too early to say at the moment.

Committee **noted** the report.

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

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

c. Income & Expenditure report.

Cllr Galagher commented that seeing this report is very useful, particularly seeing the monthly commitments.

Committee **noted** the report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the report.

f. List of payments (for approval).

Proposed by: Cllr Campbell

Seconded by: Cllr Gallagher

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

7. PF1105 TO AGREE TO EARMARK AN ADDITIONAL BUDGETARY CODE

There was a brief discussion around the signage, and it was proposed to agree to earmark the additional budgetary code.

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

8. PF1106 TO DISCUSS POSSIBLE FUNDING FOR A CAR PARK LIGHTING PROJECT

Cllr Griffiths introduced the report and summarised the background on the car parking lighting project.

Committee had a lengthy discussion on the car park lighting project, including the required levels of lighting, benefits and drawbacks of solar, how it links into the Hub phase 2 project, and the possible funding sources.

It was proposed that Committee agree to progress this project as part of the council's aim of net Zero carbon target funded via any future budgets set to achieve this aim.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gordon-Garrett

Committee **resolved** to **agree** to this proposal by majority vote, with 6 in favour, and 3 abstentions.

9. PF1107 TO DISCUSS POTENTIAL CIL BIDS FOR JANUARY 2026

The Responsible Financial Officer gave a summary of the report and the purpose of the report coming forward. Committee discussed the report and the need to prioritise items for a possible CIL bid.

It was proposed that Committee form a small TFG to investigate possible CIL bids for January 2026.

Proposed by: Cllr Veck

Seconded by: Cllr Campbell

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

The membership of the TFG will be referred to Full Council.

10. PF1108 TO AGREE TO A 2-YEAR CONTRACT FOR THE PLAY APP LICENCE

It was proposed to sign the 2-year contract.

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

11. PF1109 TO DISCUSS THE FUTURE OF A UNIT FOR THE GROUNDS TEAM

The Town Clerk explained the purpose of the report, and emphasised that at this stage Committee is simply asked to decide whether the Grounds Team unit is something that Committee would like investigated further or not.

Cllr Davies challenged where this report had come from, which Cllr Griffiths gave some further background to and there was a lengthy debate about the report.

It was proposed that the Committee ask Officers to investigate the options for unit 14, with no set deadline, and return to the relevant Committee with a thoroughly worked report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Committee **did not agree** to this proposal, with 3 in favour, 4 against, and 2 abstentions.

12. PF1110 TO ADOPT A REVISED GRANTS POLICY

There was a discussion around the Grants policy, after which it was proposed that Committee agree to adopt the revised policy.

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

13. PF1111 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group
Meeting on Thursday with TFG members who will go through the information they can get from the website, and then make an appointment to come into the Office.
- b. Community Buildings Working Group
This Working Group has not met yet.
- c. PTC premises Terms & Conditions review TFG
This TFG can now be closed, thanks were noted to all involved, particularly the Meetings & Projects Officer.
- d. Council Committee Structure TFG
The TFG has met once, with another one set for Monday coming.

14. PF1112 DATE OF NEXT MEETING – TUESDAY 27TH MAY 2025 AT 7.30PM

The next meeting was confirmed at 27th May 2025 at 7:30pm.

15. PF1113 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

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

16. PF1114 AGED DEBT ANALYSIS

Committee **noted** the report.

There being no further business, the meeting closed at 21:03.



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

23 April 2025

Dear Zoe

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

Executive summary

Following completion of our final internal audit on 23 April 2025 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. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

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 13 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 and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

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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Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
None		

A. BOOKS OF ACCOUNT**Internal audit requirement**

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

Audit findings

Testing conducted at the interim internal audit.

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

Testing conducted at the interim internal audit.

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

Testing conducted at the interim internal audit.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

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

Testing conducted at the interim internal audit.

The year-end budget report shows income reported as 115.2% of budget and expenditure at 99.4%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £694,450 in earmarked reserves, spread across a range of clearly identifiable projects. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of 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 at the end of the financial year is £265,426, which is within the recommended range.

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

Testing conducted at the interim internal audit.

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 has no petty cash and the testing for this internal control objective does not apply.

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

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing through the Public Works Loan Board (PWLb).

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

Testing conducted at the interim internal audit.

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

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

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.

	have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	675,598	807,774	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	749,213	864,932	Figure confirmed to central precept record
3	Total other receipts	384,778	293,947	Agrees to underlying accounting records
4	Staff costs	534,183	586,325	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	467,632	423,259	Agrees to underlying accounting records
7	Balances carried forward	807,774	957,069	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	747,211	959,876	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	4,995,226	5,030,950	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	√	√	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	√	√	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end debtors of £17,796.88 and year-end creditors of £20,604.10, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

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

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

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

Testing conducted at the interim internal audit.

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	21 May 2024	20 May 2025
Date inspection notice issued	22 May 2024	21 May 2025
Inspection period begins	3 June 2024	3 June 2025
Inspection period ends	12 July 2024	14 July 2025
Correct length (30 working days)	Yes	Yes

Common period included (first 10 working days of July)	Yes	Yes
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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 yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

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

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

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

Audit findings

Testing conducted at the interim internal audit.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	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.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year 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	✓		
M	The authority, during the previous year 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 previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on michelle@mulberrylas.co.uk

Yours sincerely

m. webber

Michelle Webber

Internal Auditor, Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

PEACEHAVEN TOWN COUNCIL

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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 financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed 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.	✓		
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.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice 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 <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/10/2024 23/04/2025

Name of person who carried out the internal audit

M Webber - Mulberry LAS Ltd

Signature of person who carried out the internal audit

M. Webber

Date

23/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

PEACEHAVEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

PEACEHAVEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	675,598	807,774	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	749,213	864,932	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	384,778	293,947	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	534,183	586,325	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	467,632	423,259	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	807,774	957,069	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	747,211	959,876	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,995,226	5,030,950	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of PEACEHAVEN TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name	ENTER NAME OF EXTERNAL AUDITOR		
External Auditor Signature	SIGNATURE REQUIRED	Date	DD/MM/YYYY



Committee:	Full Council	Agenda Item:	C1387b(vi)
Meeting date:	20 May 2025	Authors:	RFO
Subject:	Potential CIL Bids		
Purpose:	To discuss potential CIL Bid opportunities		

Recommendation(s):

To discuss potential CIL Bid opportunities to then take to relevant committee for further discussion and recommendation

1. Background

The next CIL bidding round is January 2026 and it would be proactive to understand what council would like to bid on so officers can obtain the relevant information required for the bidding process, including quotes, designs, costings & feasibility.

A small TFG was formed from P&F which includes Cllr Campbell, Cllr Griffiths and Cllr Alexander and the TFG (excluding Cllr Alexander) met on 01/05/25 to discuss items of interest.

The items below were discussed and given a priority based on need, urgency and climate efficiency in the opinion of the present TFG members and Officer.

Location	Works	Priority	Committee	Approx costs	Comments
Pelham Rise	Road crossing works	3	P&H	£ 150,000.00	Not PTC - ESCC
Centenary Park and others - near playgrounds, skate park and MUGA	Covered Picnic tables at Centenary Park	3	LA & E		Nice to have but not urgent - Could use our own CIL
Centenary Park	Extend path from Chalkers Rise up slope to main pathway of park	0	LA & E	£ 20,000.00	Groundsteam have done this
Centenary park area	Improve lighting as previously discussed - £42,000 at least	1	LA & E	£ 42,000.00	
The Hub	Internal building works for Hub building	1	LA & E	£ 80,000.00	
The Hub	Equipment for kitchen and other areas incl. AV equipment	1	LA & E		
Centenary Patk	Refurb toilets	1	LA & E	£ 25,000.00	
Centenary Café	Refurb of heating/water heating system for pelleted wood system	1	LA & E	£ 30,000.00	
			LA & E		We have ring fenced money for Big Park and working on building a reserve for play equipment
Playgrounds	Refurb of play equipment	3		£ 40,000.00	
The Hub	Ground floor extension	1	LA & E	£ 120,000.00	
The Oval	Access improvements to the Oval	3	LA & E	£ 15,000.00	Groundsteam could do?
Community House - Main Hall	Equipment refresh - Lighting, sound etc	3	P&F	?	Not urgent?
Community House	Fire Safety works to CH	1	P&F	?	
Community House	Boiler replacement	1	P&F	?	
Community House	Replacement control equipment to PV system to include inverters and batteries	3	P&F	?	Not urgent?
Steyning Road Car Park	Paint parking bays incl. disabled bays at NE corner	3	P&H	£ 20,000.00	Not PTC - LDC
Grounds Team Shed	Purchase groundsman shed	1	LA & E	£	
Community House Roof	To replace flat roof as recommended in building condition report	1	P&F	£ 60,000.00	
Epinay Park	To replace equipment	1			Need to speak to Parks Officer for more detail on requirements

2. Options for Council

- To recommend which items should go back to their respective committee for further discussion

3. Reason for recommendation

Any funding will need as much information as possible in order to fairly assess our application. Once council agree to which items they would like to bid for in January then the officers can get to work on the information required.

4. Expected benefits

Funding of any kind will be a huge benefit to the council and its residents. Opportunities to improve or maintain our buildings which are heavily used by the community will be an asset.

5. Implications

5.1 Legal	
5.2 Risks	Could lose funding opportunity if council cannot agree on what to bid on.
5.3 Financial	Match funding or more
5.4 Time scales	Jan 2026
5.5 Stakeholders & Social Value	Amenity improvements
5.6 Contracts	
5.7 Climate & Sustainability	Air source heat pumps to be considered for replacement
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 checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input 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

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 18th February 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E552 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members and reminded everyone about the importance of confidentiality on this Committee.

2. E553 TO CONSIDER APOLOGIES FOR ABSENCE

There were no apologies. Cllr Cheta was absent.

3. E554 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E555 TO ADOPT THE MINUTES OF 3RD DECEMBER 2024 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The minutes of 3rd December 2024 were **agreed** and **adopted**.

5. E556 TO REVIEW COMMITTEE'S BUDGETARY POSITION

Cllr Campbell queried possible under-budgeting for pension contributions and the potential budgetary implication of appraisal-based increment increases for employee salaries, the Clerk clarified these points.

Cllr Fabry asked about whether anything other than the allowance themselves come out of the Member Allowance budget, giving the example of the previously purchased tablet PCs. The Clerk advised that it is just the allowances themselves.

The Chair asked whether any of the unspent budget was going to be earmarked, the Clerk advised that earmarking of budgets had recently been approved at the Policy & Finance Committee but was unable to recall whether any specific areas relating to Personnel were planned to be earmarked.

Committee **noted** the budgetary update.

6. E557 DATE OF NEXT MEETING – TUESDAY 15TH APRIL 2025 AT 7:30PM.

The next meeting was confirmed at 15th April 2025.

7. E558 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Fabry

Committee **resolved** to **exclude** press and public from the remaining agenda 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 discussion of the following items.

8. E559 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair queried why the training & skills TFG still on the action plan when the TFG has closed, the Town Clerk advised that it had been left on to allow for the ongoing monitoring of the implementation of the Councillor Training Plan.

There was a discussion around recognition of staff length of service, the Chair of Committee and Chair of Council will meet to discuss this further and report back to Committee.

9. E560 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted again the importance of progressing GDPR training, and also reminded Committee members of the eLearning available through ACAS, particularly relating to working well with all and appraisals.

Cllr Donovan highlighted that the SCDA have some very good training upcoming.

It was suggested that Councillor training be a discussion point at the upcoming informal Councillor meeting.

Committee **noted** the Councillor training plan.

10. E561 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

It was highlighted that over 97% of mandatory staff training is now completed, and all outstanding training is booked in.

Cllr Alexander highlighted that members of the Wellbeing group will be undertaking some training relating to the work of the TFG.

Committee **noted** the staff training plan.

11. E562 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Clerk summarised the feedback and the Committee briefly discussed this.

Committee **noted** the report.

12. E563 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Town Clerk summarised the report, which the Committee **noted**.

13. E564 TO NOTE THE END OF STAFF SECONDMENTS AND DISCUSS NEXT STEPS

The Town Clerk introduced and summarised the report, also adding that an additional report will be going to Full Council next week to begin wider discussions around the long term plan for the outstanding roles.

The Committee discussed a number of factors, including the breakdown of hours, space available, what the roles involve, the events that have recently taken place, and how the roles fit together.

Committee thanked and gave their appreciation to the Meetings & Projects Officer for her work during the secondment and the work that she usually does, particularly with projects and the planning committee.

Committee also expressed their appreciation for the Information and Community Facilities Officer for everything that she does and noted how she has been working flat out for the benefit of the residents.

14. E565 TO RECEIVE AN UPDATE ON JOB DESCRIPTION REVIEWS

The Town Clerk gave an overview of the report, and the Committee had a long discussion about the roles and how they have grown and developed.

Committee **noted** the report.

15. E566 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

Cllr Alexander gave a summary of the change from Stress Management to Wellbeing, particularly highlighting the importance of some training for the members of the TFG. The group is looking at the Wellbeing at Work Silver award and is considering the criteria for this.

There being no further business, the meeting closed at 20:52.

George Dyson
Town Clerk

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Community House,
Meridian Way,
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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15th April 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E567 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, read out a statement on Civility & Respect, briefly ran through the building fire procedures, asked that phones be put onto silent, and gave a brief reminder about the importance of confidentiality on this committee.

2. E568 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck. Cllr Cheta was absent.

3. E569 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E570 TO ADOPT THE MINUTES OF 18TH FEBRUARY 2025 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
The minutes of 18th February 2025 were **agreed** and **adopted**.

5. E571 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a brief discussion about the professional fees expenditure and the budgeting for the members allowance.

Committee **noted** the budgetary report.

6. E572 DATE OF NEXT MEETING – TUESDAY 8TH JULY 2025 AT 7:30PM.

The next meeting was confirmed as 8th July 2025, it was also highlighted that if needed, an additional meeting could be called sooner.

7. E573 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Fabry
The Committee **resolved** to **exclude** press and public from the remaining agenda 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 discussion of the following items.

8. E574 TO REVIEW THE COMMITTEE ACTION PLAN

Cllr Alexander provided an update about the progress of the Wellbeing TFG and the training that has been completed as a result of it. Dan Tiller & Karen Bray will be taking the lead on this TFG moving forward, and Cllr Alexander is in the progress of arranging a meeting to hand over information to them.

Committee **noted** the action plan.

9. E575 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted that there has been some more Cllr training completed since the report was run, with more Cllrs now being up to date on GDPR training.

It was discussed to create a master document with links to online training, which the Clerk will collate and circulate.

Committee **noted** the Councillor Training Plan.

10. E576 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E577 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

Committee **noted** the feedback from recent training.

12. E578 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report, which the Committee briefly discussed.

Committee **noted** the staff sickness absence report.

13. E579 TO RECEIVE A REPORT FROM THE CHAIR ON A CIVILITY & RESPECT MATTER

The Chair summarised the background to the Civility & Respect pledge and how the Council has implemented this, highlighting the importance of resilience and emotional intelligence as part of Civility & Respect and how some further training could benefit this.

The Chair informed Committee that a recent matter, that has now been resolved, was dealt with quickly by engaging the CEO of ESALC.

Cllr Campbell asked for some clarification on the recent matter and for confirmation that it has been resolved to the satisfaction of all those involved and also whether any costs had been incurred as a result. The Chair confirmed that the CEO of ESALC had given verbal confirmation that the matter is resolved and that no costs were incurred.

14. E580 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report about recent achievements.

15. E581 TO DISCUSS STAFFING VACANCIES

The Town Clerk summarised the background to this item. Cllr Donovan expressed the importance of having a dedicated Civic Officer.

There was a discussion around the need to limit number of events to make the role manageable within the number of hours available.

It was proposed that the Committee request Officers work up a proposal for recruitment of a Civic & Events Officer at 15 hours per week (60 hours per month), including consideration around the amount of non-civic events per year, and provisions within the Mayor's Handbook.

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

16. E582 TO AGREE STAFF LENGTH OF SERVICE RECOGNITION

Cllr Donovan advised Committee that she and Cllr Gallagher have found a suitable item for recognition of staff length of service. Cllr Donovan will liaise with the Town Clerk to progress this.

17. E583 TO AGREE REVISED SPINAL COLUMN POINTS FOLLOWING APPRAISALS

There was a discussion around how the SCP and LC scales work and are applied, there was a discussion about a possible need for a future agenda item to review staff at the top of their bands.

It was proposed that the Committee agree to the revised salary table.

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

18. E584 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

An update from the wellbeing TFG had been provided during the Action Plan item.

There being no further business, the meeting was closed at 21.29.

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Minutes of the meeting of the Leisure, Amenities, & Environment Committee meeting held in the Anzac Room, Community House on Tuesday 18th March 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Wood, Cllr Fabry, Cllr Griffiths, Cllr Harman.

Officers: Kevin Bray (Parks Officer), George Dyson (Town Clerk).

No members of the public were in attendance.

1 LA 988 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2 LA 989 PUBLIC QUESTION TIME - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.*

There were no public questions.

3 LA 990 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Studd and Cllr Ashby-Parkin. Cllr Harman was substituting for Cllr Studd.

4 LA 991 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood declared an interest as an allotment plot holder.

5 LA 992 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 21ST JANUARY 2025

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths

The minutes of 21st January 2025 were **agreed** and **adopted**.

6 LA 993 TO NOTE BUDGET UPDATE

Cllr Griffiths asked about how much is left in the vandalism budget following the graffiti at Centenary Park this week. The Parks Officer confirmed that there was still money left in the vandalism budget.

Cllr Gallagher asked for some explanations regarding the CIL report.

The Committee **noted** the budgetary update.

7 LA 994 TO NOTE ACTION PLAN

The Parks Officer advised that the Pump Track has gone back onto the action plan following an update from Lewes District Council, otherwise there are no significant changes to the Action Plan.

The Committee **noted** the Action Plan.

8 LA 995 TO NOTE ALLOTMENTS UPDATE

The Parks Officer summarised the report. Cllr Wood asked about whether the Council could consider reducing the size of some allotments for tenants who would prefer a smaller, more manageable plot.

Cllr Gallagher asked whether the tenants who have not yet returned their tenancy agreements are still tending to their plots. The Parks Officer advised that he is planning on inspecting this week. Cllr Gallagher also requested that the Allotment Liaison Councillors meet with the Parks Officer in the coming week.

9 LA 996 TO NOTE COMPLAINTS LOG

The Committee **noted** the complaints log, also highlighting that the reported issues with Crows seems to have improved.

10 LA 997 TO NOTE BUSINESS PLAN

The Chair informed the Committee that she is meeting with the Clerk tomorrow to discuss the business plan.

Committee **noted** the business plan.

11 LA 998 TO AGREE THE OVAL TFG REPORT

The Parks Officer summarised the recommendations from the TFG in the report, particularly relating to accessibility to the park and the grass cutting schedules.

It was proposed that Committee agree to the recommendations in the report.

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

12 LA 999 TO NOTE THE FA FOOTBALL PITCH REPORT

The Parks Officer summarised the report, highlighting the improvements to the pitches.

The Committee **noted** the report.

13 LA 1000 TO NOTE PLAYGROUND CONDITION OF EQUIPMENT REPORT

The Parks Officer introduced the report and gave some additional background information to the playgrounds, and informed Committee that he is also working on a project looking at a 10-year plan for the parks.

The Chair asked about whether a list of play equipment works needed could be put into some sort of priority order, the Parks Officer expanded on how this could be done.

Cllr Gallagher asked about the possibility of putting some natural play equipment in, the Committee discussed how inclusive some of this sort of equipment is.

Committee **noted** the report.

14 LA 1001 TO NOTE MUGA COURT UPDATE

The Parks Officer summarised the report to the Committee.

Cllr Gallagher asked that the plans be sent around to Committee members again, the Parks Officer advised that we are awaiting an updated plan from Lewes District Council, and will circulate it once available.

Committee **noted** the report.

15 LA 1002 TO NOTE PUMP TRACK UPDATE

The Parks Officer explained that a pump track in Centenary Park appears to have become a possibility again, but that it's in the very early stages of discussion.

Cllr Gallagher highlighted that the matter would need to come back to Council for discussion to see if it's still a priority and a sensible use of CIL money. The Parks Officer advised that he would keep Committee updated with any progress.

16 LA 1003 TO AGREE CAR LIGHTING REPORT

The Parks Officer gave an overview of the report and the recommendations from the TFG, the Committee briefly discussed the provision of lighting in the car parks.

Cllr Gallagher suggested that the project should be put on hold until we know what is happening with the Hub refurbishment.

It was proposed that Committee note the report and request that the Policy & Finance Committee investigate how the project could be funded to install solar lighting, and that any broken lights look to be replaced.

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

17 LA 1004 TO AGREE SIGNAGE REPORT

The Parks Officer informed the Committee of the recommendation from the Meetings & Projects Officer.

It was proposed that Committee agree to proceed with the aluminium signs, quoted at £2927.33.

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

Committee asked for a slight reword from "Over/ Under 12s" to "Most Suitable for Under/ Over 12s" and from "Strong language" to "Offensive language".

Proposed by: Cllr Fabry Seconded by: Cllr Wood
The Committee **resolved** to **agree** to this proposal.

The Committee asked to put on record their thanks to the Meetings & Projects Officer for her work on this project.

18 LA 1005 TO CONFIRM DATE OF NEXT MEETING AS THE 13TH MAY 2025

The next meeting was confirmed as 13th May 2025.

There being no further business, the meeting closed at 20:21.

George Dyson
Town Clerk

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 13th May 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Fabry, Cllr Griffiths, and Cllr Bradley.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance, including Cllr Bradley.

LA1006 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:33, apologised for the delay in start time, and invited Cllr Bradley to the table, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded.

LA1007 PUBLIC QUESTIONS.

There were no public questions.

LA1008 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Wood and Cllr Donovan.

LA1009 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

LA1010 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18th MARCH 2025

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry
All in **favour**.

LA1011 TO AGREE OR REFUSE PRISTINE PAWS PROPOSAL

The Chair thanked the member of public for their pre-meeting presentation.

Cllr Studd thought it a good innovative idea but had concerns with the potential for vandalism, and suggested securing the unit in some way, for instance it having secure doors which the Gateway Café would open / close.

Members discussed the likelihood of affecting current local dog grooming businesses, but that this was a different and affordable offering.

The Parks Officer expressed that if approved at this stage, the item would be taken to P&F with regards to the financial and location details.

It was commented that the business may reduce travel to groomers outside of Peacehaven and could reduce the changing places facility being used.

19:44 – Standing orders were suspended.

The member of public clarified comments raised.

19:45 – Standing orders were reinstated.

It was proposed to take the proposal forward and for the details to be agreed at the next P&F Committee meeting.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
Committee resolved to **support** the proposal.

19:47 - The member of public left the meeting.

LA1012 TO NOTE BUDGET UPDATE

The budget was **noted**.

LA1013 TO NOTE ACTION PLAN

Cllr Gallagher suggested the dog faeces item be removed, whereby the Parks Officer confirmed the action plan could be reviewed when the new committee members were agreed.

The action plan was **noted**.

LA1014 TO NOTE ALLOTMENTS UPDATE

Cllr Gallagher outlined the background to the report, and expressed that if the role guidelines were agreed they would be displayed on the noticeboards and Liaison Councillors would start their visits.

It was proposed that the role guidelines were satisfactory and for them to be taken to the next P&F committee meeting for approval.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd

All in **favour**.

The Parks Officer expressed that ten warning letters were going out and explained the notice to quit process. The allotments update was **noted**.

LA1015 ALLOTMENT SHED ROOF

The Parks Officer outlined the background of the situation and expressed that only the apex at the back was higher than allowed, that the plot holder was fairly new to the allotment and a complaint had been received.

Cllr Griffiths expressed that the front was the correct right height and that a green roof required a slope.

It was proposed to allow the shed to remain at that height as an exception.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

All in **favour**.

LA1016 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed there had been a spate of graffiti, which had been noted and the police updated.

The Chair queried the broken security tape on the bench, which the Parks Officer confirmed would be removed this week, and that the owner would remove the bench and repair it inside.

The Parks Officer expressed that the Town Clerk had agreed a bench from the Meridian Centre could be used as a replacement and installed with a plaque, and added that the police had attended and assessed that the vandalism was not in view of the CCTV because of the bushes.

The complaints log was **noted**.

The Chair explained that for the two items below, the item numbers on the papers were round the other way.

LA1017 BUSINESS PLAN: TO AGREE TO SET UP A TFG THE SCOPE FOR SPORTS AND LEISURE PUBLIC CONSULTATION SURVEY ON POSSIBLE IMPROVEMENTS IN PEACEHAVEN

It was proposed to set up a TFG with the members as Cllr Gallagher, Cllr Studd, and that others would be invited.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd.

All in **favour**.

LA1018 BUSINESS PLAN: TO AGREE TO SET UP A TFG TO AGREE THE CRITERIA FOR THE ACCESSIBILITY TO THE PARKS AND OPEN SPACES AUDIT

Cllr Gallagher raised that a similar survey had been carried out by Telscombe Town Council, and that it would be good to consider Equalities and Planning laws.

It was proposed to set up a TFG and the members as Cllr Sharkey, Cllr Griffiths and Cllr Fabry.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1019 REQUEST FOR METAL DETECTING ON PTC PARKS

The Parks Officer outlined the report, expressed there was evidence that detecting may have already taken place, and that trip hazards were a concern if the request was agreed.

It was proposed to not give permission for metal detecting on PTC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1020 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

a) Parks Signage

The Meetings & Projects Officer expressed that 4 ladder rung signs for Centenary Park were on order and likely to be installed in June, and that the H&S / Rules signs for each of the activity areas/playgrounds had been ordered too and were at the artwork amends stage.

b) Green Spaces Infrastructure

The Parks Officer expressed this was ongoing. Cllr Gallagher suggested the Meetings and Projects Officer help bring it up to date.

c) Howard Park Phase 2

No update was made.

d) Car Parking Options at Centenary Park

No update was made.

e) The Oval TFG

No update was made.

LA1021 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH JULY 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:13.

George Dyson
Town Clerk

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Community House,
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Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 11th March 2025 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey, The Youth Mayor, and Deputy Youth Mayor.

Officers: George Dyson (Town Clerk), Karen Bray (Information & Community Facilities Officer)

There were no members of the public in attendance.

1. CCE514 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out a statement on Civility & respect, ran through the building fire procedures, asked that phones be put onto silent, and informed Committee of the following upcoming events;

- Next Bingo is 12th March 2025.
- Next Quiz night is 5th April 2025.
- Last Welcome Café is 31st March 2025.

The Chair asked that any pictures related to the Civic & Events Committee's work from the past year be sent to the Information & Community Facilities Officer for a montage for the next Committee meeting.

The Chair also made a request for cakes to be brought in for the VE Day celebration.

On 10th May 2025, the Mayor has her Civic Reception and has requested any buckets, spades, or anything beach themed for decorating the event.

2. CCE515 PUBLIC QUESTIONS

There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters

There were no public questions.

3. CCE516 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence. Cllr Ashby-Parkin was absent.

4. CCE517 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE518 TO ADOPT THE MEETING MINUTES OF 28TH JANUARY 2025

Cllr Donovan queried the outcome of the Full Council decision on the Easter Craft Fair, which the Chair clarified.

Proposed by: Cllr Sharkey

Seconded by: Cllr Studd

The minutes of the 28th January 2025 were **agreed** and **adopted**.

6. CCE519 TO RECEIVE AN UPDATE FROM THE YOUTH AND DEPUTY YOUTH MAYOR

The Youth Mayor and Deputy Youth Mayor updated Committee with some of the events they have attended and meetings they have been involved with, including making contact with the charity they would like to support, which is Mind.

Cllr Donovan updated Committee about some of the upcoming events the Youth Mayor & Deputy Youth Mayor have attended and that a new Youth Mayor badge is being looked into.

The Chair advised the Youth Mayor & Deputy Youth Mayor about allocating funds from the Youth Mayor budget.

7. CCE520 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

Cllr Donovan queried a September Salaries payment being taken out of the Mayor's fundraising income, the Clerk will clarify with the RFO.

Committee **noted** the budgetary update.

8. CCE521 TO AGREE THE CIVIC VE DAY 80 EVENT UPDATE REPORT

Cllr Donovan advised that the Meetings & Projects Officer met yesterday, and a request has gone out to the TFG to meet soon to go through the plans, as well as summarising the report to the Committee.

It was proposed that Committee agree to hold the events as per the report recommendation.

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

9. CCE522 TO NOTE THE CIVIC RECEPTION UPDATE REPORT

Cllr Donovan summarised the report, and that the Meetings & Projects Officer is in the process of sending out invitations, however, it is noted that the date clashes with Telscombe. The response so far has been going well. Cllr Studd also highlighted that the date is the day after the Seahaven Business Awards.

The theme is Murder Mystery, a buffet will be provided, and the event is bring your own bottle.

Committee **noted** the report.

10. CCE523 TO NOTE NUMBERS ON THE VOLUNTEERS LIST

The Information & Community Facilities Officer advised that there are currently 14 volunteers.

Committee **noted** the report.

11. CCE524 TO DISCUSS AND AGREE THE FUTURE OF THE WELCOME CAFÉ

Cllr Veck gave an overview of how the Welcome Café has been going, and that numbers are now in decline as the weather is now improving, and that it might be sensible to stop the café as originally planned at the end of March, with a view to restart it in the Autumn.

Committee discussed the options relating to the Welcome Café, including the work that goes into running it, whether continuing to offer Tea & Coffee as a 'help yourself' service instead could be an option, that the Friday Coffee morning is still taking place, and considering the people who will miss the café when it does finish.

It was proposed that the Welcome Café end, as planned, at the end of March and that it come back to Committee in the first meeting of September 2025 to consider restarting it.

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

It was further proposed that the surplus funds from the Welcome Café be donated to Havens Community Hub to support their Community Food fundraising efforts.

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

12. CCE525 TO NOTE THE BUSINESS PLAN

The Chair summarised the business plan items relating to the Committee.

Committee **noted** the business plan.

13. CCE526 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs): **a. Inclusion Working Group**

The Chair advised Committee that the TFG has not met yet, but will be doing so soon.

b. VE DAY 80 TFG

The TFG is due to meet soon.

13. CCE527 TO NOTE THE EVENTS CALENDAR

The Chair ran through the events calendar.

Cllr Donovan advised that there wasn't a flag raising for international Women's day as the calendar suggests as there isn't a flag, however, did raise a flag for Commonwealth Day.

The Committee **noted** the events calendar.

15. CCE528 TO NOTE THERE ARE NO COMPLAINTS ON THE CCE COMPLAINTS LOG

Committee **noted** that there were no new complaints on the complaints log.

16. CCE529 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair ran through the Action Plan and the Information and Community Facilities Officer gave an update on the planning of the Summer Fair.

Committee **noted** the Action Plan.

17. CCE530 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 29TH APRIL 2025

The next meeting was confirmed as 29th April 2025.

There being no further business, the meeting was closed at 20:05

George Dyson
Town Clerk

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

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 29th April 2025 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Donovan, Cllr Studd, Cllr Wood, Cllr Sharkey, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There was 1 member of the public in attendance.

CCE531 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

- Bingo 7th May 2-4pm
- VE Day 80 Thursday 8th May Morning & Evening Event.

CCE532 PUBLIC QUESTIONS.

There was 1 public questioner who, in reference to item CE540, outlined their reasons for their request to hold a car boot sale at The Dell on 12th July.

The Youth Mayor expressed interest in having a charity stall at the summer fair.

CCE533 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

CCE534 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

CCE535 TO ADOPT THE MINUTES FROM THE 11th MARCH 2025

Proposed by: Cllr Wood Seconded by: Cllr Studd

The Committee **resolved** to **adopt** the minutes.

The Chair brought forward item CCE540.

CCE540 TO DECIDE ON A REQUEST FOR A CAR BOOT SALE AT THE DELL ON 12TH JULY

Cllr Sharkey queried the car boot sale and the summer fair times, which the Information & Community Facilities Officer clarified as an 11am start for the summer fair, and the car boot sale end time as 12pm.

It was proposed to suspend standing orders

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**

Standing Orders were suspended

The member of the public confirmed that the event would be a car boot sale not a summer fair.

Cllr Studd suggested that the car boot sale may entice visitors to the summer fair, and the Information & Community Facilities Officer expressed that advertising banners for the two events would be up at the same time, located one above the other.

Standing Orders were reinstated

It was proposed to agree to the hire of the Dell on 12th July 2025 for a Car Boot Sale.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**.

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

The Committee **noted** the budgetary update and Mayors fundraising budget.

CCE537 TO NOTE THE CIVIC VE DAY 80 EVENT REPORT AND AGREE FOR COSTS TO BE TAKEN FROM THE CIVIC EVENTS BUDGET

Cllr Donovan outlined both events.

The report was **noted**.

CCE538 TO NOTE THE CIVIC RECEPTION REPORT

The report was **noted**.

CCE539 TO NOTE THE SUMMER FAIR REPORT

The Information & Community Facilities Officer updated committee on the report and confirmed 70 stalls had so far been confirmed, that the area for bands to perform was being looked into, that advertising was being worked on, and there would be new arena entertainment around every 20 minutes.

The report was **noted**.

CCE541 TO NOTE THE PCS BUSINESS LUNCHEON REVIEW

Cllr Donovan outlined the report, highly praised the quality of food produced by the catering students, thanked the grants committee for the £500 grant to the school, and confirmed she had sent a thank you to the school.

The Chair asked that a thank you also be sent from the office at PTC.

The Deputy Youth Mayor expressed the event may take place again.

The report was **noted**.

CCE542 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)

Cllr Donovan outlined the progress of the Meridian Meander, and hoped to have a launch date if agreed at the Annual Council Meeting on 20th May.

Cllr Studd confirmed the date of the next Chamber of Commerce meeting, and Cllr Donovan updated committee of the Seahaven Business Awards Ceremony on Friday 9th May.

CCE543 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed there had not been the opportunity to meet, and that a request for further members would be made at Full Council.

b. VE DAY 80 TFG

It was noted that this related to item CCE537

CCE544 TO NOTE THE BINGO REVIEW

Cllr Donovan commented on the success of the bingo events, that there were 42 attendees at the last event, and suggested that bingo events continue. The Information & Community Facilities Officer confirmed the caller was interested to continue, and that dates had been confirmed up until the end of November.

The review was **noted**.

CCE545 TO NOTE THE QUIZ REVIEW

Cllr Donovan confirmed the quizzes had been successful, and expressed that they continue.

The Information & Community Facilities Officer expressed there were usually around 8 to 12 tables, with 8 people on each.

The review was **noted**.

CCE546 TO NOTE THE EVENTS CALENDAR

Cllr Sharkey updated raised that ArtWave and VE Day be updated as agreed events.

The events calendar was **noted**.

CCE547 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG

The complaints log was **noted**.

CCE548 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Donovan expressed that the new mayor would need to find their own volunteers.

The Meetings & Projects Officer expressed that the PR Officer would update committee about using Eventbrite as soon as possible.

Cllr Donovan expressed the possibility of another way of fundraising for the Mayor's charity, which the Chair requested be reported at the next CCE committee meeting.

The Chair updated committee that the future of events was being looked into.

CCE549 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 1ST JULY 2025

Cllr Donovan thanked the Meetings & Projects Officer for her temporary support with managing the Civic Officer role, and the Meetings & Projects Officer expressed thanks to her team for their support.

The date was **noted**.

There being no further business the meeting ended at 20:10

George Dyson
Town Clerk

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

Committee:	Full Council	Agenda Item:	C1389
Meeting date:	20 th May 2025	Authors:	Cllr Donovan & Cllr Harman
Subject:	Meridian Meander Map / Leaflet		
Purpose:	To agree		

Recommendation(s):

To agree to go ahead with the illustrator completing the map
To agree to printing 200 leaflets to promote the Meridian Meander walk.

1. Background

Research has taken place over the past year to co-ordinate a meridian line map to encourage visitors to the town to enhance well-being through walking and seeing points of interest in the town.

An artist has drawn an illustrated map (as per appendix A), that we would like to move forward into finalising (i.e. (i.e. the addition of Peacehaven Heights Academy where a Meridian Line mosaic is installed, and updating the map to the correct number of steps), and then into leaflet production.

The artist has advised they are happy to include any fun decorative features an also on the map. Points of Interests copy will also be displayed on the leaflet, along with a small ordinance survey map to show the exact route, and a QR code to link to the PC website.

The leaflet will be Flat size A3 folded to A4, be digital printed colour on both sides, on 135gsm uncoated.

On the back of the leaflet acknowledgement is suggested as the following (order tbc):-

- The illustrator
- Cllr Deborah Donovan
- Cllr Aimee Harman
- Cathy Norcott-Jones
- PTC
- The House Project

The PR Officer has recommended that the drawn PTC logo on the map is replaced with the official PTC logo (as per appendix B).

Current Finances

PTC was successful in the bid for £500 from the House Project. To-date £125 has been spent on half of the illustrator's costs).

This leaves £375 available.

Further costs total a maximum of £330

- The illustrator's further cost for project completion has been quoted at £125.
- The leaflet artworkers have quoted £152 for 100 leaflets or £205 for 200 leaflets

An alternative option has been quoted by a marketing agency, whereby they would provide a graphically designed map for the leaflet and the website. The quote was £380. However, this is solely for the creation of a map and does not include design of leaflets or their printing.

Options for Council

1. To agree, or not, to the illustrator finalising the design, and to the artworker and printing cost for 200 leaflets.
2. To agree to another way forward.
3. To agree to do nothing.

2. Reason for recommendation

To complete the project.

3. Expected benefits

Bringing visitors to the town who would normally drive through. Helps small businesses, encourages people to follow a trail with an end result of a downloadable certificate or gift incentive. Most importantly to promote the at Peacehaven is on the Meridian line and to highlight this fact.

In the future to arrange guided walks along the trail with schools and visitors.

Sponsorship available – businesses already interested.

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	£330 – always accounted for printing and artist fee.
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	

5. Values & priorities alignment

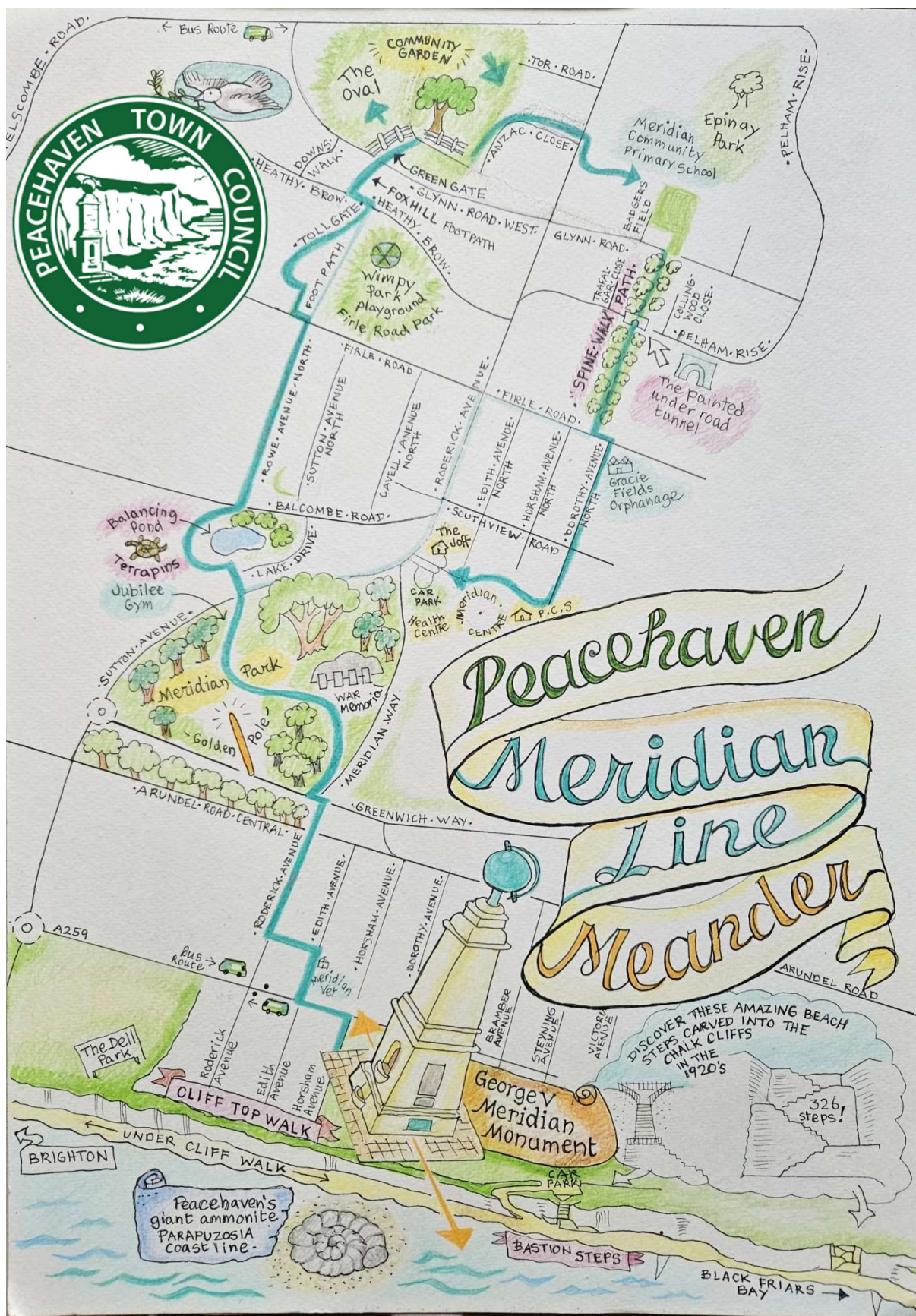
Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving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

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

Appendices

- Appendix A - Draft Meridian Meander Map
- Appendix B - Draft Meridian Meader Map with official logo
- Appendix C – Quote for artwork and leaflet printing.





Estimate

No: **106121**

Date: 28/04/25

Customer PO:




Customer No: 5312

Ship To:

Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB
Phone: 01273 585493
E-Mail: zoepolydorou@peacehaventowncouncil.gov.uk

Bill To:

Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB
Phone: 01273 585493
E-Mail: zoepolydorou@peacehaventowncouncil.gov.uk

Quantity	Description	Amount
100	Peacehaven Meridian map. Flat size A3 folded to A4. Digital print colour both sides. On 135gsm uncoated. For collection. Price includes scanning and layout.	£ 152.00
200	Peacehaven Meridian map. Flat size A3 folded to A4. Digital print colour both sides. On 135gsm uncoated. For collection. Price includes scanning and layout.	£ 205.00
SUBTOTAL, VAT and TOTAL shown below is only applicable on single quantity option, invalid if multiple quantities show above.		
<div></div> <p><i>This estimate is valid for 7 days. Subject to confirmation there after.</i></p> <p>FSC® Chain of custody No. INT-COC-002486 Only the products that are identified as such on this document are FSC® Certified.</p>		SUBTOTAL VAT TOTAL
		£ 357.00 £ 71.40 £ 428.40

George Dyson
Town Clerk

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Community House,
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Committee:	Full Council	Agenda Item:	C1390
Meeting date:	20 th May 2025	Authors:	Town Clerk
Subject:	The Hub – Procurement Update		
Purpose:	To note		

Recommendation(s):

To note this report.

1. Background

Council issued a Planned Procurement Notice (PPN) on 12th March 2025, the period for expressions of interest closed on 12th May 2025, the responses were opened in line with Financial Regulations and Standing Orders, with the appointed Councillors currently (at the time of this report being written) scoring and shortlisting the responses.

Once the appointed Councillors have determined which respondents have the capability to deliver the project a Invitation to Tender (ITT) will be issued to them – this will allow a period (around 4 weeks) for the selected tenders to submit a full tender for the replacement roof, solar panels, and air/ground source heat pumps.

The process continues to be directed by our associate from the LCC to ensure compliance with statutory requirements (which have recently changed, making the consultant service especially useful).

Once the ITT has been issued we will have a final timetable to work to in receiving, opening, and subsequently awarding the contract for the works.

2. Options for Council

To note this report.

3. Reason for recommendation

In line with the anticipated timetable and other details in the agreed PPN (attached in appendices).

4. Expected benefits

Progressing the Hub project, ensuring sustainability of the building, in line with carbon reduction ambitions.

5. Implications

5.1 Legal	The Public Contracts Regulations 2015 Procurement Act 2023 Financial Regulations Standing Orders
5.2 Risks	Ensuring the building is safe and sustainable. Public perception.
5.3 Financial	Funding in place from CIL bid.
5.4 Time scales	Included in appendix
5.5 Stakeholders & Social Value	Consultation underway for phase 2
5.6 Contracts	To be awarded following full tendering process.
5.7 Climate & Sustainability	Building to be made more sustainable
5.8 Crime & Disorder	
5.9 Health & Safety	Current building liable to be closed over winter if no improvements made.
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 checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? The Hub Net Zero Carbon Resolution
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7. Appendices

Copy of PPN



PEACEHAVEN TOWN COUNCIL

PLANNED PROCUREMENT NOTICE PRESENTING AN OPPORTUNITY TO TENDER FOR WORKS TO REFURBISH THE EXISTING COMMUNITY BUILDING KNOWN AS THE HUB, PIDDINGHOE AVENUE, PEACEHAVEN, EAST SUSSEX

Date of Issue – 12th March 2025

BACKGROUND

Peacehaven Town Council is the owner of The Hub at Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ.

The Hub was originally constructed in the mid 1980's, with a newer entrance foyer added and internal rearrangements carried out in 2014. It provides changing rooms for the adjacent sports fields and a community space for hire with the main hall able to accommodate approximately 50 people. The hall is used as a Pre-school Nursery for four days a week during school terms.

The building is single storey, with entrance foyer and corridor leading to the main hall, storage and toilet facilities. The changing rooms and referee's room are accessed via external doors. The overall floorspace is estimated at around 300m².

All relevant supporting documents will be available and may be viewed on the following weblink – <https://www.peacehavetowncouncil.gov.uk/hub/>

CONTRACT AWARDING BODY

The tender awarding body will be Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB.

It is felt that the Contract may be particularly suited to small and medium-sized enterprises.

PROJECT TITLE

Refurbishment and energy upgrade of The Hub, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ

KEY PROJECT OUTCOMES

The project involves the following key elements: -

1. Removal of the existing gas fired heating and hot water systems.
2. Replacement of the existing roof coverings, incorporating enhanced thermal efficiency.
3. Installation of heat pump(s) and roof-mounted solar panels which provide complementary energy supplies to support the lighting, space and water heating facilities in the building. (The Council wishes to explore the costs of either ground-source or air-source heat pumps or a combination of both to achieve maximum public benefit and value for money)
4. It is expected that the works will produce a building which will support the ambition of the Town Council to move towards a zero-carbon Peacehaven.

ESTIMATED PROJECT VALUE

The estimated value of the project is £275,000 - £325,000.

KNOWN ISSUES / CONSTRAINTS

1. Construction alongside continued use of facility

The Town Council anticipate the closure of the building during the construction phase, which should be carried out as efficiently as possible in order to minimise the disruption to existing users.

2. Access through car park / easements

In addition to owning the building, the Town Council has ownership of the adjoining car park and land immediately surrounding The Hub. These will be made available for access and storage during the proposed works subject to agreement with the Town Council, however, free and safe access must be retained for neighbouring users.

3. Site Set Up, Construction and Welfare Facilities

It is anticipated that access to the site will be gained via Piddinghoe Avenue and the existing car park which services The Hub. The successful contractor will be asked to recommend the most appropriate location and size of site compound required. It may be possible that part of the adjacent Multi- Use Games Area could be made available for this purpose, but this is subject to further discussions with third parties and cannot be guaranteed at this time. Final arrangements are to be approved by the Town Council.

The Hub contains several internal toilets which will be accessible to the contractor during the construction phase. Public toilets and a café are also within two minutes' walk of The Hub.

4. User-defined constraints

Peacehaven Town Council hosted its first 'Towards Zero Carbon Peacehaven' event at The Meridian Centre during 2022, to highlight and demonstrate the things residents and local companies can do to help the town move Towards Zero Carbon. Peacehaven Town Council has declared a Climate Emergency and has committed to going carbon net-zero by 2030. This project is a significant element in support of that ambition.

Contractors should note that The Hub is in a coastal location and can be affected by a salty atmosphere. The building is operated on an un-staffed basis and the nature and location of heating controls will need to recognise this.

5. Planning and Building Control

The facility is owned by the Town Council and although it is currently understood that planning permission is unlikely to be required for the refurbishment of The Hub, this will need to be clarified when final proposals are available. Building Regulation approval will be required for the proposal and the successful contractor will be expected to liaise with Lewes District Council Building Control to gain the necessary permissions etc. All necessary advice and guidance is available via this link:

<https://www.lewes-eastbourne.gov.uk/building-control>

6. Project Timing

Funding is agreed for the project and the Town Council is keen that construction activities are undertaken during the period of the school summer holidays. To minimise disruption to users, the Town Council will be looking for an efficient construction timetable which minimises time required on site. Precise durations are to be agreed in advance with the successful contractor.

7. Project Funding Conditions

It is expected that staged payments will be clearly defined in advance of commencement of works. The Town Council will require inspections and evidence that the specified works for each stage have been

carried out, prior to releasing funding. The council's Technical / Project Manager will inspect and advise the Town Council accordingly.

8. Other Conditions/Requirements

- The Council will encourage SME local contractors to engage in the process. Tenderers should be aware of the Council's sustainability and carbon reduction aims which are published on the Town Council website.
- Contractors will need to demonstrate adequate insurance cover for the design and implementation of such projects.
- The Town Council will nominate a Tender Evaluation Panel comprising elected councillors, staff of the Council and professional advisors to assess all submissions, however the appointment of the successful contractor will need to be ratified at a meeting of the full Town Council.
- The Town Council has been advised that the electricity supply from the nearby sub-station to The Hub will need to be upgraded as part of this project.
- External building finishes will be required to match the existing and blend in with the surroundings of The Hub.
- Proposals for the installation of ground-source heat pump equipment will need to have regard to the potential future extension of The Hub.
- The successful contractor will be required to make good to any disturbed or damaged land, surfaces, materials, fixtures and fittings.

TENDER PROCESS

The purpose of this Planned Procurement Notice is to identify contractors who have the technical knowledge, ability and capacity to tender fully for and deliver the work within the defined criteria. Eligible contractors will be invited to submit full tender proposals to the Town Council. Applicants are strongly advised to visit the site to assess the layout and access arrangement to ensure a good working knowledge of the location.

The time limit by which expressions of interest and outline proposals must be received by Peacehaven Town Council is **5pm on Monday 12th May 2025**.

The Town Council will be using the tendering procedures for below-threshold contracts outlined in the Procurement Act 2023 and the Procurement Regulations 2024 in the assessment and award of this contract.

QUALITATIVE ASSESSMENT OF RESPONSES

Basic qualifying criteria against which interested parties will be assessed at this Pre-Tender Notice stage will include: -

- Demonstration of understanding of the works and technical capabilities on similar sized projects / relevant contract experience and references (for similar work within the last 3 years),
- Demonstration of knowledge and experience of working with energy efficient and carbon reduction technologies in building refurbishment,
- Capacity to comply with contract and funding timetables,
- Financial standing and legal status,
- History of membership of relevant trade quality bodies (e.g. CHAS, SafeContractor, Constructionline, GasSafe),
- Demonstration of compliance with relevant legislation (including health and safety, environmental and equal opportunities),
- Extent of reliance on sub-contractors and strength of any such existing relationships.

The evaluation of responses will be carried out by reference to the table reproduced in Appendix A.

The Town Council reserves the right to invite any number or none of the responding contractors to participate in the full tender stage.

DOCUMENTS CURRENTLY AVAILABLE

Documents which will be made available during the full tender phase include: -

- Asbestos Survey
- Existing layout plan
- Property Condition Report
- Peacehaven Hub Design Report
- A Utilities Plan is currently being sought and updated

EXPECTATIONS

Funding is already agreed and reserved for the project and work is currently in progress to develop a design specification against which we propose to proceed to the full tender stage.

We envisage that the experience of the final preferred contractor will be used to help inform the final choice of fixtures, fittings and finishes where these are not already specified. We will also expect the final preferred contractor, after appointment, to work with the Town Council, its professional advisors and other relevant bodies to implement the project to full completion, certification and sign-off by all relevant parties.

We envisage that the final preferred contractor will perform the role of sole main contractor for the development and be able to mobilise any sub-contractors and consultants required to fully deliver the project.

It is anticipated that interested parties will familiarise themselves with the site and its general layout. It is expected that the preferred contractor (when identified) will provide valid and current copies of insurance documents, all accreditation board certificates, health and safety policy and relevant method statements to cover the relevant activities and timescales of the project.

The Town Council expect to enter into a formal works contract with the preferred contractor (JCT Minor Works) prior to commencement of site works.

ANTICIPATED TENDERING TIMETABLE

Issue of Planned Procurement Notice (PPN)	12.03.25
Closing date for expressions of interest in response to PPN	12.05.25
Evaluation of expressions of interest, assessment & identification of short list.	13 - 16.05.25
Estimated date for issue of Tender Notice	23.05.25
Procedure to be used	Open
Closing date for receipt of Tenders	20.06.25
Post Tender clarification period	w/c 23.06.25
Short-list & interviews (if required)	23 – 27.06.25
Estimated date for award of contract	30.06.25

(This timetable may be subject to change depending on responses received)

FURTHER INFORMATION AND QUERIES

Any further information or queries relating to this procurement or Notice should be submitted in the first instance to the Town Clerk - TownClerk@peacehaventowncouncil.gov.uk Tel - 01273 585493. No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of all queries received and responses provided.

Further information about this project can be obtained from: - TownClerk@peacehaventowncouncil.gov.uk Tel - 01273 585493.

SUBMISSION OF RESPONSES

Responses to this Notice must be made by **5pm on Monday 12th May 2025** by e-mail to: - thehub@peacehaventowncouncil.gov.uk or via post to The Town Clerk, Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB.

Both email and written submissions to be clearly marked "The Hub Expression of Interest" in the heading/on the envelope. You will receive an emailed receipt from the Clerk but submissions will not be circulated to evaluation panel members or considered until after the closing date.

CONFLICTS OF INTEREST & DECLARATIONS

Contractors submitting expressions of interest in response to this Notice should include the following in their submission: -

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc.
3. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.
4. Whether any partner, director or employee is related to any elected councillor or employee of Peacehaven Town Council.
5. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

You are asked to certify that the information supplied is accurate to the best of your knowledge and belief and that you are able to provide the undertakings requested. Providing any information that proves to be false will result in you not being considered for the contract in respect of which this Notice is issued.

You are also asked to confirm that you are authorised to sign your submission and provide the requested information, authorisations and undertakings.

Appendix A

Initial Evaluation Template

	Key Evaluation criteria
1	All relevant information provided.
2	Documentation provided to demonstrate a properly constituted trading organisation.
3	Demonstration of applicant's economic / financial standing.
4	Any potential conflicts of interest recognised & addressed.
5 *	Assessment of technical capabilities, capacity and experience.
6 *	Relevant contract experience, including references.
7	Company policies & quality accreditation mark.
8	Satisfactory declarations are made

* Greater weighting will be given to these factors.

(The Council reserves the right not to select an applicant who has been assessed as having significant weaknesses in one particular evaluation area notwithstanding acceptable or strong responses in other areas)

Current Task & Finish Groups

Full Council

TFG	Members	Date set up & agenda item	Notes
Neighbourhood Development Plan Steering Group	Cllr Gallagher Cllr Gordon-Garrett	16/05/2023 C1032	
Youth Engagement	Cllr Campbell Cllr Fabry Cllr Sharkey	11/7/2023 C1061	
Morrisons Development	Cllr Davies Cllr Griffiths	16/05/2023 C1051	
Public Rights of way Working Group	Cllr Gordon-Garrett Cllr Campbell Cllr Griffiths Vicky Onis	19/9/23 C1088	
Meridian Walk Working Group	Cllr Harman Cllr Studd Cllr Donovan Cathy Norcott- Jones	CCE421 16.04.24	
Sussex Nature Recovery	Cllr Gordon-Garrett Cllr Campbell Cllr Gallagher and the Parks Officer.	21.05.24 C1233	
The Hub Working Group	Cllrs Gallagher, Cllr Campbell, Alexander, Griffiths, Rosser and officers required	29.10.24 C1302	
Public Safety Working Group	Cllr Alexander, Mike Gatti Lucy Symonds Cllr Wood Cllr Gordon-Garrett Cllr Paul Davies Alec Horner Vicky Onis Zoe Polydorou	PH1638 13/6/23 C1277 v. 8/10/24	

Outside Body Contact Report – May 2025

Seahaven Community Food – Peacehaven Community Supermarket

Volunteer and Outside Body Representative – Cllr Deborah Donovan

Mayor's Charity

I have been volunteering for this charity for almost two years and have appreciated the work which is involved in running this type of project.

As you are aware when I became Mayor in May 2024, I decided to fundraise for the Peacehaven facility. The organisation is self-funding; each week a delivery is made by FareShare to cater for both Newhaven and Peacehaven community supermarkets, at least £300 is spent on fresh food, and the other important source is the reliance of donations from the community.

The service operated on a 'pay as you feel' basis however, with the increased difficulty that the charity is facing with continuously having to buy in food, a small weekly charge will now be asked of its members. This will be happening nationally to all avoid community supermarkets closures.

Our facility is vital for the residents of Peacehaven.

Each week the supermarket members gather, come rain or shine, at around 9.00am, outside Community House ready for the facility to open its doors at 11.00am.

After a training session given to the volunteers it has been decided to open from 10.30am to 11.30am, close for half an hour to restock ready to re-open at midday until 1.00pm. this will give the members the opportunity to shop either during the morning or afternoon with the same items to choose from.

The membership list is increasing every week, the last recorded numbers through our doors were 109 adults, including families and young children who are desperate for food!

The volunteers give their time to arrange food drives in the major supermarkets, which is a great bonus. The Seahaven Community Food supervisor is currently negotiating with Havens food to hopefully work with their organisation to get more food placed in Peacehaven.

During my year as Mayor, I organised various fundraisers which all groups of the community could attend; such as bingo, quizzes, art fair, jazz afternoon and a line dance, to mention just a few. My group of volunteers helped organise the events, which I'm extremely grateful for.

I am proud to announce that my fundraising efforts raised £6782 for the Peacehaven facility.

Cllr. Debbie Donovan

Total	
Open	6
Closed	25
Referred	4

Method of Contact		
Email	16	42%
In Person	10	26%
Phone	7	18%
Letter	0	0%
Raised by PTC	6	16%

Time taken to resolve		
Same day	10	31%
1 - 7 days	9	28%
8 - 30 days	0	0%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							2						2
Access													0
Animals		6		1									7
Antisocial behaviour		2											2
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing							1		2				3
Flooding													0
Fly Tipping													0
Grass verges							1						1
Health & Safety		2					2						4
Illegal advertising													0
Litter							1						1
Misc/Other							6						6
Overgrown paths													0
Overhanging foliage							1						1
Park Enhancements													0
Parking													0
Pavement/verge obstruction													0
Pavements													0
Personnel													0
Planning							3						3
Rights of way													0
Road conditions													0
Road signs													0
Street lights							1						1
Trees													0
Vandalism		5		1			1						7
Weeds													0
TOTALS	0	15	0	2	0	0	19	0	2	0	0	0	38
	Allotments	Centenary Park	Community House	Epinyay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	