

George Dyson
Town Clerk

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



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

Policy & Finance Committee

Members on this Committee: Cllr Alexander (Chair of Committee), Cllr Griffiths (Vice-chair of Committee), Cllr Davies, Cllr Harman, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Veck, Cllr Donovan, Cllr Fabry.

1st October 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 7th October 2025 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF1148** CHAIR'S ANNOUNCEMENTS.
2. **PF1149** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1150** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1151** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1152** TO ADOPT THE COMMITTEE'S MINUTES OF 22nd JULY 2025.
6. **PF1153** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
 - a. Finance Officer's report.
 - b. Bank account & Bank Reconciliation statements (for signing).
 - c. Income & Expenditure report.
 - d. Balance Sheet.
 - e. CIL & S.106 report (income, expenditure & bids).
 - f. List of payments (for approval).
7. **PF1154** TO RECEIVE THE 2024/25 EXTERNAL AUDITORS REPORT AND CERTIFICATE
8. **PF1155** TO DISCUSS THE BOWLS CLUB LEASE
9. **PF1156** TO REVIEW COMMUNITY AND BUSINESS PLAN ITEMS
10. **PF1157** TO RATIFY THE RECOMMENDATIONS OF THE GRANTS COMMITTEE
11. **PF1158** TO DECIDE ON A GRANT FOR HAVENS COMMUNITY CARS
12. **PF1159** TO AGREE TO A BUDGET FOR THE WAR MEMORIAL RESURFACING
13. **PF1160** TO AGREE BUDGET ALLOCATION FOR STAKEHOLDER MEETINGS ON THE HUB
14. **PF1161** TO NOTE A REPORT ON DEVOLUTION OF ASSETS
15. **PF1162** TO SET UP A TFG TO MEET WITH REMEDY CONSULTING ON PHASE 1 OF THE HUB PROJECT
16. **PF1163** TO NOTE SUSSEX POLICE'S NOTICE TO VACATE THE POLICE ROOM IN COMMUNITY HOUSE

17. PF1164 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group
- b. Community Buildings Working Group

18. PF1165 DATE OF NEXT MEETING – TUESDAY 25TH NOVEMBER 2025 AT 7.30PM

19. PF1166 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

20. PF1167 UNPAID INVOICE REPORT

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 Policy & Finance Committee meeting held in the Anzac Room, Community House on 22nd July 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Sharkey, Cllr Gordon-Garrett, Cllr Campbell (non-voting), Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Veck, Cllr Gallagher.

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

No members of the public were in attendance.

1. PF1131 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, 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 reminded members of the importance of confidentiality on any items listed under the confidential heading.

Cllr Griffiths also reminded members about the LDC briefing tomorrow on recycling services.

2. PF1132 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. PF1133 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Davies, with Cllr Gallagher substituting.

4. PF1134 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1135 TO ADOPT THE COMMITTEE'S MINUTES OF 27TH MAY 2025.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Sharkey
The minutes of 27th May 2025 were **agreed** and **adopted**.

6. PF1136 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Gallagher asked about the dates shown on the balance sheet, and queried whether it is up to date, the RFO confirmed that it is. Cllr Gallagher also queried a s.106 receipt, which the RFO confirmed was funds spent last year on several items at Big Park, which had been reimbursed in this financial year.

Committee **noted** the Finance Officer's report.

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

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

Committee **noted** the Income & Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
Committee **resolved** to **approve** the list of payments.

7. PF1137 TO DISCUSS THE CCTV AT CENTENARY PARK

The Clerk summarised the report and the background to this item, Cllr Gordon-Garrett spoke about the CCTV being important to reduce anti-social behaviour at Centenary Park, and that we could review in a years' time to see whether it has any impact.

Cllr Fabry commented that it would be a very good idea to better utilise the CCTV. Cllr Alexander raised a concern about how much the police would actually use it.

Cllr Griffiths asked where the CCTV could be funded from. The RFO responded that there are some items with the budget, including CCTV maintenance and Big Park Repairs & Alterations that could be used, alternatively CIL or Big Park Earmarked Reserves would be used.

Cllr Veck suggested the Police might want to contribute, it was highlighted that this had been considered through the Public Safety Working Group and was unlikely, however, it could be raised again.

It was proposed that Council proceed with the works, funded from the Big Park s106, subject to confirmation from the Public Safety Working Group confirm that no funding from the Police is available for this project.

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

8. PF1138 TO REVIEW RELEVANT COMMUNITY AND BUSINESS PLAN ITEMS

The Committee went through the relevant business plan items, noting that the 10-year-plan item is complete.

Committee noted the work completed and still needed on the efficiency of resources item.

It was suggested that the Community & Business plan should be reviewed at the next Full Council meeting.

9. PF1139 TO NOTE PROGRESSING CLOSER WORKING WITH TELSCOMBE TOWN COUNCIL

The Clerk summarised the progress on this item since the recent Full Council meeting.

Cllr Gallagher spoke about Telscombe Town Council's (TTC) recent Council meeting, and that they were supportive of the suggestion to proceed informally at this time.

Cllr Veck highlighted that the outcome of the informal meeting was to involve all PTC and TTC Councillors rather than just a select few.

Cllr Donovan highlighted that the Civic Officers for PTC & TTC seem to be communicating more at the moment which is positive.

It was proposed that no further action is taken at this time, pending the outcome of informal discussions.

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

10. PF1140 TO AGREE T&Cs FOR A DOG WASH STATION AT CENTENARY PARK

It was proposed to approve the recommendation in the report to proceed with the agreement and authorise the Parks Officer to agree the final siting of the station.

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

11. PF1141 TO DISCUSS REVIEWING THE MAYOR'S HANDBOOK

Cllr Veck introduced the item, highlighting that with the Committee restructure it may be best to wait for this to happen. Cllr Donovan suggested waiting for the Civic Officer to be in post.

There was a discussion around who should be involved with the review of the handbook. Cllr Fabry suggested that objective outsiders would be important in the review rather than just people close to the Civic function.

It was proposed that Committee agree that the review should go ahead, however to bring the item back to Committee to after the recruitment of the Civic & Events Officer to set up the TFG.

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

12. PF1142 TO AGREE RECOMMENDATIONS ON BACKBILL FOR BEREAVEMENT SERVICES

The RFO summarised the report and the background to this item.

It was proposed that we proceed with the recommendation in the report for paying the back bills.

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

13. PF1143 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck informed Committee that the Audit Working Group met again last week, and that the outcome was overwhelmingly positive.

b. Community Buildings Working Group

Cllr Gallagher advised Committee that there is some information included in the papers and summarised the information in the papers, including the importance of this data.

The Working Group will meet again soon.

c. Council Committee Structure TFG

The Clerk updated the Committee that the TFG is working on the Terms of Reference and Scheme of Delegation, and a meeting should be held soon.

14. PF1144 DATE OF NEXT MEETING – TUESDAY 7TH OCTOBER 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 7th October 2025.

15. PF1145 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Sharkey
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.*

Cllr Campbell left at this point (20:42)

16. PF1146 OVERDUE INVOICE REPORT

Committee **noted** the overdue invoice report.

17. PF1147 TO RECEIVE A CONFIDENTIAL REPORT ON BEREAVEMENT SERVICES

The Clerk introduced the report which the Committee discussed.

It was proposed that we proceed with option A in the confidential report and also consult with Peacehaven based funeral directors on the future of this agreement.

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to this proposal

There being no further business, the meeting was closed at 20:52



| | | | |
|----------------------|---|---------------------|-------------------------------|
| Committee: | Policy & Finance | Agenda Item: | PF1153a |
| Meeting date: | 07 October 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 **month 6 (September 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 **five bank accounts as at 31 July 2025 & 31 August 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 **46.6% of the budgeted expenditure** has been spent so far, and **99.4% of the budgeted income** has been received as at the month 6 (Sept 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 August 2025**
- **Bank reconciliation statement for cashbook 1 – August 2025**
- **Bank reconciliation statement for cashbook 2 –August 2025**
Bank Reconciliation statement for Unity Trust Fixed Deposit Account – August 2025
Bank Reconciliation statement for Unity Trust Instant Access Account – August 2025
- **Credit Card reconciliation statement – July 2025**
- **Detailed income and expenditure month 6 (September 2025)**
- **Detailed balance sheet month 6 (September 2025)**

Date: 12/08/2025

Peacehaven Town Council

Page 1

Time: 11:34

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 7 - Unity Trust Instant Access

User: ZM

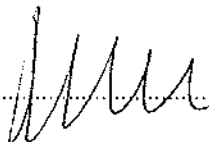
| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Unity Trust Instant Access | 31/07/2025 | | 12.33 |
| | | | <u>12.33</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 12.33 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 12.33 |
| | | Balance per Cash Book is :- | 12.33 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name

D. DONOVAN

Signed



Date

2/09/25

Signatory 2:

Name

Signed

Date

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Date: 31/07/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20529105

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: 0345 140 1000



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Instant Access account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|------|-------------------------|--------------|-------------|---------|
| 30/06/2025 | | Balance brought forward | £0.00 | £0.00 | £12.33 |

Page number 1 of 2

Statement number 004

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JR
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people.



Bank Reconciliation Statement as at 31/07/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit

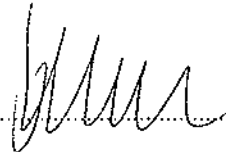
| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-------------------|
| Unity Trust Fixed Term Deposit | 31/07/2025 | | 200,000.00 |
| | | | <u>200,000.00</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 200,000.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 200,000.00 |
| | | Balance per Cash Book is :- | 200,000.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name

D. DONOVAN

Signed



Date

21/9/25

Signatory 2:

Name

Signed

Date

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 5 - Credit Card A/c

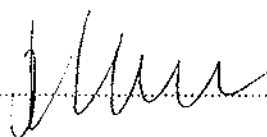
| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Z Malone CC | 31/07/2025 | | -60.24 |
| G Dyson CC | 31/07/2025 | | 0.00 |
| | | | <u>-60.24</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | -60.24 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 23/07/2025 JUNECC | | 60.24 | |
| | | | <u>60.24</u> |
| | | | 0.00 |
| | | Balance per Cash Book is :- | 0.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name

D. DONOVAN

Signed



Date

21/9/25

Signatory 2:

Name

Signed

Date

STATEMENT FOR Z MALONE

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

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 June 2025
Page number: 3 of 3
Monthly spend limit: £1,000.00

| Date | Description | Amount |
|---|---|--------|
| 4 Jun 2025 | HIGHFIELD* O #9928 DONCASTER LND | 6.00 |
| 050685383905 | SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED | |
| 4 Jun 2025 | Garden and Hire Spares KIDDERMINSTERGBR | 54.24 |
| 050682717085 | HARDWARE EQUIPMENT AND SUPPLIES | |
| 2 new purchases / cash advances. Total of spending. | | £60.24 |

G 007745 BBA2823A 27708



Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003049715
Invoice Date 04/06/2025
Customer Ref 9928
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004049902

| Details | Quantity | Net Amount £ | VAT £ |
|-----------------|----------|--------------|-------|
| GDPR E-Learning | 1.00 | 5.00 | 1.00 |

| | |
|------|------------------------------|
| Date | Councillor 1 |
| Code | Finance Officer Councillor 2 |

4334/100

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

| Code | Name | Net | VAT |
|------|---------------------|------|------|
| 1 | 20.00 Standard Rate | 5.00 | 1.00 |

Total Net Amount £ 5.00
Total VAT Amount £ 1.00
Invoice Total £ 6.00

Delivery Address:

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

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

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

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Garden and Hire Spares Ltd

Unit 1 Oldington Trading Estate
Stourport Road
Kidderminster
DY11 7QP
+44 (0) 1905 333475
www.gardenhirespares.co.uk
sales@gardenhirespares.co.uk

| Customer Name & Address | Delivery Address | INVOICE |
|--|---|--|
| Zoe Malone GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom | Peacehaven Town Council GREENWICH WAY COMMUNITY HOUSE Peacehaven BN10 8BB United Kingdom | FAO: Peacehaven Town Council Invoice Date: 04/06/2025 Your Acc No: 575142 Invoice No: 1265003 |
| Cust VAT No: | | |

| Qty | Code | Description | Price Each | Line Total | VAT% | Line VAT |
|-------------------------|----------|-----------------------|-----------------------------|------------|------------------------|----------|
| Order No: SO1294042 | | | Order Reference: 1200609492 | | Order Date: 04/06/2025 | |
| Delivery No: DN01099156 | | | | | | |
| 3 | 7156 | ROTARY BLADE - KUBOTA | 13.75 | 41.25 | 20.00 | 8.25 |
| | DELIVERY | *Royal Mail Tracked | | 3.95 | 20.00 | 0.79 |

| Payments Received | | Comments | Amount | Change |
|-------------------|----------------|------------|--------|--------|
| 04/06/2025 | Secure Trading | 1200609492 | 54.24 | 0.00 |

| | |
|--------------|-----------------|
| Date | Councillor 1 |
| Code | Finance Officer |
| Councillor 2 | |

4202/300

Special Instructions

| £ VAT Analysis | | | |
|----------------|-------|---------|---------|
| Tax Code | VAT % | Net (£) | VAT (£) |
| T1 | 20.00 | 45.20 | 9.04 |

Paid with thanks.

| | |
|----------------|-------|
| Goods Net: | 41.25 |
| Delivery: | 3.95 |
| Order Net: | 45.20 |
| VAT: | 9.04 |
| Total: | 54.24 |
| Pound sterling | |

Name on account: Garden & Hire Spares Ltd

Santander Bank

Account No: 42243110

Sort Code: 09-06-66

BIC/Swift: ABBYGB2LANB

IBAN: GB45 ABBY09066642243110

All sales agreements entered into by our company. (Offers, deliveries and sales) exclusively our Terms & Conditions of sale GHS Ltd shall apply.

A copy of these can be sent to you at your request

VAT Registration No: GB889646739

Company Reg No: 05848313

Printed: Wednesday, 04/06/2025 (15:27)

Page: 1 of 1

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Current Bank A/c

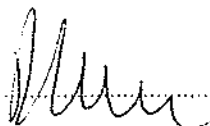
| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---------------------------------|------------------------|---------|------------|
| Saver Account | 31/07/2025 | | 941,565.83 |
| Current Account | 31/07/2025 | | 50,000.00 |
| | | | 991,565.83 |
| Unpresented Payments (Minus) | | Amount | |
| 31/05/2024 205630 | TELSCOMBE CLIFF SCHOOL | 100.00 | |
| 15/08/2024 121124 | S GRAVENOR | 50.00 | |
| | | | 150.00 |
| | | | 991,415.83 |
| Unpresented Receipts (Plus) | | | |
| 28/05/2025 | | 1.00 | |
| 28/05/2025 | | 10.00 | |
| 25/07/2025 | | 60.00 | |
| 28/07/2025 | | 10.80 | |
| 30/07/2025 | | 24.00 | |
| 30/07/2025 | | 10.80 | |
| | | | 116.60 |
| | | | 991,532.43 |
| Balance per Cash Book is :- | | | 991,532.43 |
| Difference is :- | | | 0.00 |

Signatory 1:

Name

D. DONOVAN

Signed



Date

21/9/25

Signatory 2:

Name

Signed

Date

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 2 - Reserve Account

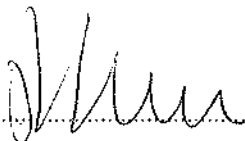
| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Business Premium Account | 31/07/2025 | | 601.88 |
| | | | <u>601.88</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 601.88 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 601.88 |
| | | Balance per Cash Book is :- | 601.88 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name

D. DONOVAN

Signed



Date

2/9/25

Signatory 2:

Name

Signed

Date



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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 01 August 2025

Business Current Accounts

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

Business Savings Accounts

| | |
|--|-------------|
| Business Premium Account | £941,079.39 |
| | |
| Sort Code 20-49-76 • Account No 30701211 | |
| <hr/> | |
| Business Premium Account | £601.88 |
| | |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.



Transactions

Peace Sweep

20-49-76 30701211

Available balance £939,796.41

Last night's balance £941,489.93

Overdraft limit n/a

Showing 1 transaction between 31/07/2025 and 31/07/2025 from 31/07/2025 to 31/07/2025

| Date | Description | Money in | Money out | Balance |
|------------|--|----------|-------------|-------------|
| 31/07/2025 | Transfer TRANSFER 10701173 TRANSFER 10701173 | | -£11,112.77 | £941,565.83 |

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 II

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: 759670). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

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

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

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

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

**Bank Reconciliation Statement as at 30/08/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-------------------|
| Unity Trust Fixed Term Deposit | 30/08/2025 | | 200,000.00 |
| | | | <u>200,000.00</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 200,000.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 200,000.00 |
| | | Balance per Cash Book is :- | 200,000.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/08/2025
for Cashbook 7 - Unity Trust Instant Access**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Unity Trust Instant Access | 30/08/2025 | | 12.33 |
| | | | <u>12.33</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 12.33 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 12.33 |
| | | Balance per Cash Book is :- | 12.33 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Zoe Malone
Peacehaven Town Council
Peacehaven Town Council
Community House Meridian Centre
Peacehaven
BN10 8BB

Date: 31/08/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20529105

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: 0345 140 1000



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Instant Access account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|------|-------------------------|--------------|-------------|---------|
| 31/07/2025 | | Balance brought forward | £0.00 | £0.00 | £12.33 |

Page number 1 of 2

Statement number 005

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JT. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people.



Date: 11/09/2025

Peacehaven Town Council

Page 1

Time: 14:23

**Bank Reconciliation Statement as at 29/08/2025
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 | 29/08/2025 | | 867,351.80 |
| Current Account | 29/08/2025 | | 50,000.00 |
| | | | <u>917,351.80</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 | |
| 08/08/2025 121167 | The Royal British Legion | 37.50 | |
| 27/08/2025 121169 | HMRC | 13,334.82 | |
| | | | <u>13,522.32</u> |
| | | | 903,829.48 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 14/08/2025 | | 5.00 | |
| 15/08/2025 | | 60.00 | |
| 15/08/2025 | | 80.00 | |
| 18/08/2025 | | 19.00 | |
| 19/08/2025 | | 42.00 | |
| 19/08/2025 | | 7.20 | |
| 20/08/2025 | | 108.00 | |
| 22/08/2025 | | 60.00 | |
| 26/08/2025 | | 20.00 | |
| 26/08/2025 | | 50.00 | |
| 28/08/2025 | | 10.00 | |
| 28/08/2025 | | 50.25 | |
| 28/08/2025 | | 4.80 | |
| 28/08/2025 | | 63.80 | |
| 29/08/2025 | | 6.50 | |
| 29/08/2025 | | 60.00 | |
| 29/08/2025 | | 10.00 | |
| 29/08/2025 | | 319.00 | |
| | | | <u>975.55</u> |
| | | | 904,805.03 |
| | | Balance per Cash Book is :- | 904,805.03 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/08/2025
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 | 29/08/2025 | | 601.88 |
| | | | <u>601.88</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 601.88 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 601.88 |
| | | Balance per Cash Book is :- | 601.88 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 August 2025

Business Current Accounts

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

Business Savings Accounts

| | |
|--|-------------|
| Business Premium Account | £867,351.80 |
| | |
| Sort Code 20-49-76 • Account No 30701211 | |
| <hr/> | |
| Business Premium Account | £601.88 |
| | |
| Sort Code 20-49-76 • Account No 83521656 | |

This is the end of your account summary.

Date: 28/08/2025

Peacehaven Town Council

Page 1

Time: 10:24

Bank Reconciliation Statement as at 29/08/2025
for Cashbook 5 - Credit Card A/c

User: ZM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| Z Malone CC | 29/08/2025 | | -361.02 |
| G Dyson CC | 29/08/2025 | | -455.52 |
| | | | <u>-816.54</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | -816.54 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 18/08/2025 CC JUL | | 816.54 | |
| | | | <u>816.54</u> |
| | | | 0.00 |
| | | Balance per Cash Book is :- | 0.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

STATEMENT FOR G DYSON

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

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROl: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760490508309
Statement date: 28 July 2025
Page number: 3 of 4
Monthly spend limit: £1,000.00

| Date | Description | Amount |
|---|--------------------------------------|---------|
| 10 Jul 2025 | Adobe.com Saggart, Dublin | 238.75 |
| 110715265675 | COMPUTER SOFTWARE STORES | |
| 10 Jul 2025 | BOOKER LTD - 38537454 WELLINGBOROUGH | 216.77 |
| 110705272465 | GROCERY STORES, SUPERMARKETS | |
| 2 new purchases / cash advances. Total of spending. | | £455.52 |

G 014313 BBA2979A 67189





Adobe Systems Software Ireland Ltd
4-6 Riverwalk
Citywest Business Campus
Dublin 24
Ireland
VAT No: GB779019395

ORIGINAL

Invoice Information

| | |
|-----------------|------------------|
| Invoice Number | IEN2025036180226 |
| Invoice Date | 10-JUL-2025 |
| Payment Terms | Credit Card |
| Purchase Order | AE02673704203CGB |
| Order Number | 7215954939 |
| Customer Number | 1266367043 |
| Currency | GBP |

Bill To

George Dyson
BN10 8GA
GREAT BRITAIN

4342100

INVOICE

Item Details

Service Term: 10-JUL-2025 to 09-JUL-2026

| PRODUCT NUMBER | PRODUCT DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | NET AMOUNT | TAX RATE | TAXES | TOTAL |
|----------------|---------------------|----------|------|------------|------------|----------|-------|--------|
| 30000055 | Acrobat Pro | 1 | EA | 198.96 | 198.96 | 20.00% | 39.79 | 238.75 |

Invoice Total

| | |
|-------------------------------|--------|
| NET AMOUNT (GBP) | 198.96 |
| TAXES (SEE DETAILS FOR RATES) | 39.79 |
| VAT | |

| | |
|-------------------|--------|
| GRAND TOTAL (GBP) | 238.75 |
|-------------------|--------|

Comments:

<http://www.adobe.com/support/service/>
VAT

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

Booker is the trading name of Booker Limited
Registered Office: Equity House, Litchingborough Road, Wellingborough, Northants NN8 1LT
Telephone: 01933 371000
Registered in England. Number 197380, VAT Number GB 220 4302 31
Alcohol Wholesale Registration No - XTAW00000102869

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTON

BN2 4NP TEL : 01273 624242
FAX : 01273 684565

CUSTOMER 737249466 MR DYSON
PTC COMMUNITY HOUSE
Comm MERIDIAN CENTRE
PEACEHAVEN EAST SUSSEX
BN10 8BB TEL: 07749491877

INVOICE NUMBER 0405439 PAGE 01
DATE 10/07/25 TIME 13:23
TILL 04 OPERATOR 109 SELFSCAN

| CODE | DESCRIPTION | PACK SIZE | QTY | PRICE | VALUE | VAT | STD RRP | POR |
|---------------------|------------------------------|-----------|-----|---------|-------|---------|------------|-------|
| 189805 | Ice Valley Still Sprng Water | 24 500ml | 3 | 2.99 P | 8.97 | B | 0.65 | 77.0% |
| 105799 | Britvic Blackcurrant Cordial | 1 1ltr | 1 | 2.25 | 2.25 | B | | |
| 132991 | Britvic Orange Cordial | 1 1ltr | 1 | 2.25 | 2.25 | B | | |
| 299546 | Jacks Variety Crisps PM125 | 10 5x20g | 1 | 6.49 | 6.49 | B | 1.25 | 37.7% |
| 248209 | CL Tortillas Tangy Cheese | 1 454g | 1 | 2.19 | 2.19 | A | | |
| RETAIL GROCERY | | SUB-TOTAL | 7 | GOODS : | 22.15 | EXC.VAT | | |
| 298887 | Dairypak Butter Spread PM139 | 1 250g | 1 | 0.99 | 0.99 | A | 1.39 | 28.8% |
| 234202 | CL Med White Cheddar Slices | 1 1kg | 1 | 9.39 | 9.39 | A | | |
| 212311 | Fresh Semi Skimmed Milk | 1 2ltr | 2 | 1.45 | 2.90 | A | 1.99 | 27.1% |
| 302644 | CL Tuna Mayo Filler | 1 1kg | 1 | 8.49 M | 8.49 | A | | |
| 302658 | CL Cheese & Onion Filler | 1 1kg | 1 | 4.24 RM | 4.24 | A | | |
| | BUY 2 FOR 15.00 | | | | 1.98- | | | |
| 302735 | CL Egg Mayonnaise | 1 1kg | 1 | 8.49 | 8.49 | A | | |
| 302534 | CL Coleslaw | 1 2kg | 1 | 4.49 P | 4.49 | A | | |
| 287866 | Jacks Cooked Ham | 8 90g | 1 | 7.85 | 7.85 | A | 1.49 | 34.1% |
| 294134 | Adkins White Barney Rolls | 1 6s | 1 | 1.55 | 1.55 | A | 2.05 | 24.4% |
| | VOID NOTE | | | | | | | |
| 294134 | Adkins White Barney Rolls | 1 6s | 1- | 1.55 | 1.55- | A | | |
| 294145 | Adkins White Salad Rolls | 1 6s | 6 | 1.09 | 6.54 | A | 1.39 | 21.6% |
| 289196 | Jacks Apple Pies PM179 | 8 6pk | 1 | 4.99 R | 4.99 | A | 1.79 | 30.2% |
| CHILLED | | SUB-TOTAL | 16 | GOODS : | 56.39 | EXC.VAT | | |
| 286499 | Chefs Larder Mayonnaise | 1 1ltr | 1 | 2.99 P | 2.99 | A | | |
| 287039 | CL Salad Cream | 1 1ltr | 1 | 2.99 P | 2.99 | A | | |
| CATERING GROCERY | | SUB-TOTAL | 2 | GOODS : | 5.98 | EXC.VAT | | |
| 284344 | Haribo Yellow Bellies | 1 24pc | 1 | 4.09 | 4.09 | B | | |
| 284974 | Frisia UFO | 1 375g | 1 | 6.39 | 6.39 | B | | |
| 289076 | Swizzels Pigs Mugs Tub | 1 120pk | 1 | 4.95 | 4.95 | B | | |
| 286697 | Millions Tube Strawberry 55g | 12 55g | 1 | 7.39 | 7.39 | B | 1.09 | 32.2% |
| 290596 | Millions Cola Tube | 12 55g | 1 | 7.39 | 7.39 | B | 1.09 | 32.2% |
| 111063 | Swizzels Mini Sweet Mix | 1 3Kg | 1 | 15.65 | 15.65 | B | | |
| 112404 | Haribo Chmallows Pink/White | 1 1Kg | 1 | 5.29 | 5.29 | B | | |
| 288495 | Vidal Sour Rainbow Mini Penc | 1 1kg | 1 | 4.19 | 4.19 | B | | |
| CONFECTIONERY | | SUB-TOTAL | 8 | GOODS : | 55.34 | EXC.VAT | | |
| 215993 | Slingsby Rhubarb Gin | 1 70cl | 1 | 22.29 | 22.29 | B | 33.49 | 20.1% |
| 301528 | Sol 3.4% | 1 12x330m | 2 | 6.49 P | 12.98 | B | 11.99 | 35.1% |
| WINES SPIRITS BEERS | | SUB-TOTAL | 3 | GOODS : | 35.27 | EXC.VAT | | |
| 272927 | Jacks Green Apples | 1 4pk | 2 | 1.59 | 3.18 | A | 2.09 | 23.9% |
| 958009 | Braeburn Apples | 1 2kg | 1 | 4.99 | 4.99 | A | | |
| 275137 | Fyffes Premium Banana | 1 8s | 1 | 1.75 | 1.75 | A | | |
| 112707 | Carrots | 1 2kg | 1 | 1.99 | 1.99 | A | | |

/CONT



4351/110 - 55.34.

4014/100 - 22.29

4502/430 - 117.03

STATEMENT FOR Z MALONE

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

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760915581121
Statement date: 28 July 2025
Page number: 4 of 4
Monthly spend limit: £1,000.00

| Date | Description | Amount |
|---|--|---------|
| 23 Jul 2025 | CANVA* 104586-53345656 CAMDEN DE | 129.90 |
| 240787787535 | COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS | |
| 23 Jul 2025 | ENGLISH BLINDS SOLIHULL LND | 231.12 |
| 240785383905 | FURNITURE, HOME FURNISHINGS AND EQUIPMENT STORES | |
| 2 new purchases / cash advances. Total of spending. | | £361.02 |

G 014313 BBA2979A

67189





INVOICE

Invoice #: 04586-53345656-1

Invoice date: July 23, 2025

Provided by:

Canva UK Operations Ltd
33-35 Hoxton Square
London
N1 6NN United Kingdom
VAT #: GB010704453

4342/100

Provided to:

George Dyson
dcoo@peachhavenlowncouncil.gov.uk
GB

| DESCRIPTION | QUANTITY | PRICE | TAX | TOTAL |
|-------------------------------|----------|---------------|----------------|-------------------|
| Subscription: Canva for Teams | 1.0 | 108.25 | (20.00%) 21.65 | 129.90 |
| Total | | 108.25 | 21.65 | GBP 129.90 |

E-Blinds Ltd t/a English Blinds

englishblinds

MANUFACTURERS OF QUALITY SHADING SYSTEMS

CUSTOMER

George Dyson
Peacehaven Town Council
Community House
Greenwich Way, Peacehaven

1 Thornhill Road

Solihull

West Midlands

B91 2HB

TELEPHONE 0121 439 6770

www.englishblinds.co.uk

info@englishblinds.co.uk

V.A.T. REG. NO. 452 5030 26

BN10 8BB

INVOICE NO. 128857

| CUSTOMER'S ORDER NUMBER. | | INVOICE DATE |
|--|---------------|--------------|
| 128857 | | 23/07/2025 |
| QUANTITY | DESCRIPTION | AMOUNT |
| 4 | Roller Blinds | 192.60 |
| 4301/100 f8R | | |
| TERMS - NEW ACCOUNTS - INITIAL ORDER WILL BE PROFORMA | | CARRIAGE |
| ESTABLISHED ACCOUNTS - PAYMENT DUE 30 DAYS AFTER INVOICE | | N/A |
| TITLE - GOODS REMAIN THE PROPERTY OF THE ENGLISH BLIND COMPANY | | NETT STNG |
| UNTILL PAID FOR IN FULL | | 192.60 |
| A FULL COPY OF OUR TERMS OF TRADE IS AVAILABLE ON REQUEST | | V.A.T @ 20% |
| | | 38.52 |
| | | TOTAL e&oe |
| | | 231.12 |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 General Administration | | | | | | | |
| 1001 Precept | 963,719 | 963,719 | 0 | | | 100.0% | |
| 1010 CIL Income | 2,309 | 0 | (2,309) | | | 0.0% | 2,309 |
| 1013 Income from Photocopying | 195 | 400 | 205 | | | 48.7% | |
| 1014 Bike Rack Funding | 844 | 0 | (844) | | | 0.0% | |
| 1016 Housing Benefit Claims LDC | 16,283 | 16,283 | 0 | | | 100.0% | |
| 1031 Horticultural | 21 | 0 | (21) | | | 0.0% | |
| 1100 Interest Received | 8,263 | 4,000 | (4,263) | | | 206.6% | |
| 1309 Other Income | 161 | 500 | 339 | | | 32.2% | |
| General Administration :- Income | 991,795 | 984,902 | (6,893) | | | 100.7% | 2,309 |
| 4345 CTLA Service Level Agreement | 6,825 | 6,825 | 0 | | 0 | 100.0% | |
| 4346 CAB Service Level Agreement | 13,000 | 13,000 | 0 | | 0 | 100.0% | |
| 4354 HCC Service Level Agreement | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 4362 The Joff Service Level Agree | 3,340 | 3,340 | (0) | | (0) | 100.0% | |
| 4363 Bus Shelter Advertising | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| General Administration :- Direct Expenditure | 26,165 | 28,165 | 2,000 | 0 | 2,000 | 92.9% | 0 |
| 4001 Salaries | 235,966 | 530,494 | 294,528 | | 294,528 | 44.5% | |
| 4002 Employer N.I Contributions | 30,436 | 57,000 | 26,564 | | 26,564 | 53.4% | |
| 4003 Employer Pension Contributions | 44,731 | 93,000 | 48,269 | | 48,269 | 48.1% | |
| 4004 Overtime | 1,653 | 4,000 | 2,347 | | 2,347 | 41.3% | |
| 4011 Training | 305 | 2,500 | 2,195 | | 2,195 | 12.2% | |
| 4014 Staff Costs | 149 | 750 | 601 | | 601 | 19.9% | |
| 4201 Purchase of Vehicles | 2,082 | 5,000 | 2,918 | | 2,918 | 41.6% | |
| 4212 Mileage Costs | 14 | 500 | 486 | | 486 | 2.9% | |
| 4301 Purchase of Furniture/Equipmen | 202 | 1,500 | 1,298 | | 1,298 | 13.5% | |
| 4302 Purchase of Materials | 26 | 500 | 474 | | 474 | 5.2% | |
| 4306 Printing | 805 | 3,000 | 2,195 | | 2,195 | 26.8% | |
| 4307 Stationery | 166 | 1,000 | 834 | | 834 | 16.6% | |
| 4308 Cllr Printing | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4312 Professional Fees - Other | 6,305 | 8,500 | 2,195 | | 2,195 | 74.2% | 4,813 |
| 4314 Audit Fees | 2,230 | 3,000 | 770 | | 770 | 74.3% | |
| 4315 Insurance | 14,121 | 13,500 | (621) | | (621) | 104.6% | |
| 4321 Bank Charges | 421 | 1,150 | 729 | | 729 | 36.6% | |
| 4323 PDQ Charges | 31 | 0 | (31) | | (31) | 0.0% | |
| 4325 Postage | 680 | 3,000 | 2,320 | | 2,320 | 22.7% | |
| 4326 Telephones | 1,390 | 3,500 | 2,110 | | 2,110 | 39.7% | |
| 4327 Computers | 8,275 | 20,000 | 11,725 | | 11,725 | 41.4% | |
| 4333 Members Allowance | 0 | 8,500 | 8,500 | | 8,500 | 0.0% | |
| 4334 Members Training | 16 | 1,500 | 1,484 | | 1,484 | 1.1% | |
| 4341 Grants | 4,355 | 10,000 | 5,645 | | 5,645 | 43.6% | |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4342 Subscriptions | 5,916 | 8,000 | 2,084 | | 2,084 | 74.0% | |
| 4356 EAP | 250 | 600 | 350 | | 350 | 41.7% | |
| 4444 Election Costs | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| General Administration :- Indirect Expenditure | 360,527 | 791,994 | 431,467 | 0 | 431,467 | 45.5% | 4,813 |
| Net Income over Expenditure | 605,103 | 164,743 | (440,360) | | | | |
| 6000 plus Transfer from EMR | 4,813 | 0 | (4,813) | | | | |
| 6001 less Transfer to EMR | 2,309 | 0 | (2,309) | | | | |
| Movement to/(from) Gen Reserve | 607,606 | 164,743 | (442,863) | | | | |
| <u>110 Civic Events</u> | | | | | | | |
| 4349 Civic Training | 0 | 500 | 500 | | 500 | 0.0% | |
| 4351 Youth Mayor | 67 | 500 | 433 | | 433 | 13.3% | |
| Civic Events :- Direct Expenditure | 67 | 1,000 | 933 | 0 | 933 | 6.7% | 0 |
| 4331 Mayor's Allowance | 40 | 1,500 | 1,460 | | 1,460 | 2.7% | |
| 4332 Civic Events | 407 | 2,700 | 2,293 | | 2,293 | 15.1% | |
| 4335 Civic Expenses | 266 | 1,500 | 1,234 | | 1,234 | 17.8% | |
| 4339 National Mourning | 0 | 100 | 100 | | 100 | 0.0% | |
| 4357 Town Crier Outfit | 0 | 750 | 750 | | 750 | 0.0% | |
| Civic Events :- Indirect Expenditure | 714 | 6,550 | 5,836 | 0 | 5,836 | 10.9% | 0 |
| Net Expenditure | (780) | (7,550) | (6,770) | | | | |
| <u>120 Marketing</u> | | | | | | | |
| 1048 E-News Advertising | 0 | 180 | 180 | | | 0.0% | |
| 1049 Banner Board | 1,360 | 2,000 | 640 | | | 68.0% | |
| 1301 Filming | 2,440 | 1,000 | (1,440) | | | 244.0% | |
| Marketing :- Income | 3,800 | 3,180 | (620) | | | 119.5% | 0 |
| 4306 Printing | 80 | 900 | 820 | | 820 | 8.9% | 45 |
| 4328 Website | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4502 Events | 210 | 500 | 290 | | 290 | 42.0% | 125 |
| Marketing :- Indirect Expenditure | 290 | 2,900 | 2,610 | 0 | 2,610 | 10.0% | 170 |
| Net Income over Expenditure | 3,510 | 280 | (3,230) | | | | |
| 6000 plus Transfer from EMR | 170 | 0 | (170) | | | | |
| Movement to/(from) Gen Reserve | 3,680 | 280 | (3,400) | | | | |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 200 Planning & Highways | | | | | | | |
| 1022 Planter Advertising | 200 | 1,100 | 900 | | | 18.2% | |
| 1051 A1 Boards | 60 | 1,100 | 1,040 | | | 5.5% | |
| Planning & Highways :- Income | 260 | 2,200 | 1,940 | | | 11.8% | 0 |
| 4851 Noticeboards | 0 | 650 | 650 | | 650 | 0.0% | |
| 4852 Monument & War Memorial | 297 | 600 | 303 | | 303 | 49.5% | 260 |
| 4853 Street Furniture | 0 | 600 | 600 | | 600 | 0.0% | |
| 4854 Maps / Right of Way | 0 | 500 | 500 | | 500 | 0.0% | |
| Planning & Highways :- Direct Expenditure | 297 | 2,350 | 2,053 | 0 | 2,053 | 12.6% | 260 |
| 4101 Repair/Alteration of Premises | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4111 Electricity | 145 | 2,500 | 2,355 | | 2,355 | 5.8% | |
| 4171 Grounds Maintenance Costs | 347 | 500 | 153 | | 153 | 69.5% | |
| 4850 Grass Cutting Contract | 16,178 | 16,178 | (0) | | (0) | 100.0% | |
| Planning & Highways :- Indirect Expenditure | 16,670 | 21,678 | 5,008 | 0 | 5,008 | 76.9% | 0 |
| Net Income over Expenditure | (16,707) | (21,828) | (5,121) | | | | |
| 6000 plus Transfer from EMR | 260 | 0 | (260) | | | | |
| Movement to/(from) Gen Reserve | (16,447) | (21,828) | (5,381) | | | | |
| 300 Grounds Team General Exp | | | | | | | |
| 4011 Training | 32 | 2,000 | 1,968 | | 1,968 | 1.6% | |
| 4202 Repairs/Maintenance of Vehicle | 2,861 | 7,000 | 4,139 | | 4,139 | 40.9% | |
| 4203 Fuel | 2,063 | 5,500 | 3,437 | | 3,437 | 37.5% | |
| 4204 Road Fund License | 0 | 600 | 600 | | 600 | 0.0% | |
| 4305 Uniform | 45 | 1,000 | 955 | | 955 | 4.5% | |
| Grounds Team General Exp :- Indirect Expenditure | 5,001 | 16,100 | 11,099 | 0 | 11,099 | 31.1% | 0 |
| Net Expenditure | (5,001) | (16,100) | (11,099) | | | | |
| 310 Sports Park | | | | | | | |
| 1025 Rent & Service Charge | 6,142 | 3,645 | (2,497) | | | 168.5% | |
| 1041 S/P Telephone Masts | 7,672 | 6,383 | (1,289) | | | 120.2% | |
| 1043 S/P Football Pitches | 1,585 | 3,000 | 1,415 | | | 52.8% | |
| 1060 Water Usage | 322 | 0 | (322) | | | 0.0% | |
| 1061 S/P Court Hire | 948 | 740 | (208) | | | 128.1% | |
| 1111 Electricity | 61 | 0 | (61) | | | 0.0% | |
| Sports Park :- Income | 16,730 | 13,768 | (2,962) | | | 121.5% | 0 |
| 4101 Repair/Alteration of Premises | 35 | 0 | (35) | | (35) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4111 Electricity | 379 | 3,000 | 2,621 | | 2,621 | 12.6% | |
| 4131 Rates | 1,048 | 2,345 | 1,297 | | 1,297 | 44.7% | |
| 4141 Water Services | 11 | 0 | (11) | | (11) | 0.0% | |
| 4160 Changing Places Costs | 416 | 600 | 184 | | 184 | 69.3% | |
| 4161 Cleaning Costs | 8,332 | 11,500 | 3,168 | | 3,168 | 72.5% | |
| 4164 Trade Refuse | 2,017 | 3,000 | 983 | | 983 | 67.2% | |
| 4171 Grounds Maintenance Costs | 3,595 | 10,000 | 6,405 | | 6,405 | 35.9% | |
| Sports Park :- Indirect Expenditure | 15,832 | 30,445 | 14,613 | 0 | 14,613 | 52.0% | 0 |
| Net Income over Expenditure | 898 | (16,677) | (17,575) | | | | |
| <u>315 Big Park</u> | | | | | | | |
| 1092 Electricity Feed-in Tariff | 161 | 0 | (161) | | | 0.0% | |
| 1329 Advertising Income | 0 | 2,000 | 2,000 | | | 0.0% | |
| Big Park :- Income | 161 | 2,000 | 1,839 | | | 8.0% | 0 |
| 4101 Repair/Alteration of Premises | 3,622 | 5,000 | 1,378 | | 1,378 | 72.4% | 2,350 |
| 4102 Maintenance of Buildings | 425 | 500 | 75 | | 75 | 84.9% | |
| 4111 Electricity | 375 | 1,000 | 625 | | 625 | 37.5% | |
| 4112 Gas | 910 | 1,000 | 90 | | 90 | 91.0% | 448 |
| 4121 Rents | 7,340 | 15,500 | 8,160 | | 8,160 | 47.4% | |
| 4131 Rates | 6,737 | 6,052 | (685) | | (685) | 111.3% | |
| 4166 Skip Hire | 305 | 1,000 | 695 | | 695 | 30.5% | |
| 4173 Fertilisers & Grass Seed | 3,864 | 4,800 | 936 | | 936 | 80.5% | 3,864 |
| 4303 Machinery Mtce/Lease | 639 | 4,000 | 3,361 | | 3,361 | 16.0% | |
| 4326 Telephones | 27 | 0 | (27) | | (27) | 0.0% | |
| 4329 Advertising | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4355 Wifi | 0 | 585 | 585 | | 585 | 0.0% | |
| Big Park :- Indirect Expenditure | 24,243 | 41,437 | 17,194 | 0 | 17,194 | 58.5% | 6,661 |
| Net Income over Expenditure | (24,082) | (39,437) | (15,355) | | | | |
| 6000 plus Transfer from EMR | 6,661 | 0 | (6,661) | | | | |
| Movement to/(from) Gen Reserve | (17,421) | (39,437) | (22,016) | | | | |
| <u>316 Gateway Cafe</u> | | | | | | | |
| 1025 Rent & Service Charge | 3,538 | 9,363 | 5,825 | | | 37.8% | |
| 1092 Electricity Feed-in Tariff | (161) | 0 | 161 | | | 0.0% | |
| 1111 Electricity | 2,315 | 10,000 | 7,685 | | | 23.2% | |
| Gateway Cafe :- Income | 5,692 | 19,363 | 13,671 | | | 29.4% | 0 |
| 4101 Repair/Alteration of Premises | 275 | 3,500 | 3,225 | | 3,225 | 7.9% | |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4111 Electricity | 2,315 | 10,000 | 7,685 | | 7,685 | 23.2% | |
| 4115 CCTV Maintenance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4116 Servicing / Maintenance | 100 | 1,500 | 1,400 | | 1,400 | 6.6% | |
| 4326 Telephones | 0 | 972 | 972 | | 972 | 0.0% | |
| 4355 Wifi | 81 | 540 | 459 | | 459 | 15.0% | |
| Gateway Cafe :- Indirect Expenditure | 2,771 | 18,012 | 15,241 | 0 | 15,241 | 15.4% | 0 |
| Net Income over Expenditure | 2,921 | 1,351 | (1,570) | | | | |
| <u>330 Parks & Open Spaces</u> | | | | | | | |
| 1025 Rent & Service Charge | 50 | 0 | (50) | | | 0.0% | |
| 1044 Hire of the Dell | 3,240 | 5,500 | 2,260 | | | 58.9% | |
| 1050 Allotment Rent | 149 | 2,650 | 2,501 | | | 5.6% | |
| 1303 Water Charges | 100 | 0 | (100) | | | 0.0% | |
| Parks & Open Spaces :- Income | 3,539 | 8,150 | 4,611 | | | 43.4% | 0 |
| 4050 Allotment Costs | 138 | 1,000 | 862 | | 862 | 13.8% | |
| 4104 Vandalism Repairs | 193 | 1,500 | 1,307 | | 1,307 | 12.9% | |
| 4105 Tree Works | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4106 Signage | 6,734 | 5,000 | (1,734) | | (1,734) | 134.7% | 1,734 |
| Parks & Open Spaces :- Direct Expenditure | 7,066 | 11,000 | 3,934 | 0 | 3,934 | 64.2% | 1,734 |
| 4101 Repair/Alteration of Premises | 577 | 5,000 | 4,423 | | 4,423 | 11.5% | |
| 4141 Water Services | 3,799 | 5,000 | 1,201 | | 1,201 | 76.0% | |
| 4164 Trade Refuse | 156 | 500 | 344 | | 344 | 31.2% | |
| 4169 Play Equipment Reserve | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4171 Grounds Maintenance Costs | 2,527 | 4,000 | 1,473 | | 1,473 | 63.2% | |
| 4301 Purchase of Furniture/Equipmen | 666 | 2,500 | 1,834 | | 1,834 | 26.6% | |
| Parks & Open Spaces :- Indirect Expenditure | 7,726 | 22,000 | 14,274 | 0 | 14,274 | 35.1% | 0 |
| Net Income over Expenditure | (11,253) | (24,850) | (13,597) | | | | |
| 6000 plus Transfer from EMR | 1,734 | 0 | (1,734) | | | | |
| Movement to/(from) Gen Reserve | (9,519) | (24,850) | (15,331) | | | | |
| <u>355 The Hub</u> | | | | | | | |
| 1084 Sports Pavilion | 10,763 | 18,185 | 7,423 | | | 59.2% | |
| 1111 Electricity | 0 | 300 | 300 | | | 0.0% | |
| 1112 Gas | 45 | 300 | 255 | | | 15.0% | |
| 1303 Water Charges | 38 | 160 | 123 | | | 23.4% | |
| 1355 Wifi | 53 | 210 | 158 | | | 25.0% | |
| The Hub :- Income | 10,898 | 19,155 | 8,258 | | | 56.9% | 0 |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 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 | 694 | 2,500 | 1,806 | | 1,806 | 27.8% | |
| 4111 Electricity | 465 | 3,000 | 2,535 | | 2,535 | 15.5% | |
| 4112 Gas | 282 | 3,000 | 2,718 | | 2,718 | 9.4% | 21 |
| 4171 Grounds Maintenance Costs | 673 | 2,000 | 1,327 | | 1,327 | 33.6% | |
| 4355 Wifi | 109 | 420 | 312 | | 312 | 25.8% | |
| The Hub :- Indirect Expenditure | 2,223 | 10,920 | 8,697 | 0 | 8,697 | 20.4% | 21 |
| Net Income over Expenditure | 8,674 | 7,735 | (939) | | | | |
| 6000 plus Transfer from EMR | 21 | 0 | (21) | | | | |
| Movement to/(from) Gen Reserve | 8,695 | 7,735 | (960) | | | | |
| <u>360 Community House</u> | | | | | | | |
| 1056 Equipment Hire | 345 | 0 | (345) | | | 0.0% | |
| 1069 C/H Police Room | 2,585 | 2,557 | (28) | | | 101.1% | |
| 1070 C/H Phoenix Room | 3,165 | 4,589 | 1,424 | | | 69.0% | |
| 1071 C/H Fields & Robson | 4,200 | 12,600 | 8,400 | | | 33.3% | |
| 1072 C/H Copper Room | 6 | 0 | (6) | | | 0.0% | |
| 1073 C/H Fields | 0 | 7,097 | 7,097 | | | 0.0% | |
| 1075 C/H Charles Neville | 2,889 | 5,719 | 2,830 | | | 50.5% | |
| 1076 C/H Main Hall | 9,296 | 12,358 | 3,062 | | | 75.2% | |
| 1077 C/H Anzac Room | 5,004 | 7,119 | 2,115 | | | 70.3% | |
| 1078 C/H Main Kitchen | 926 | 701 | (225) | | | 132.0% | |
| 1079 C/H Anzac Kitchen | 224 | 393 | 170 | | | 56.9% | |
| 1080 C/H Foyer | 0 | 550 | 550 | | | 0.0% | |
| 1081 C/H Equipment Hire | 1,068 | 500 | (568) | | | 213.5% | |
| 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 | 4,903 | 5,000 | 97 | | | 98.1% | |
| 1102 106 Receipts | 41,528 | 0 | (41,528) | | | 0.0% | |
| 1303 Water Charges | 80 | 0 | (80) | | | 0.0% | |
| Community House :- Income | 76,219 | 64,183 | (12,036) | | | 118.8% | 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 |
| 4101 Repair/Alteration of Premises | 1,127 | 10,000 | 8,873 | | 8,873 | 11.3% | |
| 4102 Maintenance of Buildings | 3,882 | 7,000 | 3,118 | | 3,118 | 55.5% | |
| 4111 Electricity | 5,742 | 15,000 | 9,258 | | 9,258 | 38.3% | |

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4112 Gas | 564 | 7,500 | 6,936 | | 6,936 | 7.5% | |
| 4122 Service Charge | 31,671 | 0 | (31,671) | | (31,671) | 0.0% | 28,647 |
| 4131 Rates | 6,550 | 13,100 | 6,550 | | 6,550 | 50.0% | |
| 4141 Water Services | 1,725 | 5,000 | 3,275 | | 3,275 | 34.5% | |
| 4151 Fixtures & Fittings | 195 | 2,000 | 1,805 | | 1,805 | 9.8% | |
| 4161 Cleaning Costs | 719 | 1,500 | 781 | | 781 | 47.9% | |
| 4162 Cleaning Materials | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4163 Personal Hygiene | 935 | 2,700 | 1,765 | | 1,765 | 34.6% | |
| 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 | 53,110 | 115,500 | 62,390 | 0 | 62,390 | 46.0% | 28,647 |
| Net Income over Expenditure | 23,109 | (55,217) | (78,326) | | | | |
| 6000 plus Transfer from EMR | 28,647 | 0 | (28,647) | | | | |
| Movement to/(from) Gen Reserve | 51,756 | (55,217) | (106,973) | | | | |
| <u>430 Summer Fair</u> | | | | | | | |
| 1045 Event Sponsorship | 500 | 500 | 0 | | | 100.0% | |
| 1046 Stall Income (Events) | 1,545 | 1,050 | (495) | | | 147.1% | |
| 1094 Other Customer & Client Receipt | 600 | 500 | (100) | | | 120.0% | |
| Summer Fair :- Income | 2,645 | 2,050 | (595) | | | 129.0% | 0 |
| 4500 Event Staff Overtime | 2,891 | 3,000 | 109 | | 109 | 96.4% | |
| 4502 Events | 950 | 1,500 | 550 | | 550 | 63.3% | 521 |
| Summer Fair :- Indirect Expenditure | 3,841 | 4,500 | 659 | 0 | 659 | 85.4% | 521 |
| Net Income over Expenditure | (1,196) | (2,450) | (1,254) | | | | |
| 6000 plus Transfer from EMR | 521 | 0 | (521) | | | | |
| Movement to/(from) Gen Reserve | (675) | (2,450) | (1,775) | | | | |
| Grand Totals:- Income | 1,111,738 | 1,118,951 | 7,213 | | | 99.4% | |
| Expenditure | 526,542 | 1,128,951 | 602,409 | 0 | 602,409 | 46.6% | |
| Net Income over Expenditure | 585,196 | (10,000) | (595,196) | | | | |
| plus Transfer from EMR | 42,826 | 0 | (42,826) | | | | |
| less Transfer to EMR | 2,309 | 0 | (2,309) | | | | |
| Movement to/(from) Gen Reserve | 625,713 | (10,000) | (635,713) | | | | |

30/09/2025

Peacehaven Town Council

11:11

Balance Sheet as at 30/09/2025

31/03/2025

31/03/2026

| | | | |
|----------------|---------------------------------------|------------------|--|
| | Current Assets | | |
| 12,668 | Debtors Control | 2,919 | |
| 5,079 | VAT Control A/c | 4,970 | |
| 50 | Deposit Aqua | 50 | |
| 959,966 | Current Bank A/c | 1,392,959 | |
| 600 | Reserve Account | 604 | |
| 0 | Unity Trust Fixed Term Deposit | 200,000 | |
| 0 | Unity Trust Instant Access | 12 | |
| 501 | Credit Card Creditors | 0 | |
| <u>978,863</u> | | <u>1,601,514</u> | |
| <u>978,863</u> | Total Assets | <u>1,601,514</u> | |
| | Current Liabilities | | |
| 690 | Credit Card A/c | 0 | |
| 5,376 | Creditors | 188 | |
| 6,238 | Mayor's Appeal | 1,035 | |
| 0 | Youth Mayors Appeal | 118 | |
| 4,265 | Accruals | 0 | |
| 0 | PAYE | 4,361 | |
| 0 | NIC | 6,770 | |
| 231 | Pension Control | 10,778 | |
| 0 | Net Pay Control | 30,809 | |
| 4,994 | Deposits Received | 5,190 | |
| <u>21,794</u> | | <u>59,249</u> | |
| <u>957,069</u> | Total Assets Less Current Liabilities | <u>1,542,265</u> | |
| | Represented By | | |
| 262,618 | General Reserves | 888,331 | |
| 614 | Events | 614 | |
| 375 | Meridian Walk | 250 | |
| 212 | D-Day Grant | 141 | |
| 2,241 | Repairs & Alterations P&H | 1,981 | |
| 5,000 | Play Equipment | 5,000 | |
| 1,806 | Purchase Of Equipment | 72 | |
| 27,102 | Community House Reserve | 27,102 | |
| 13,334 | Vehicle Reserve | 13,334 | |
| 655 | Tree Works | 655 | |
| 1,950 | Staff training | 1,950 | |

30/09/2025

Peacehaven Town Council

11:11

Balance Sheet as at 30/09/2025

31/03/2025

31/03/2026

| | | |
|----------------|---------------------------|------------------|
| 23,971 | Elections | 23,971 |
| 1,467 | Members Training | 1,467 |
| 28,647 | Service Charges | 0 |
| 500 | National Mourning | 500 |
| 1,240 | Noticeboards | 1,240 |
| 750 | Town Crier Outfit | 750 |
| 1,830 | Monument & War Memorial | 1,830 |
| 11,732 | Football Foundation Fund | 7,868 |
| 1,016 | Fuel | 1,016 |
| 468 | Gas for Hub | 0 |
| 660 | P/H Youth Task Group | 660 |
| 469,221 | CIL | 466,672 |
| 46,587 | Big Park | 44,237 |
| 3,100 | Hub Improvements | 3,100 |
| 1,430 | Climate Change | 1,430 |
| 1,428 | Sponsorship | 1,428 |
| 450 | Donations Received | 0 |
| 1,333 | Professional Fees - Legal | 1,333 |
| 3,640 | Neighbourhood Plan | 3,640 |
| 41,690 | Capital Receipts Reserve | 41,690 |
| <u>957,069</u> | | <u>1,542,265</u> |

The above statement represents fairly the financial position of the authority as at 30/09/2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____



| | | | |
|----------------------|----------------------------------|---------------------|-------------------------------|
| Committee: | Policy & Finance | Agenda Item: | PF1153e |
| Meeting date: | 07 October 2025 | Authors: | Responsible Financial Officer |
| Subject: | CIL/106 Report Update | | |
| Purpose: | To note the current CIL Position | | |

Recommendation(s):

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

1. Background

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

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

The current amount in our CIL account is **£466,671.94**

| | | | |
|-------------------------------|-------------------------|------------------|-----------------|
| CIL Expenditure 2025/26 | | | |
| Supplier | Description | Amount | Comments |
| Instant Print | Hub Consultation Banner | 45.11 | |
| SLCC | Hub Associate | 2,310.00 | |
| SLCC | Hub Associate | 2,502.50 | |
| | | £4,857.61 | |

This shows funds spent from our CIL pot so far this financial year. As we are at the beginning of the year there has been no expenditure just yet.

See below for committed expenditure as agreed at committee.

| CIL Committed Expenditure 2025/26 | | | |
|-----------------------------------|--|-----------------|---|
| Supplier | Description | Amount | Comments |
| N/A | Set aside for any expenses relating to further reporting for the Hub development | £1,817.39 | 06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey |
| N/A | Hub Development | £175,000 | CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25) |
| | | £183,500 | |

106 Monies held at LDC or ESCC

| | | 821,022 | | |
|--------------|---------------------------------|----------------|---|--|
| Planning Ref | Site | Amounts | Held by / For | Allocated to |
| LW/2009/1093 | 16-16a South Coast Road | 18,984.59 | Accessibility improvements and/or implementing the A259 bus corridor and/or the Newhaven bus/rail interchange | Construction of measures which are identified in the new A259 study between Brighton and Newhaven |
| LW/2013/0644 | Land north side of Arundel Road | 317,407.84 | LDC for Big Park, 3G football pitch | Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements |
| LW/2013/0686 | Land north of Keymer Ave | 191,973.67 | LDC for Big Park, 3G football pitch | Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements. |
| LW/2013/0686 | Land north of Keymer Ave | 155,109.74 | ESCC Measures from A259 study or consider alternatives e.g cycle route | SI106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue |

| | | | | |
|--------------|---------------------------------|------------|---|---|
| LW/2013/0644 | Land north side of Arundel Road | 139,326.63 | ESCC for schemes improving cycling and walking routes / bus stops between Peacehaven & Newhaven | <i>SI/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i> |
|--------------|---------------------------------|------------|---|---|

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

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

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

5. Implications

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

6. Appendices

List of Payments made between 01/08/2025 and 31/08/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/08/2025 | EDF | DD | 761.64 | | JUNE ELECTRIC |
| 04/08/2025 | Barclays | DD | 21.00 | | bacs/collect charges |
| 06/08/2025 | Northstar IT | DD | 1,599.73 | | MONTHLY SUPPORT AUGUST |
| 06/08/2025 | 02 | DD1 | 93.79 | | MOBILES |
| 07/08/2025 | KATIE FIDLER | BACS | 100.00 | | K.FIDLER REFUND |
| 08/08/2025 | SIGN MANAGEMENT | bacs | 1,283.66 | | PARK SIGNAGE |
| 08/08/2025 | Anthony Meadows Antique Repair | BACS1 | 195.00 | | D.DONOVAN MAYORAL BOARD |
| 08/08/2025 | BT | BACS2 | 65.94 | | JULY TELEPHONES/WIFI |
| 08/08/2025 | R.J.Meaker Fencing Ltd | BACS3 | 93.89 | | post mix seesaw repairs |
| 08/08/2025 | Society Of Local Council Clerk | BACS4 | 3,003.00 | | PHIL WOODWARD FEES |
| 08/08/2025 | FLOWERS GREEN PLANTS | BACS5 | 80.00 | | VJ DAY TREE |
| 08/08/2025 | Business Sream | BACS6 | 99.00 | | PAY SHORTFALL |
| 08/08/2025 | AMAZON | BACS7 | 18.74 | | TREE PLAQUE |
| 08/08/2025 | C.SIMMONS | 121166 | 112.50 | | TREE/FLOWER WATERING |
| 08/08/2025 | The Royal British Legion | 121167 | 37.50 | | VJ DAY POPPRY WREATH/POSY |
| 08/08/2025 | Lewes District Council | 121168 | 89.92 | | BINS FOR SUMMER FAIR |
| 11/08/2025 | The Fuelcard People | DD | 186.58 | | FUEL |
| 11/08/2025 | WORLD PAY | WP1108 | 28.36 | | CARD CHARGES |
| 12/08/2025 | SUM UP | SUMUP1208 | 0.50 | | CARD CHARGES |
| 13/08/2025 | WORLDPAY | WP1308 | 0.15 | | CARD CHARGES |
| 14/08/2025 | TOTAL GAS & POWER | BACS | 144.34 | | JUNE GAS |
| 14/08/2025 | PKF Littlejohn LLP | BACS1 | 2,520.00 | | LIMITED ASSURANCE REVIEW |
| 14/08/2025 | NO BUTTS BIN CO. LTD | BACS2 | 312.00 | | BENCH FOR EPINAY |
| 14/08/2025 | FITZPATRICK WOOLMER | BACS3 | 4,664.40 | | BIG PARK SIGNS |
| 14/08/2025 | VIKING OFFICE UK LIMITED | BACS4 | 185.44 | | STATIONARY |
| 14/08/2025 | CASTLE WATER | BACS5 | 44.15 | | JULY WATER |
| 14/08/2025 | CASTLE WATER | BACS6 | 1,140.95 | | JULY WATER |
| 14/08/2025 | CONSULT CLEANING SERVICES | BACS7 | 1,388.63 | | 20/07-20/08 CLEANING |
| 14/08/2025 | Trade UK | BACS8 | 7.99 | | SURFACE DISC |
| 14/08/2025 | CVS TYRES LTD | BACS9 | 251.88 | | KAWASAKI REPAIRS |
| 14/08/2025 | TUDOR ENVIRONMENTAL | BACS10 | 160.33 | | DIRECT DRIVE COMPRESOR |
| 14/08/2025 | SUSSEX PAYROLL SERVICES ;TD | BACS11 | 106.96 | | JUL PAYROLL |
| 14/08/2025 | Brewers and Sons Ltd | BACS12 | 38.08 | | PAINT |
| 14/08/2025 | AMAZON | BAC13 | 14.24 | | Purchase Ledger Payment |
| 14/08/2025 | WORLDPAY | WP1408 | 0.11 | | CARD CHARGES |
| 15/08/2025 | WORLDPAY | WP1508 | 0.08 | | CARD CHARGES |
| 18/08/2025 | HEALTH ASSURED LTD | DD | 60.00 | | EAP 19/08-18/09 |
| 18/08/2025 | CASTLE WATER | DD1 | 254.15 | | JULY WATER - DELL |
| 18/08/2025 | Credit Card A/c | CC JUL | 816.54 | | JULY CC |
| 18/08/2025 | WORLD PAY | WP1808 | 3.85 | | CARD CHARGES |
| 22/08/2025 | TOTAL GAS & POWER | BACS | 19.67 | | JUL GAS |
| 22/08/2025 | TOTAL GAS & POWER | BACS1 | 42.48 | | JULY GAS |
| 22/08/2025 | RHINOBYTES | BACS2 | 260.00 | | MONUMEWNT LECTER DESIGN |
| 22/08/2025 | Trade UK | BACS3 | 15.36 | | DRIVEWAY BLOCK/ALL WEATHER SEA |
| 22/08/2025 | KINTO UK LTD | DD2 | 499.74 | | VEHICLE LEASE |
| 22/08/2025 | AUGUST SALARIES | AUG PAY | 33,767.81 | | AUGUST SALARIES |
| 26/08/2025 | WORLDPAY | WP2608 | 0.42 | | CARD CHARGES |

List of Payments made between 01/08/2025 and 31/08/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|------------------------------|------------------|--------------------|-----------------------|------------------------------|
| 26/08/2025 | TOWER LEASING LIMITED | DD | 62.67 | | RENTAL OF TELEPHONE |
| 26/08/2025 | CITRUS HR | DD1 | 252.00 | | 20/08-19/09 SAFE HR |
| 26/08/2025 | PHS Group | DD2 | 680.82 | | SANTARY SERVICES 28/08-27/11 |
| 27/08/2025 | HMRC | 121169 | 13,334.82 | | HMRC - AUG SALARIES |
| 28/08/2025 | R.J.Meaker Fencing Ltd | BACS | 62.04 | | POSTMIX |
| 28/08/2025 | WORLDPAY | WP2808 | 0.07 | | CARD CHARGES |
| 28/08/2025 | TOTAL GAS & POWER | DD3 | 129.93 | | GAS JULY |
| 29/08/2025 | East Sussex Security | BACS1 | 526.80 | | MAINTENANCE RENEWAL |
| 29/08/2025 | Playsafe Playgrounds Ltd | BACS2 | 226.80 | | STEEL SWING HANGER |
| 29/08/2025 | BRIGHTON & HOVE CITY COUNCIL | BACS3 | 8,372.00 | | BURIAL FEES |
| 29/08/2025 | CHROMAVISION | BACS4 | 2,819.89 | | CCTV WORKS |
| 29/08/2025 | CVS TYRES LTD | BACS5 | 1,115.94 | | NEW CLUTCH & STARTER MOTOR |
| 29/08/2025 | SIEMENS FINANCIAL SERVICES | BACS6 | 281.83 | | FRANKING MACHINE 23/09-22/12 |
| 29/08/2025 | CONSULT CLEANING SERVICES | BACS7 | 1,388.63 | | TOILET CLEANING 20/08-20/09 |
| 29/08/2025 | EAST SUSSEX PENSION FUND | BACS9 | 12,422.12 | | AUGUST SALARIES |
| 29/08/2025 | WORLDPAY | WP2908 | 0.25 | | CARD CHARGES |
| 29/08/2025 | FOCUS GROUP | DD | 51.85 | | cafe credit |
| Total Payments | | | 96,318.96 | | |

Peacehaven Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
11 August 2025
Our Ref:
ES0070
SAAA Ref:
SB06632

Peacehaven Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Ms Malone

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Peacehaven Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference ES0070 or Peacehaven Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

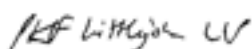
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Peacehaven Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

| | Notes |
|---|--|
| 1. The audit of accounts for Peacehaven Town Council for the year ended 31 March 2025 has been completed and the accounts have been published. | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. |
| 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Peacehaven Town Council on application to: | |
| (a) _____ _____ _____ _____ | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR |
| (b) _____ _____ _____ | (b) Insert the hours during which inspection rights may be exercised |
| 3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return. | (c) Insert a reasonable sum for copying costs |
| Announcement made by: (d) _____ | (d) Insert the name and position of person placing the notice |
| Date of announcement: (e) _____ | (e) Insert the date of placing of the notice |

Peacehaven Town Council

Our ref ES0070**SAAA Ref** SB06632**Invoice No.** SB20250610**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 11 August 2025

INVOICE

Professional services rendered in connection with the following:

| | |
|--|------------------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025 | £2,100.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £2,100.00 |
| VAT @ 20% | £420.00 |
| TOTAL PAYABLE | £2,520.00 |

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include ES0070 or Peacehaven Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
pkf-l.com

Peacehaven Town Council

Our ref ES0070**SAAA Ref** SB06632**Invoice No.** SB20250610**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 11 August 2025

REMITTANCE ADVICE

Professional services rendered in connection with the following:

| | |
|--|------------------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025 | £2,100.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £2,100.00 |
| VAT @ 20% | £420.00 |
| TOTAL PAYABLE | £2,520.00 |

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include ES0070 or Peacehaven Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
[pkf-l.com](mailto:sba@pkf-l.com)

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 |
| | | | ✓ |

*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:

20/05/2025

and recorded as minute reference:

C1387 b iv

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

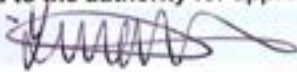
PEACEHAVEN TOWN COUNCIL

| | 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 cashbook 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


Date 20/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2025

as recorded in minute reference:

C1387bv

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Peacehaven Town Council – ES0070**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We 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.

External Auditor Name

| | | |
|----------------------------|---|------------|
| PKF LITTLEJOHN LLP | | |
| External Auditor Signature |  | Date |
| | | 10/08/2025 |



| | | | |
|----------------------|--|---------------------|--------|
| Committee: | Policy & Finance | Agenda Item: | PF1154 |
| Meeting date: | 7 October 2025 | Authors: | RFO |
| Subject: | Bowls Club Lease | | |
| Purpose: | To agree to execute the lease and give authority for officers to proceed | | |

Recommendation(s):

To agree to recommend to Council to execute the lease and give authority for officers to proceed

1. Background

The Bowls Clubs most recent 10 year lease expired in August 2024. They have been a tenant on our land since 1980 and Officers have been working with the Bowls Club and the LDC legal team to renew the lease for a further 10 years. This has taken a bit of time due to staff availability on both sides, waiting for grammatical amendments, ensuring the Bowls Club committee all agreed & providing a security of tenure temporarily which they have had since August 2024.

The Bowls Club pay quarterly and as per the lease arrangement they pay £150.00 per annum in rent (land only) as they own the club house and manage all utilities themselves apart from water. The maintenance costs are currently £1,693.81 per quarter which includes groundsman time, product required and water. See attached schedule from the Parks Officer breaking the costs down each quarter. The council is not out of pocket with this arrangement and any maintenance costs are paid for by the club. However it is important to note that we do not make any money from this arrangement either apart from £150.00 annually.

This community club currently has between 100-120 members and has much social value. The club is well attended and offers a social hobby for a number of residents. The Bowls club hold an annual town council event which may councillors have attended before and host many games for other teams.

2. Options for Council

To agree to the new lease

To agree to execute the new lease

To give authority for Officers to proceed.

3. Reason for recommendation

To give the Bowls club security for the next 10 years.

4. Expected benefits

Local sports club for a number of members to enjoy and improve mental and physical wellbeing

5. Implications

| | |
|--------------------------------------|--|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | |
| 5.4 Time scales | |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| 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 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?

N/A

7. Appendices

| | | |
|----------------------------|------------------|-----------------|
| April to June 2024 to 2025 | Bowls club | |
| Wages | £832.00 | at £16 per hour |
| Fertiliser etc | £424.00 | |
| Gen sports park | £50.00 | |
| topdressing/ turf | £0.00 | |
| Water | £281.00 | 156 units |
| Vehicles and Fuel | £200.00 | |
| sewage pump service | £50.00 | 1/4 cost |
| Total | £1,837.00 | |

| | | |
|-------------------------|------------------|-----------------|
| July to September | Bowls club | |
| Wages | £1,216.00 | at £16 per hour |
| Fertiliser | £170.00 | |
| Gen sports park | £50.00 | |
| grass seed | £220.00 | |
| Water | £212.00 | 117 units |
| Vehicles/ hire and Fuel | £300.00 | |
| sewage pump service | | |
| Total | £2,168.00 | |

| | | |
|----------------------------|------------------|-----------------|
| October to December | Bowls club | |
| Wages | £416.00 | at £16 per hour |
| Fertiliser/ pest treatment | £700.00 | |
| Gen sports park | £50.00 | |
| Water | £95.00 | 53 units |
| mower servicing and Fuel | £50.00 | |
| sewage pump service | | |
| Total | £1,311.00 | |

| | | |
|---------------------|----------------|-----------------|
| January to March | Bowls club | |
| Wages | £358.00 | at £16 per hour |
| fertiliser etc | £186.00 | |
| Gen sports park | £50.00 | |
| Water | £14.00 | |
| Vehicles and Fuel | £50.00 | |
| sewage pump service | | |
| Total | £658.00 | |

| | |
|-----------------------|------------------|
| Total for year | £5,974.00 |
|-----------------------|------------------|

Community

and

Business

Plan



Our vision:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission:

To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us



Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is about 15,700 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town located between Newhaven to the East (with a ferry link to Europe) and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

With the growth of the town, Peacehaven needs to embrace opportunities, overcome challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven Town Council is responsible for:

- Maintenance of allotments, some bus shelters, the Peacehaven & Telscombe War Memorial, several local parks, green spaces, sports and recreational facilities
- Provision of grants for local projects and organisations, and halls for social clubs and meetings
- Hosting local events for the benefit of the Community
- Peacehaven's lowest tier of government is the Peacehaven Town Council which has a statutory right to be consulted on local planning, highways and other amenities.



Core Values

Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably

Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people

Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven

Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need

Provide support in times of need and improve quality of life.

Valuing the environment

Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.



Planning & Highways Committee

| Project | Road Safety: Crossings & Islands | | |
|---------------------|--|------------------|-------------|
| Description | Map existing crossings and islands, survey opinion on changes, and present proposals for change to ESCC in priority order and advocate for the proposed changes with identified finances | | |
| Target Completion | 2027 | Current Position | Not started |
| Resource Allocation | Initial research and mapping by Councillors, cost of survey by Officers, and Officer time | | |
| Measure of Success | Completion of proposals for change, persuade ESCC | | |

| Project | Improvements to A259 High Street Area | | |
|---------------------|--|------------------|---------|
| Description | Assess all Kaner Olette report proposals for A259 and accept/ reject/ prioritise, with a report back to Full Council | | |
| Target Completion | March 2025 | Current Position | Started |
| Resource Allocation | Depends on conclusions - CIL expenditure, some money in Earmarked Reserves | | |
| Measure of Success | Completion on time | | |



Planning & Highways Committee

| Project | Footpaths, bridleways, and cycle/wheeling routes | | |
|---------------------|---|------------------|-------------------------------|
| Description | Create a map of all footpaths and bridleways, including informal ones. Consider proposals to register any that are not already registered. Work with stakeholders to develop proposals for a possible East/West active travel route | | |
| Target Completion | 2026 | Current Position | ESCC Cycle loop project begun |
| Resource Allocation | Councillor time, cost of map publication | | |
| Measure of Success | Complete registration well in advance of 2030 deadline for LDC. Identify land for possible east-west routes for wheeling | | |

| Project | Assets of nature, biodiversity, and built environment | | |
|---------------------|---|------------------|--|
| Description | Develop a strategic plan to measure, monitor, and improve assets of nature and biodiversity | | |
| Target Completion | April 2027 | Current Position | TPOs improved. Orchard, Community Garden |
| Resource Allocation | Councillor & Officer time, costs of plant and equipment to measure air/ sea quality | | |
| Measure of Success | Protection and enhancement of green/ built assets with evidence. | | |



Civic & Community Events Committee

| Project | Isolation | | |
|---------------------|--|------------------|----------------------|
| Description | Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary | | |
| Target Completion | December 2024 | Current Position | Some coffee mornings |
| Resource Allocation | Persons to run the community space, printing, officer time, and use of rooms in Community House | | |
| Measure of Success | Amount of people using Community House and attending events | | |

| Project | The Meridian Meander | | |
|---------------------|--|------------------|------------|
| Description | Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town | | |
| Target Completion | 2025 | Current Position | TFG Active |
| Resource Allocation | Councillor and Officer time | | |
| Measure of Success | Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes | | |



Civic & Community Events Committee

| Project | Contact with the Chamber of Commerce | | |
|---------------------|---|------------------|-----------------------------|
| Description | Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber | | |
| Target Completion | 2025 | Current Position | Outside body reps in place. |
| Resource Allocation | Officer and Councillor time, cost of breakfast meetings | | |
| Measure of Success | Survey of local businesses and annual review meetings with the Chamber of Commerce | | |

| Project | Closer working with Schools & Nurseries | | |
|---------------------|---|------------------|-------------|
| Description | Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements | | |
| Target Completion | 2026 | Current Position | In progress |
| Resource Allocation | Officer time | | |
| Measure of Success | Lines of Communication in place with Schools and Nurseries | | |



Policy & Finance Committee

| Project | Community House 10-year plan | | |
|---------------------|---|------------------|------------------------|
| Description | Agree a 10-year plan to refurbish Community House with the aim of making the building sustainable and carbon net-zero | | |
| Target Completion | December 2024 | Current Position | Working Group in place |
| Resource Allocation | Officer time to manage project, procure grant funding and develop 10-year plan | | |
| Measure of Success | 10-year plan in place and agreed by Council | | |

| Project | Net zero carbon resolution | | |
|---------------------|---|------------------|---------|
| Description | To monitor and report on the Council progress to net zero carbon across Town Council functions, with agreed means of assessing carbon emissions | | |
| Target Completion | 2030 | Current Position | Ongoing |
| Resource Allocation | Officer time and finance which could come from budgets, CIL, grants, and any other means | | |
| Measure of Success | Achieve net zero carbon | | |



Policy & Finance Committee

| Project | Efficiency and sustainability of Town Council resources | | |
|---------------------|---|------------------|------------------------|
| Description | Through policy review and implementation, ensure that policies and procedures are promoting efficient and sustainable use of all Town Council resources | | |
| Target Completion | April 2025 | Current Position | Some policies in place |
| Resource Allocation | Officer time | | |
| Measure of Success | Plan to review policies and procedures in place and being implemented | | |

| Project | External Grant Applications | | |
|---------------------|--|------------------|--|
| Description | Develop knowledge of available grant funding from all sources | | |
| Target Completion | 2025 | Current Position | Meetings and Projects Officer in place |
| Resource Allocation | Officer time for research | | |
| Measure of Success | Number of Grant applications applied for, Officer in place with training, and measuring success rate of applications | | |



Personnel Committee

| Project | Skills, training, and appraisals | | |
|---------------------|---|------------------|------------------------------------|
| Description | Collect data and set timetable, procedures and evidence to ensure that skills, training, and appraisals up to date and promote continuous development | | |
| Target Completion | March 2025 | Current Position | Interim Assessment October 2024 |
| Resource Allocation | Town Clerk & Line Manager's time, Personnel Committee members' time | | |
| Measure of Success | Completion of annual appraisals to a high standard | | |

| Project | Early resolution of complaints | | |
|---------------------|--|------------------|------------------------|
| Description | Record and monitor complaints received, and early resolution of complaints by Officers | | |
| Target Completion | 2026 | Current Position | Monitoring underway |
| Resource Allocation | Officer time | | |
| Measure of Success | Quantifiable data demonstrating complaints are dealt with | | |



Personnel Committee

| Project | Civility & respect and good employer schemes | | |
|---------------------|--|------------------|----------------------------------|
| Description | Ensure civility and respect are at the centre of Council culture, following NALC & SLCC guidelines, and actively work towards an award (such as East Sussex Wellbeing at Work, or NALC Star Council) | | |
| Target Completion | 2025 | Current Position | Signed Civility & Respect Pledge |
| Resource Allocation | Officer time and Personnel Committee. | | |
| Measure of Success | Civility and Respect Pledge adhered to, award identified and applied for | | |

| Project | Manage within staffing budgets, including overtime | | |
|---------------------|---|------------------|--------------------------|
| Description | Monitor quarterly staff costs including overtime and training | | |
| Target Completion | March 2025 | Current Position | Agenda item at Committee |
| Resource Allocation | RFO time and Personnel Committee | | |
| Measure of Success | Annual costs maintained within staffing budget | | |



Leisure, Amenities, and Environment Committee

| | | | |
|----------------------------|---|-------------------------|--------------------|
| Project | Accessibility to parks and open spaces owned by the Town Council | | |
| Description | Undertake an accessibility audit of Parks and open spaces and develop an Action Plan to make improvements | | |
| Target Completion | 2026 | Current Position | Some areas audited |
| Resource Allocation | Officer and Councillor time | | |
| Measure of Success | Audit completed and Action Plan in place through the Committee | | |

| | | | |
|----------------------------|--|-------------------------|--------------------|
| Project | The Hub | | |
| Description | Replace the roof, heating system, and other improvements | | |
| Target Completion | 2027 | Current Position | Successful CIL bid |
| Resource Allocation | CIL money, Officer and Councillor time, other options for financing | | |
| Measure of Success | The Hub is a sustainable, accessible, useful, safe and welcoming venue | | |



Leisure, Amenities, and Environment Committee

| Project | Complete the Green Infrastructure Plan | | |
|---------------------|---|------------------|----------------------------|
| Description | Work towards our carbon-neutral target by safeguarding our green spaces | | |
| Target Completion | 2030 | Current Position | Action Plan & TFG in place |
| Resource Allocation | The Neighbourhood Plan Steering Group budget | | |
| Measure of Success | Completed plan | | |

| Project | Consultation on Sports & Leisure facilities | | |
|---------------------|---|------------------|-------------|
| Description | Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven | | |
| Target Completion | 2026 | Current Position | Not started |
| Resource Allocation | Officer and Councillor time, printing | | |
| Measure of Success | Feedback from consultation submitted to Full Council | | |



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 Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Thursday 18th September 2025 at 7.00pm

Present:- Cllr A Harman, Cllr S Griffiths, Cllr S Wood, Cllr M Campbell (invited to the table – non voting)

Officers:- Zoe Malone (RFO)

Public: no members of public were present

1 GSC114 CHAIRS ANNOUNCEMENTS

The Chair welcomed everyone to the meeting at 19.00 and went through the building fire procedures, and asked that phones be put onto silent.

2 GSC115 TO ELECT A VICE-CHAIR FOR THE SUB-COMMITTEE

Cllr Fabry (in her absence) was proposed as vice-chair of the sub-committee.

Proposed by: Cllr Wood Seconded by: Cllr Harman
The sub-committee **resolved** to **agree** that Cllr Fabry be elected vice-chair.

3 GSC116 PUBLIC QUESTIONS

There were no public questions

4 GSC117 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Fabry. Cllr Rosser was also absent.

5 GSC118 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest

6 GSC119 TO APPROVE & SIGN THE MINUTES OF THURSDAY 27TH MARCH 2025

It was proposed that the adoption of minutes of the meeting held on Thursday 27th March 2025 were deferred to the next Grants Committee meeting on 11th November 2025 due to no Committee members in attendance who were at the previous meeting.

Proposed Cllr Harman **Seconded** Cllr Wood
The sub-committee **resolved** to **agree** to this proposal.

7 GSC120 TO DISCUSS AND AGREE RECOMMENDATIONS FOR SERVICE LEVEL GRANT APPLICATIONS FOR 2026/2027

SCDA

Proposed Cllr Wood **Seconded** Cllr Griffiths

It was **resolved** to **recommend** a grant of £2500 to cover room hire of the Hall, Kitchen and Foyer

CTLA

Proposed Cllr Griffiths **Seconded** Cllr Wood

It was **resolved** to **recommend** a grant of £7405 to support the Town's dial-a-ride service

ESCC Youth Service

Proposed Cllr Wood **Seconded** Cllr Griffiths

It was **resolved** to **recommend** a grant of £3340.13 to support young men's youth services

Havens Community Hub

Proposed Cllr Harman **Seconded** Cllr Wood

It was **resolved** to **recommend** a grant of £1500 to support Havens Food Cooperative for Peacehaven Residents by a majority vote of 2 in favour and 1 against.

Lewes District Citizens Advice

Proposed Cllr Harman **Seconded** Cllr Wood

It was **resolved** to **recommend** a grant of £15000 to support service provision for Peacehaven Residents

Havens Community Cars

Proposed Cllr Griffiths **Seconded** Cllr Wood

The sub-committee **resolved** to **agree** to this proposal

It was proposed that this application is referred to Policy & Finance with questions from the Committee to be sent to the organization via the RFO to enable a decision.

8 GSC121 DATE OF NEXT MEETING – TUESDAY 11TH NOVEMBER 2025

The next meeting was confirmed for Tuesday 11th November 2025 at 5pm.

There being no further business, the meeting was closed at 8.15pm



| | | | |
|----------------------|---|---------------------|---|
| Committee: | Policy & Finance | Agenda Item: | PF1159 |
| Meeting date: | 7 th October | Authors: | Committees and Assistant Projects Officer |
| Subject: | War Memorial Resurfacing Project | | |
| Purpose: | To agree to the War Memorial resurfacing costs, and decide the resin colour | | |

Recommendation(s):

To agree for the War Memorial Resurfacing cost to be taken from the budgets as outlined in the report.

To decide on resin colour

1. Background

At the last Leisure and Amenities committee, item LA 1051 TO AGREE WAR MEMORIAL RESURFACING, it was agreed to go ahead with resin as the resurfacing material for the war memorial, as per the quote in Appendix A.

In view of likely price increases in the new year, the RFO has recommended that this project commence as soon as possible, with funding to be sourced from the budgets listed below.

- Ear marked reserve Monument & War Memorial budget (currently £1,830 available)
- The Monument & War Memorial budget (code 4852) (£563 currently available)
- The Repair/Alteration of Premises budget (currently approx. £4,500 available).

(It is important to note that the Monument & War Memorial budget covers both the Meridian Monument and the War Memorial).

If committee agree for the cost to be taken from the budgets as outlined above, the next step is to agree the colour resin (as per appendix B).

2. Options for Council

To agree whether the above budgets are to be used for the resin resurfacing.

To agree the resin colour.

3. Reason for recommendation

To install an aesthetically improved and safer surface.

4. Expected benefits

Commencing the project now will save money due to price increases in the new year for the work.

5. Implications

| | |
|--------------------------------------|---|
| 5.1 Legal | Under the Localism Act 2011, PTC has the power to maintain, repair, protect and adapt war memorials |
| 5.2 Risks | Left as it is the memorial ground is a potential trip hazard |
| 5.3 Financial | As outlined in this report and appendix A |
| 5.4 Time scales | Pending contractor availability, but this financial year |
| 5.5 Stakeholders & Social Value | Improved area and safety |
| 5.6 Contracts | External contractor |
| 5.7 Climate & Sustainability | Low maintenance |
| 5.8 Crime & Disorder | An improved area may go towards deterring antisocial behaviour |
| 5.9 Health & Safety | Risk assessments will be in place when works are carried out |
| 5.10 Biodiversity | N/A |
| 5.11 Privacy Impact | Adhere to PTC's 2025 Data Protection Policy |
| 5.12 Equality & Diversity | The War Memorial is accessible to all |

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"/> |

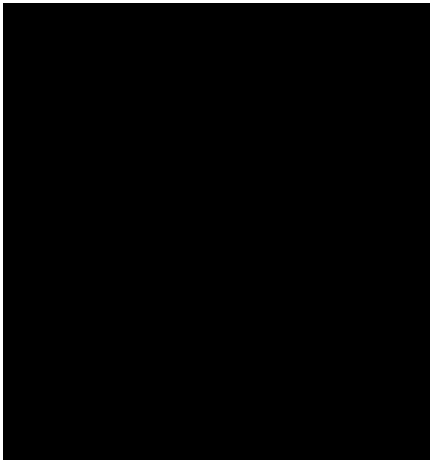
6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

Appendix A – Quote

Appendix B - Choice of resin colours

Quote A



Zoe Polydorou
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
BN10 8BB

Date: Wednesday 18th June 2025
Tel no: 01273 934 995 or 07566 766 794

Re war memorial
To resurface area around the headstones in resin bound gravel approx. 24 sq m

Works:

- 1. Cover the headstones to protect.
- 2. Remove the pebble dash from the concrete and create as smooth a finish as possible.
- 3. Replace the existing access cover.
- 4. Surface in resin bound gravel – choice of colour.

Price: £ 2894.00
VAT @ 20% £ 578.80
Total: £ 3472.80

NB: Should it prove impossible to separate the render from the concrete and it requires excavation, this would add approximately £1,000.00 + vat , subject to evaluation at the time.

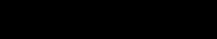
Any design work would need to be assessed by our resin contractors

I am the owner / authorised agent for the above property, and wish the described work to be carried out at the price specified herein.

Signature:Date:

A deposit would be required, and balance of payment is due on receipt of invoice, on completion of work.

We are happy to take debit card payment.

 only retains personal data for as long as necessary to fulfil the purposes for which it is being processed (including to comply with relevant legal or regulatory requirements) Should you wish your data to be removed, please contact our office.



George Dyson
Town Clerk

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



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

| | | | |
|----------------------|--|---------------------|------------|
| Committee: | Policy & Finance | Agenda Item: | PF1160 |
| Meeting date: | 7 th October 2025 | Authors: | Town Clerk |
| Subject: | Budget allocation for Hub Stakeholder Meetings | | |
| Purpose: | To agree | | |

Recommendation(s):

To agree a budget, including where the money is allocated from, for the Hub Stakeholder meetings.

1. Background

The current TFG under the Leisure & Amenities Committee looking at the results of the Hub Consultation for phase 2 of works to the Hub are now looking to organise Stakeholder meetings and would like these to be facilitated by an independent 3rd party.

Committee are asked to agree to this expenditure, subject to a ceiling limit of £750, and to agree which budgetary code that the costs should come from, it has been suggested that either the Neighbourhood Development Plan budget, or the Hub Earmarked Reserve could be used for this.

2. Options for Council

To agree to the expenditure and where the funds should be taken from

To not agree to the expenditure.

3. Reason for recommendation

As per the TFG's progress.

4. Expected benefits

Ensuring that phase 2 of the Hub is properly consulted on.

5. Implications

| | |
|--------------------------------------|--|
| 5.1 Legal | Localism Act 2011 Financial Regulations |
| 5.2 Risks | Ensuring Hub works have community input |
| 5.3 Financial | £750 limit |
| 5.4 Time scales | Before the end of the month |
| 5.5 Stakeholders & Social Value | Gaining input from stakeholders |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | Hub improvements include measures |
| 5.8 Crime & Disorder | Community Involvement integral |
| 5.9 Health & Safety | |
| 5.10 Biodiversity | |
| 5.11 Privacy Impact | In line with policy |
| 5.12 Equality & Diversity | In line with policy |

6. Values & priorities alignment

| Which of the Core Values does the recommendation demonstrate? | |
|--|-------------------------------------|
| 6.1 Empowering and supporting the community | <input checked="" type="checkbox"/> |
| 6.2 Growing the economy sustainably | <input 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 type="checkbox"/> |

| |
|--|
| <p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>Th Hub</p> <p>Carbon Net Zero resolution</p> |
|--|

7. Appendices

George Dyson
Town Clerk

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Community House,
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East Sussex,
BN10 8BB.

| | | | |
|----------------------|------------------------------|---------------------|------------|
| Committee: | Policy & Finance | Agenda Item: | PF1161 |
| Meeting date: | 7 th October 2025 | Authors: | Town Clerk |
| Subject: | Devolution of Assets | | |
| Purpose: | To note | | |

Recommendation(s):

To note the procedure for devolution of assets.

1. Background

Since July 2025, PTC has been in contact with LDC about the possibility of the District Council devolving some assets to us. The task has proved slow in confirming the accuracy of the list of assets provided, and at the time of writing, there remains an outstanding query about some land in the Valley area.

PTC has been asked to express interest at this stage in assets that we would like to consider having devolved to us, at a recent informal Councillors meeting on 11th September, Councillors present felt that the following assets should be considered:

Car Parks along South Coast Road

Meridian Park

Roderick Avenue Toilets (subject to clarification on possibility of budget transfer)

Lake Drive Park/Pond

The next stage will be a due-diligence process, in which LDC and PTC will need to consider the viability of these being devolved, further information will come to Council once we have further information to share.

2. Options for Council

To note this report.

3. Reason for recommendation

Following informal Councillor meeting.

4. Expected benefits

Protection of community assets in Peacehaven.

5. Implications

| | |
|---------------------------------|--|
| 5.1 Legal | Local Government Act 1972 Subsidy Control Act 2022 |
| 5.2 Risks | Capacity to manage additional assets |
| 5.3 Financial | Cost of managing the assets – clarification on cost of asset transfer (if any) |
| 5.4 Time scales | Part of Local Government Reorganisation proposals |
| 5.5 Stakeholders & Social Value | Protecting community assets |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| 5.8 Crime & Disorder | |
| 5.9 Health & Safety | Risk Assessments and management plans required. |
| 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 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? |
|---|

7. Appendices

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Community House,
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| | | | |
|----------------------|------------------------------------|---------------------|------------|
| Committee: | Policy & Finance | Agenda Item: | PF1162 |
| Meeting date: | 7 th October 2025 | Authors: | Town Clerk |
| Subject: | TFG to meet with Remedy Consulting | | |
| Purpose: | To agree | | |

Recommendation(s):

To form a small TFG to liaise with Remedy Consulting and Officers to define specifications for the Hub phase 1.

1. Background

At the recent extraordinary Council meeting, it was agreed to appoint Remedy Consulting to provide support in the Hub Phase 1 project – developing specifications and a project management role.

Councillor input at an early stage will be essential to ensure that the specifications developed are accurate and represent what Council want, and to ensure delays are minimised in getting Council agreement to proceed with the project at key points.

The Committee are therefore asked to appoint a small TFG and authorise them to meet with Remedy Consulting and Officers to get this work underway.

2. Options for Council

To agree to form a small TFG

To appoint members to the TFG

To not form a TFG

3. Reason for recommendation

Following previous Council decision, and to ensure efficiency in moving the project forwards.

4. Expected benefits

Progressing the Hub phase 1 project.

5. Implications

| | |
|--------------------------------------|--|
| 5.1 Legal | Standing Orders Financial Regulations |
| 5.2 Risks | |
| 5.3 Financial | Support cost agreed |
| 5.4 Time scales | Starting within the next couple of weeks |
| 5.5 Stakeholders & Social Value | Progressing the Hub project |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | Integral to phase 1 of the project |
| 5.8 Crime & Disorder | |
| 5.9 Health & Safety | Hub condition deteriorating |
| 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 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? The Hub |
|--|

7. Appendices

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| | | | |
|----------------------|---|---------------------|------------|
| Committee: | Policy & Finance | Agenda Item: | PF1163 |
| Meeting date: | 7 th October 2025 | Authors: | Town Clerk |
| Subject: | Sussex Police – Notice to Vacate Community House Room | | |
| Purpose: | To note | | |

Recommendation(s):

To note this report.

1. Background

Since May 2017 there has been an agreement in place with Sussex Police for them to have exclusive use of one of the rooms in Community House ("The Police Room") which currently generates £2,462.25 income for the year.

Sussex Police, as per the terms agreed to, have sent a formal Notice to Vacate, meaning that their last day in this room will be 24th December 2025.

The room has previously been used as a staff room, and confidential meeting room, and once the Police have vacated, we will need to assess the condition of the room, what decorating needs to be done, and how the space can be best utilised moving forward.

2. Options for Council

To note this report.

3. Reason for recommendation

To inform Committee.

4. Expected benefits

N/A

5. Implications

| | |
|---------------------------------|--|
| 5.1 Legal | In line with 2017 terms |
| 5.2 Risks | |
| 5.3 Financial | Loss of income for Community House |
| 5.4 Time scales | 24 th December 2025 |
| 5.5 Stakeholders & Social Value | Police Room did provide a policing base withing Peacehaven |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| 5.8 Crime & Disorder | Loss of police base in the town |
| 5.9 Health & Safety | |
| 5.10 Biodiversity | |
| 5.11 Privacy Impact | In line with policy |
| 5.12 Equality & Diversity | In line with policy |

6. Values & priorities alignment

| Which of the Core Values does the recommendation demonstrate? | |
|--|--------------------------|
| 6.1 Empowering and supporting the community | <input 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? |
| |

7. Appendices

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Town Clerk

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Community House,
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Audit Working Group – Checklist

| | |
|-------------------|--|
| Date of audit: | Week commencing 14 th July 2024 |
| Members auditing: | Cllr Harman Cllr Veck Cllr Rosser |

| | |
|-------------------|--|
| Item | Policy Documents |
| Description | Ensure that 2 randomly selected policies are published in line with PTC's publication scheme and are within their stated review dates. |
| Policies Checked: | 1 – CCTV 2 – Co option |
| Comments: | 1 – Adopted 9 July 2025 Review 9 July 2029 2 – Adopted 9 July 2025 Review 9 July 2029 |
| Outcome: | Compliant |

| | |
|-------------|--|
| Item | Personnel Records |
| Description | Ensure that a signed contract of employment is available for a randomly selected employee. |
| Comments: | Michael Dawes – signed Luca Fossella – signed |
| Outcome: | Compliant |

| | |
|-------------------|---|
| Item | Personnel Records |
| Description | Ensure that certificates or evidence of competence are available for training undertaken by a randomly selected employee. |
| Training Checked: | |
| Comments: | Michael Dawes – Autism training, 1 st Sept 2023 Luca Fossella – Team leading, 28 th May 2024 |
| Outcome: | Compliant |

| | |
|------------------|--|
| Item | Statutory Governance |
| Description | Ensure that signed minutes are available for inspection of 2 randomly selected meetings within the past 2 years. |
| Minutes Checked: | 1 - CCE 2 - Planning and highways |
| Comments: | 1 – CCE, April 2025, Signed Cllr Veck 2 – Planning and highways, Signed Cllr Gordon Garret |
| Outcome: | Compliant |

| | |
|-------------|--|
| Item | Financial Controls – Payments |
| Description | Track 2 randomly selected payments through the financial system. |
| Comments: | Kinto (Van Lease) 23 rd June 2025 - £499.74 * Paid monthly by BACS until 9 – 2 – 29 Damage Deposit - £50 refunded 17 th April * Moved to new payment system so will no longer need refunds also less time consuming |
| Outcome: | Compliant |

| | |
|-------------|--|
| Item | Financial Controls – Receipts |
| Description | Track 2 randomly selected receipts through the financial system. |
| Comments: | Sussex film office - £624 Invoiced - 21 May 2025. Paid – BACS 30 th June 2025 Football Club - £357 monthly invoice - 24 th April. Paid – BACS 12 th May 2024 |
| Outcome: | Compliant |

| | |
|----------------------|---|
| Item | Risk Management |
| Description | Ensure that 2 randomly selected Risk Assessments are up to date with evidence of their last review. |
| Assessments Checked: | Summer Fair 2025 Halloween 2024 |
| Comments: | Summer Fair 2025 – Came in 4 parts. <ul style="list-style-type: none"> • Main Event – assessed on 26 03 25 • Free games, splat the rat and hook the duck – assessed on 8 07 25 Halloween 2024 <ul style="list-style-type: none"> • Assessed 22 07 24 |
| Outcome: | Compliant |

| | |
|-------------------|--|
| Item | Risk Management |
| Description | Ensure that 2 randomly selected controls from the Corporate & Financial Risk Assessment are being adhered to. |
| Policies Checked: | Employer Liability and Councillors |
| Comments: | <p>Employer Liability</p> <ul style="list-style-type: none"> • Training records available • Annually audited • Buildings <p>Councillors</p> <ul style="list-style-type: none"> • Register of pecuniary interests available online • Declaration of interests requested at every meeting • Declaration of interest is the individual's responsibility • Register of Councillors gifts over £30 recorded online in the office |
| Outcome: | Compliant |

| | |
|------------------|---|
| Item | Risk Management |
| Description | Ensure that a randomly selected section of the Fire Safety logbook is up to date. |
| Section Checked: | Fire log |
| Comments: | <ul style="list-style-type: none"> • Rolling fire point test carried out every Tuesday, online records kept by caretakers • Last activated: 15 05 25. Full evacuation caused by false activation in the mall. Records kept online by caretakers. • Last full test: 08 05 25. Records kept by caretakers online |
| Outcome: | Compliant |

| | |
|-------------------|---|
| Item | Risk Management |
| Description | Ensure that a MSDS is available for a randomly selected chemical, and that any provisions within the MSDS are being adhered to. |
| Chemical Checked: | DID NOT CHECK MSDS – CHECKED FIRE EXTINGUISHERS (See notes) |
| Comments: | All fire extinguishers are manually checked weekly and online records are kept online by caretakers. * We have new extinguishers which now require annual pressure checks. Records indicate the caretakers are checking 6 monthly and recording online. |
| Outcome: | Compliant |

| | |
|---------------------|---|
| Item | Statutory Governance |
| Description | Ensure that 2 randomly selected subsections of the transparency pages on the PTC website are current & correct. |
| Categories Checked: | Procurement and Parking Account |
| Comments: | The parking account was there but empty as we do not charge for parking |
| Outcome: | Compliant |

| | |
|-------------------|---|
| Item | Statutory Governance |
| Description | Ensure that 2 randomly selected agendas were issued validly and with the required notice period. |
| Meetings Checked: | |
| Comments: | Planning and Highways <ul style="list-style-type: none"> • Issued 13 Nov 2024 • Held 19 Nov 2024 Leisure and Amenities <ul style="list-style-type: none"> • Issued 27 March 2024 • Held 2 April 2024 *Please note Grants sub committee is subject to the same notice period |
| Outcome: | Compliant |

| |
|---|
| General/ overall comments |
| <p>Although we didn't check the MSDS sheets this time Dan Tiller (Caretaker) assured us that he had downloaded a large selection of new sheets within the last two weeks which we intend to check next time.</p> <p>It was also noted that the Ups unit which controls the closing of the shutters on the front of the kitchen in the event of loss of power during a fire has been bypassed and a new unit is on order. The clerk is aware, and it was not deemed to be dangerous in the short term</p> <p>For the next audit we would like to request access to the online accident reporting system as this is not covered elsewhere.</p> <p>We found all staff to be helpful and knowledgeable in all areas. Everything we checked was compliant. We would like to thank all those involved for giving up their time to explain things and their accurate recording of all the policies looked at – <i>well done!</i></p> <p>Suggested date for next Audit: Week commencing 13th October (To be confirmed)</p> |

| | | | |
|---------------|--------------------|-------|------------|
| Completed by: | <i>Cllr W Veck</i> | Role: | Author |
| Signature: | | Date: | 17/07/2025 |

| | | | |
|--------------|--|-------|------------|
| Reviewed by: | <i>Cllr A Harman & Cllr M Rosser</i> | Role: | Co Authors |
| Signature: | | Date: | |

| | | | |
|--------------|---------------------|-------|------------|
| Received by: | <i>George Dyson</i> | Role: | Town Clerk |
| Signature: | | Date: | 18/07/2025 |

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

Zoe Malone
Responsible Finance Officer

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

| | | | |
|----------------------|--|---------------------|-------------------------------|
| Committee: | Policy & Finance | Agenda Item: | PF1163b |
| Meeting date: | 7 October 2025 | Authors: | Responsible Financial Officer |
| Subject: | Community Buildings Working Group update | | |
| Purpose: | To note Community Buildings progress | | |

Recommendation(s):

To note

1. Background

The Community Buildings Working group was set up to help progress the replacement / alterations / maintenance of our two community buildings at Community House & The Hub. The group has met a few times and the following actions have been taken;

Borescope Survey undertaken 17/09/24 – please see full report from the survey.

Met with a fire safety specialist company to discuss the building requirements for replacement fire doors and compartmentation. Cllr Alexander is looking into a fire plan and compartment the building to send to the company for further review.

Replacement windows have been quoted for all external windows including F&R Room. We have received one quote and awaiting another.

Roofing companies have been contacted to provide expertise & guidance on replacement

Next steps;

To engage a fire safety consultant for Community House

To apply for grant funding from Veolia for replacement boilers in Community House

To seek advice on ASHP costs

The below table shows the financials but it is important to note that 1) current funds is a moveable figure and 2) that CIL is not limited to the two buildings and other infrastructural improvements have been recommended, including Epinay Park.

| Financials | Community House | The Hub |
|---------------------|-----------------|------------|
| Earmarked Reserves | 27,102.00 | 3,100.00 |
| Current fund | 58,892.00 | 3,400.00 |
| Ringfenced from CIL | 0.00 | 175,000.00 |
| Remaining CIL | 291,671.00 | 291,671.00 |

Current fees spent on the Hub

| | |
|---------------------|------------------|
| Structural Survey | 825.00 |
| Feasibility Study | 2,500.00 |
| SLCC Associate | 4,812.50 |
| Consultation Banner | 45.11 |
| Remedy Consulting | 3,570.00 |
| TOTAL | 11,752.61 |

2. Options for Council

To note progress and next steps

3. Reason for recommendation

To keep committee / council appraised

4. Expected benefits

This will benefit users of our community buildings and stakeholders.

5. Implications

| | |
|--------------------------------------|---|
| 5.1 Legal | |
| 5.2 Risks | |
| 5.3 Financial | Forecasting budgeting to meet the recommendations of improvements |
| 5.4 Time scales | |
| 5.5 Stakeholders & Social Value | |
| 5.6 Contracts | |
| 5.7 Climate & Sustainability | |
| 5.8 Crime & Disorder | |
| 5.9 Health & Safety | |
| 5.10 Biodiversity | |
| 5.11 Privacy Impact | |
| 5.12 Equality & Diversity | |

6. Values & priorities alignment

| Which of the Core Values does the recommendation demonstrate? | |
|--|-------------------------------------|
| 6.1 Empowering and supporting the community | <input 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 checked="" 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



Report

Borescope & Thermal Image Survey

At

**Peacehaven Town Council – Community House, Greenwich
Way, Peacehaven, BN10 8BB**

Ref: DR/PHCH/13/09/26





Borescope & Thermal Image Survey Report

Property

Peacehaven Town Council – Community House, Greenwich Way, Peacehaven, BN10 8BB

Client

Peacehaven Town Council

Instruction

Investigate cavity wall construction and suitability for cavity wall insulation (CWI); provide thermal imaging to support assessment.

Survey Date

13 September 2025

Surveyor

David Rome, Rome Property Services LTD, AssocRICS, MCIOB



Report Prepared by: David Rome, AssocRICS, MCIOB

Inspection Date: 13/09/25

1. Contents

| | |
|----|---|
| 1 | Contents |
| 2 | Preliminaries |
| 3 | Caveats & Limitations |
| 4 | Description of the Building |
| 5 | Scope & Methodology |
| 6 | Summary of Findings |
| 7 | Detailed Results – South Elevation |
| 8 | Detailed Results – East Elevation |
| 9 | Professional Assessment |
| 10 | Recommendations & Next Steps |
| 11 | Health & Safety / Risk (Method Statement – Summary) |
| 12 | Conclusion |
| 13 | Appendix A |
| 14 | Writer and Qualification |
| 15 | Statement of Truth |



2. Preliminaries

Background

Peacehaven Town Council commissioned a borescope and thermographic survey following an independent energy feasibility study which recommended confirming cavity widths/condition and considering CWI to reduce heat loss.

Purpose

Establish wall build-up, cavity width and condition; identify any features likely to prejudice CWI; provide thermal imagery to corroborate thermal continuity and air leakage around penetrations and fenestration.

Weather/Environmental conditions

The temperature on the inspection day was 17 degrees with light rain, the inspection was carried out the external elevations of the building.

Access

Reasonable access to council-owned portions of the south and east elevations. Internal access to adjacent rooms/windows achieved where required.

Instruments

Borescope with calibrated depth probe and integrated LED illumination.

FLIR handheld thermal imager (radiometric), emissivity set to masonry default ($\epsilon \approx 0.95$); spot reflections and solar loading allowed for during capture.



3. Caveats and Limitations

- a) This is not a full Building Survey.
- b) Survey limited to accessible locations on the council-owned parts of the south and east elevations only.
- c) Borescope access was via small drilled holes in mortar joints; no destructive opening beyond these points.
- d) Thermography offers qualitative evidence of temperature patterns and potential anomalies; absolute temperatures are influenced by ambient conditions, surface emissivity, wind and solar effects.
- e) Conclusions reflect conditions observed on the day and should be read alongside the energy study and any future installer's design assessment.
- f) At the time of our inspection, the property was furnished and occupied. Where parts of the property were covered, unexposed or inaccessible and close inspection was not possible we are unable to comment on the condition of such elements. It may be possible therefore that damage arising from woodworm infestation, wood rot and decay or vermin infestation etc. may be present without our knowledge that becomes apparent subsequent to this report.
- g) We have not carried out any specialist tests to determine whether any high alumina cement (HAC), calcium chloride, wood-wool slabs for permanent shuttering, calcium silicate bricks or fibrous asbestos materials were used in the original construction or any subsequent additions to the building, and as such, we are unable to report that the building is free from any hazard or hazards caused by these materials.
- h) In accordance with your instructions: we have not tested services or installations such as the drains, sewerage, water, electricity and gas or any heating, ventilation or fire/lighting systems and we are unable to express an opinion as to their suitability, condition, or installation without the benefit of specialist's advice.
- i) The premises were inspected so far as fittings, furnishings, floor coverings and stored materials or stock allowed, and no provision was made for the temporary removal of these items.
- j) We have not made any enquiries with any statutory authority but would point out that Building Regulations and other legislation often have a material effect on the way in which the building is used and upon the cost of consequential works.



- k) In accordance with our standard practice, we must state that this report is to be used by the party to whom it is addressed only, and no responsibility is accepted to any third party for the whole or any part of its contents.
- l) Neither the whole nor any of this report nor any reference thereto may be included in any document, statement or circular nor published in any way without our prior written approval as to the form and context in which it will appear.
- m) The report shall not be regarded as a form of specification and further investigation and measurement will be required prior to the preparation of a specification and description of works.

n) Estimated Costs:

In the Schedule, estimated budget costs are included for each item. These costs are not based on a detailed specification or Bill of Quantities. They are all inclusive figures (including, where appropriate, for such thing as scaffolding, removal of waste, redecoration). They are exclusive of VAT and any fees associated with preparation of a specification or administration of a building contract. They assume the work will be carried out as a single contract by a local jobbing builder. In practice where an Institutional Landlord carries out repairs itself, costs are likely to be reduced from my estimates as such Landlords are able to obtain economies of scale.

m) Liability:

This report has been prepared by David Rome, AssocRICS, MCIOB of Rome property services Ltd, merely in his capacity as an employee of Rome Property Services Ltd. The report is the product of the Company, not of the Individual Surveyor. All of the statements and opinions contained in this report are expressed entirely on behalf of the Company, which accepts sole responsibility for these. For his or her part, the Individual Surveyor assumes no personal financial responsibility or liability in respect of the report and no reliance or inference to the contrary should be drawn.



4. Description of Building

Low-rise civic/community building, predominantly 1970s origin with later extensions.

Primary external walls: brick cavity wall construction to the surveyed elevations.

Fenestration: mixture of double-glazed uPVC and older framed units to some areas; no obvious pervasive defects to seals noted in surveyed windows.



5. Scope & Methodology

4.1 Borescope

Drill diameter approx. 10–12 mm through outer leaf bed joint at selected positions (refer to Appendix A image log).

Insert borescope; observe cavity face of inner leaf for debris, tie corrosion, mortar “snots”, bridging, damp staining, or services.

Measure: (a) cavity width; (b) depth from external face of outer brick to inner face of inner leaf; (c) localised features.

4.2 Thermography

External thermal images captured after solar loading had stabilised on elevations; internal checks undertaken around sample windows/door reveals where access permitted.

Images reviewed for cold spots, thermal bridges, discontinuities, and air-leakage signatures at openings, service penetrations and at the damp proof course (DPC) band.

4.3 Recording

All images titled by elevation/sequence; see Appendix A.

Measurements recorded to nearest 2.5 mm for cavity width and to nearest 5 mm for depth probe.



6. Summary of Findings

Construction

Brick cavity wall to both surveyed elevations.

Cavity width

Approximately 97.5 mm to both south and east elevations.

Depth to inner leaf

Approximately 200 mm measured from external face of brick.

Cavity condition

Clean and clear; no significant mortar shots; no bridging debris; inner leaf surface generally smooth and sound.

Ties/services

No excessive corrosion staining or intrusive services noted at the inspection points.

Fenestration seals

No evidence of draughts or failed seals at sampled frames during smoke/thermal checks.

Pointing & brickwork

South elevation shows localised repointing, general mortar condition fair with isolated weathered joints. East elevation pointing appears original and in good serviceable condition.

Thermal imaging

Elevations exhibit uniform surface temperatures overall with minor expected variations beneath windowsills and at service ducts, no patterns consistent with widespread moisture ingress or significant voiding.



7. Detailed Results – South Elevation

6.1 Borescope Observations

Inspection points, at mid-bay and beneath windowsills.

Inner leaf: dense/smooth; no mortar nibs protruding; occasional small grit/aggregate at base only, not forming bridges.

Measured cavity ≈ 97.5 mm; depth to inner leaf ≈ 200 mm.

6.2 Thermal Imaging

External thermograms present a largely even field. Local cooler bands noted at windowsill projections and service bracket penetrations consistent with thermal mass effects rather than defects.

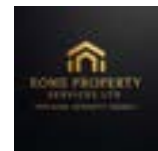
No cold-air wash signatures at frames; jambs and heads read as continuous.

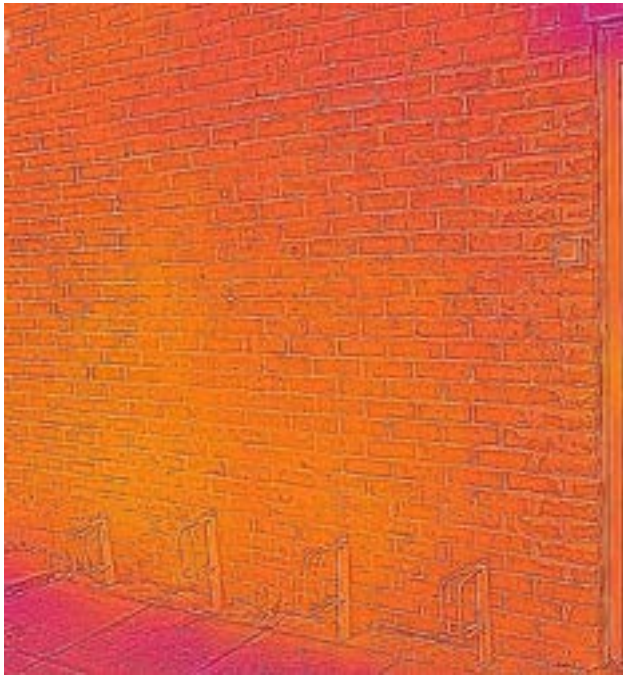


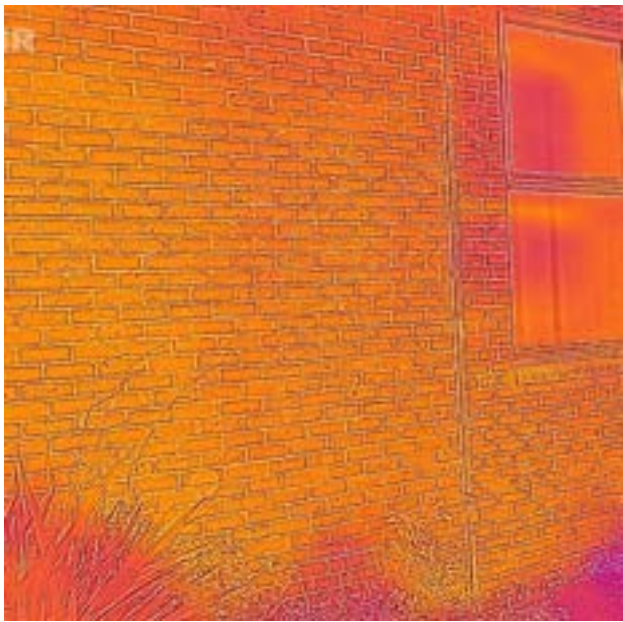
6.3 Photographic/IR Log (South)

| | |
|---|---|
|  | <p>Borescope stills: Photo_2025-09-17 12_27_49_443.JPG,</p> |
|---|---|

| | |
|---|---|
|  | <p>Borescope stills: Photo_2025-09-17 12_28_31_011.JPG.</p> |
|---|---|



| | |
|---|---|
|  A thermogram showing a brick wall and the ground in front of it. The wall is a uniform orange-red color, while the ground at the bottom is a darker purple-red. The image is oriented vertically. | <p>Thermograms: FLIR_20250917_111543_167.jpg,</p> |
|---|---|

| | |
|---|---|
|  A thermogram showing a brick wall with a window on the right side. The wall is orange-red, and the window is a darker purple-red. The image is oriented vertically. | <p>Thermograms: FLIR_20250917_111621_375.jpg.</p> |
|---|---|



8. Detailed Results – East Elevation

7.1 Borescope Observations

Inspection points at mid-bay and beneath windowsills.

Cavity faces clean; no snots; no damp tracking or efflorescence; ties visually unobstructed at observed points.

Measured cavity ≈ 97.5 mm; depth to inner leaf ≈ 200 mm.

7.2 Thermal Imaging

Consistent façade temperatures with minor cooler signatures at low level corresponding to ground contact/plinth and at isolated service routes; patterns are typical and not diagnostic of systemic defects.

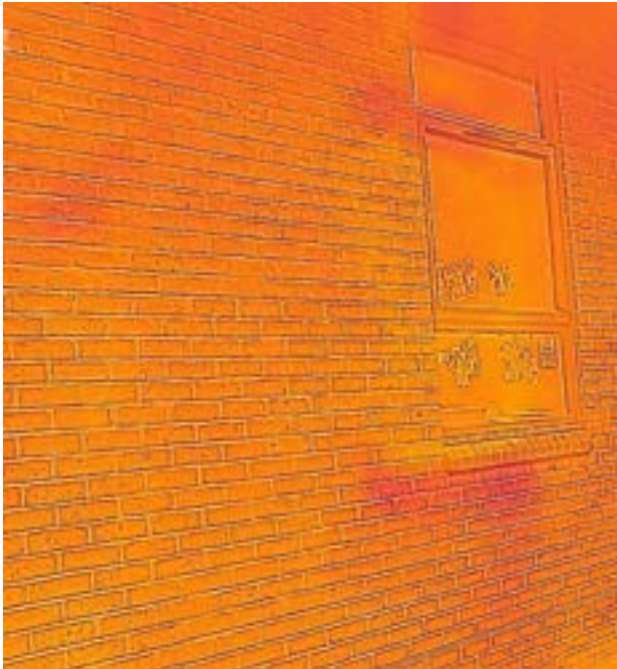


7.3 Photographic/IR Log (East)

| | |
|---|---|
|  | <p>Borescope stills: Photo_2025-09-17 12_27_49_443.JPG,</p> |
|  | <p>Borescope stills: Photo_2025-09-17 12_28_31_011.JPG.</p> |



Thermograms:
FLIR_20250917_111932_186.jpg



Thermograms:
FLIR_20250917_111940_717.jpg.



9. Professional Assessment

8.1 Suitability for Cavity Wall Insulation (CWI)

The cavity width (~97.5 mm) meets typical installer criteria for CWI to older masonry walls.

Cavity condition is favourable: clean/clear, free of snots/bridges with sound inner leaf.

External pointing is generally serviceable; south elevation would benefit from localised repointing prior to CWI as good practice.

Fenestration and openings present no material air-leakage at time of survey.

Exposure: As a coastal town, Peacehaven should be assessed by the installer against wind-driven rain exposure to confirm risk category and any detailing required (e.g., stops/closers, weep hole checks) before CWI.

8.2 Thermography – Interpretation

Thermal results are consistent with a cavity free of significant moisture or thermal discontinuities at the sampled areas.

No thermal patterns indicative of widespread air infiltration at frames or of damp-related latent heat effects were recorded.

8.3 Overall

Subject to minor preparatory repointing to the south elevation and confirmation of exposure risk and ventilation/weep detailing, the surveyed walls are deemed suitable in principle for CWI by a competent, accredited installer following a PAS 2030/PAS 2035 process (see Section 9).



10. Recommendations & Next Steps

1. Pre-installation repairs (South elevation): rake out and repoint weathered joints locally with compatible mortar (match existing profile/colour); allow to cure fully.
2. Exposure assessment: the appointed installer shall complete a BS 8104 exposure assessment and confirm risk category for wind-driven rain; adopt appropriate closers/stops and vent/weep detailing.
3. Service & opening checks: verify that all vents (e.g., combustion/under-floor/roof) remain unobstructed; fit proprietary cavity barriers/closers at meter boxes and services as required.
4. Installer competence & process: procure a PAS 2030 certified installer operating under a PAS 2035 retrofit plan (Retrofit Assessor/Designer/Coordinator roles); register works on appropriate scheme; secure CIGA guarantee.
5. Specification (in principle): blown bonded bead or mineral fibre system with BBA certification; drill pattern and density per manufacturer; maintain DPC and eaves clearances; reinstate and make good drill holes to match existing.
6. Post-install QA: smoke/IR spot checks and core sample(s) if required; photographic record; update O&M file; consider repeat thermography under suitable ΔT to confirm uniformity.
7. Budgetary guide (non-binding): CWI typically priced on a £/m² basis; confirm measured areas and access with installer; allow for making good and pre-works repointing.



11. Health & Safety / Risk (Method Statement – Summary)

- * Permits & services: locate and isolate any services in drilling zones; CAT scan as appropriate.
- * Dust/noise: use extraction and PPE (FFP3, eye/ear protection); protect adjacent finishes and the public realm; barrier-off working area.
- * Working at height: towers/ladders by trained operatives; edge protection where required.
- * Silica exposure: wet drilling where practicable; dust control to COSHH.
- * Making good: mortar colour/texture to match; ensure weep holes and vents remain free.



12. Conclusion

The borescope and thermal image survey undertaken on 13 September 2025 has provided a clear and reliable body of evidence regarding the construction and condition of the cavity walls at Community House, Greenwich Way, Peacehaven. Both the south and east elevations of the council-owned sections were investigated in detail.

The survey established that the cavities measure approximately 97.5 mm in width, with a depth from the external face of the brickwork to the inner leaf of approximately 200 mm. These dimensions are consistent with industry thresholds for cavity wall insulation (CWI) and confirm that, in principle, the building fabric is technically suitable for retrofit insulation measures.

Inspection of the cavity voids revealed them to be clean, clear, and unobstructed, with no evidence of bridging debris, mortar “snobs,” or damp-related staining. The inner leaf was observed to be sound and free from significant surface defects. Importantly, no defective seals or draught pathways were identified around the sampled fenestration, which reduces the likelihood of uncontrolled air movement or moisture ingress following insulation.

Externally, the pointing condition varies by elevation. The south elevation shows evidence of previous repointing, with some joints weathered and now in need of localised remedial work. The east elevation appears to retain original pointing, which remains in good, serviceable condition. These observations align with the recommendation in the Brighton & Hove Energy Services Co-operative feasibility study (2024) that any defective mortar joints must be repaired prior to installation.

Thermal imaging provided corroborative evidence. The external thermograms displayed uniform surface temperature profiles, with only minor expected anomalies at windowsills, service penetrations, and plinth zones. These patterns are typical for masonry cavity walls of this age and construction and do not indicate systemic defects, widespread damp penetration, or significant thermal bridging. The absence of cold-air wash signatures at windows further supports the conclusion that the elevations are performing consistently.

In professional assessment, these findings confirm that, subject to minor preparatory repairs to the south elevation, the cavity walls are suitable in principle for cavity wall insulation, provided that works are undertaken by a CIGA-accredited installer under a PAS 2030-compliant



installation framework and coordinated within a PAS 2035 retrofit process. The installer must also conduct a BS 8104 exposure assessment to formally classify the site's susceptibility to wind-driven rain, given Peacehaven's coastal location. Appropriate detailing at weep holes, service penetrations, and window/door reveals will be essential to mitigate any long-term moisture risks.

From a strategic perspective, the successful insulation of these cavity walls would directly contribute to the Council's Net Zero and energy efficiency objectives. Improved thermal performance is expected to reduce space heating demand, lower operational costs, and enhance occupant comfort, while also extending the useful life of the building fabric.

In conclusion, the survey findings provide a strong technical basis for proceeding with cavity wall insulation subject to standard pre-installation checks and remedial works. With appropriate governance, quality assurance, and post-installation validation (e.g. smoke tests and repeat thermography), the measure represents a sound investment in both the energy efficiency and long-term resilience of Community House.



13. Appendix A - Image Log (Selection)

South elevation – borescope

- Photo_2025-09-17 12_27_49_443.JPG – cavity base; clean, no snots.
- Photo_2025-09-17 12_28_31_011.JPG – inner leaf face; sound.

South elevation – thermography

- FLIR_20250917_111543_167.jpg – façade overview; uniform field.
- FLIR_20250917_111621_375.jpg – entrance bay; localised cooler banding at cill.

East elevation – borescope

- Photo_2025-09-17 12_30_35_250.JPG – cavity mid-height; clean and dry.
- Photo_2025-09-17 12_35_50_414.JPG – cavity and tie; no bridging debris.

East elevation – thermography

- FLIR_20250917_111932_186.jpg – façade overview; low-level cooler band typical of plinth/ground effect.
- FLIR_20250917_111940_717.jpg – window bay; no air-leak signature.



14. Writer and Qualification

The Writer and Qualification

The report was prepared by:

David Rome AssocRICS, MCIOB

Building Surveyor and Director of Rome Property Services Ltd, regulated by the Royal Institution of Chartered Surveyors (RICS).

Mr. Rome has extensive experience in the field of building surveying, including the investigation and assessment of building defects, thermal performance issues, dampness, and cavity wall construction. His work regularly includes the preparation of detailed survey reports for local authorities, landlords, tenants, and solicitors, as well as the coordination of remedial and refurbishment projects in residential and commercial properties.

Rome Property Services Ltd provides specialist services including building pathology, disrepair inspections, cavity and thermal performance assessments, and technical reporting to RICS standards.

RICS Declaration

I confirm that this report has drawn attention to all material facts that are relevant and that have influenced my professional opinion.

I confirm that I have acted impartially and objectively in the preparation of this report, and that my conclusions are based solely on my professional assessment of the evidence observed.

I confirm that I am not instructed under any conditional or success-based fee arrangement.

I confirm that I have no conflict of interest in relation to this instruction.

I confirm that this report has been prepared in accordance with the professional requirements of the **Royal Institution of Chartered Surveyors (RICS)**, including the RICS practice statement and guidance on survey reporting.



15. Statement of Truth

Statement of Truth

I confirm that the facts and matters set out in this report are true to the best of my knowledge and belief. Where I have relied on my own observations, I have stated them clearly. Where I have drawn on external sources or prior reports, I have identified them within the body of this report.

The professional opinions expressed represent my independent, impartial, and complete assessment of the building elements inspected, based on the evidence observed during the survey and in accordance with recognised professional practice.

I further confirm that this report has been prepared in line with the professional requirements of the Royal Institution of Chartered Surveyors (RICS), and that my duty has been to provide accurate, unbiased, and objective advice.

Signed

A handwritten signature in black ink, appearing to read 'David Rome', written over a dotted line.

David Rome

AssocRICS MCIOB

Building Surveyor

15/09/25

David Rome, AssocRICS, MCIOB



END OF REPORT