

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 Harman (Vice-Chair of Council), Cllr Donovan (Chair of Council), Cllr Fabry, Cllr Veck, Cllr Gordon-Garrett, Cllr Sharkey, Cllr Davies.

16th July 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 22nd July 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. **PF1131** CHAIR'S ANNOUNCEMENTS.
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.*
3. **PF1133** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1134** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1135** TO ADOPT THE COMMITTEE'S MINUTES OF 27TH MAY 2025.
6. **PF1136** 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. **PF1137** TO DISCUSS THE CCTV AT CENTENARY PARK
8. **PF1138** TO REVIEW RELEVANT COMMUNITY AND BUSINESS PLAN ITEMS
9. **PF1139** TO NOTE PROGRESSING CLOSER WORKING WITH TELSCOMBE TOWN COUNCIL
10. **PF1140** TO AGREE T&Cs FOR A DOG WASH STATION AT CENTENARY PARK
11. **PF1141** TO DISCUSS REVIEWING THE MAYOR'S HANDBOOK
12. **PF1142** TO AGREE RECOMMENDATIONS ON BACKBILL FOR BEREAVEMENT SERVICES
13. **PF1143** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
 - a. Audit Working Group
 - b. Community Buildings Working Group
 - c. Council Committee Structure TFG
14. **PF1144** DATE OF NEXT MEETING – TUESDAY 7TH OCTOBER 2025 AT 7.30PM
15. **PF1145** 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.

16. **PF1146** OVERDUE INVOICE REPORT
17. **PF1147** TO RECEIVE A CONFIDENTIAL REPORT ON BEREAVEMENT SERVICES

George Dyson
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Community House,
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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 27th May 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Campbell, Cllr Rosser, Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Veck, Cllr Bradley, Cllr Gallagher.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1. PF1114 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, and announced that the meeting was being recorded.

2. PF1115 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. PF1116 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from the Responsible Financial Officer.

4. PF1117 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1118 TO ADOPT THE COMMITTEE'S MINUTES OF 1ST APRIL 2025.

Cllr Gallagher requested an addition to the minutes, that in reference to item PF1107, that the minutes should also include mention of the Community Buildings Working Group, and that the following addition be made to the minutes:

Discussion concerning the interim community buildings Working Group, set up at P&F on 11th February 2025 and this referred to the projects already started to be finished, including the priorities, timings and funding, and the working group members, Cllr Davies, Gallagher, Griffiths, and Veck

It was proposed that the Committee adopt the minutes subject to the above amendment.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies.
The minutes of 1st April 2025 were **agreed** and **adopted**.

The Chair brought forward item PF1127b to be discussed next.

6. PF1127B COMMUNITY BUILDINGS WORKING GROUP

Cllr Gallagher raised that the Working Group had met, and that the Group had been discussing their Terms of Reference, the group had felt that the Town Clerk and the Responsible Financial Officer would likely be needed to attend the next meeting to answer some questions that the group have.

Cllr Veck also advised that the meeting they have had was very limited for time, and that the group did have some questions outstanding.

Cllr Gallagher spoke about the sunset clause on the Working Group, and that the group would need to continue. The Town Clerk advised that continuing the group until the Committee restructure is agreed by Council would be a sensible way forward.

Cllr Campbell asked whether there was scope to expand the Working Group membership. Several of the Working Group members suggested that the membership should remain until the group is better established.

Cllr Gallagher left the meeting at this point (19:45)

7. PF1119 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Vice-Chair.

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

8. PF1120 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: - **a. Finance Officer's report.**

It was highlighted that £200,000 has now been transferred to a high rate savings account.

Committee **noted** the report.

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

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
The Committee **resolved** to **agree** to sign the bank account and bank reconciliation statements.

c. Income & Expenditure report. Committee **noted** the income and expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the CIL & S106 report.

f. List of payments (for approval).

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Donovan
The Committee **resolved** to **approve** the list of payments.

9. PF1121 TO APPOINT MEMBERS AND ELECT A CHAIR TO THE GRANTS SUB-COMMITTEE

It was proposed that this item be referred to Full Council to give all Councillors the opportunity to be involved with the Committee.

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

10. PF1122 TO RECEIVE A REPORT AND AGREE GUIDELINES FOR THE ALLOTMENT LIAISON COUNCILLOR ROLE

Cllr Sharkey spoke on the background to this item.

Cllr Donovan asked whether the same Councillors would carry out the role. Cllr Sharkey advised that the appointed Councillors would be Cllr Sharkey, Gallagher, and Harman.

It was proposed that Committee agree these guidelines.

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

11. PF1123 TO DISCUSS AND AGREE TERMS FOR A DOG WASH STATION

The Town Clerk summarised the information that Officers need to continue progressing this. Cllr Sharkey then added background to the item which had previously been discussed at the Leisure, Amenities, and Environment Committee.

It was proposed that Officers progress this item as a fixed monthly ground rent plus cost of utilities.

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

12. PF1124 TO RECEIVE A REPORT FROM THE AUDIT WORKING GROUP

Cllr Veck summarised the work of the audit group, that the audit was very in depth, and the few minor things that had been picked up were actioned as soon as they were highlighted.

The Town Clerk added his thanks to the members of the Working Group for their time in this work.

The Committee **noted** the report from the Audit Working Group.

13. PF1125 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A TRAFFIC RADAR

Cllr Alexander introduced the report and gave some background to the report. Cllr Gordon-Garrett spoke about the benefits of this over the Community Speedwatch.

There was some discussion about possible locations for the device, Cllr Alexander advised that there are 2 drawbacks to the device, which are that the device does not capture pedestrians and doesn't work well with slow moving traffic.

Cllr Griffiths raised concerns about hidden costs, such as staff training and time to install, as well as raising concerns on a lack of different devices to compare to.

There was a discussion about the vandalism risk associated with the device.

It was proposed that the Council look into possible funding through JAG for the device, and speak with other Council's about their experience with the devices.

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

14. PF1126 TO AGREE AN AMENDED CONDITION TO COMMUNITY HOUSE T&CS

The Clerk summarised the report and the background to it.

There was a lengthy discussion on the possibilities and implications of parking access in the Community House South Service yard. It was suggested that further discussion with the Meridian Centre managing agents on how best to manage the parking in the South Service yard should be considered.

It was proposed that discussions with the Access Group and the managing agents take place, as well as more public information being made available, and that Council consider additional measures in the future if this approach doesn't work.

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

15. PF1127 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

This Working Group had already reported back earlier in the agenda and had no further update.

b. Community Buildings Working Group

This item had been discussed earlier in the agenda.

c. Council Committee Structure TFG

The Town Clerk summarised the progress of the TFG.

Cllr Veck suggested having regular Committee Chair meetings to provide opportunities for updates and feedback.

The TFG is planning on meeting again soon. Committee **noted** the update.

16. PF1128 DATE OF NEXT MEETING – TUESDAY 22ND JULY 2025 AT 7.30PM

The next meeting was confirmed as 22nd July 2025 at 7.30pm.

17. PF1129 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Veck

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

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

18. PF1130 UNPAID INVOICE ANALYSIS

Committee **noted** the unpaid invoice analysis.

There being no further business, the meeting was closed at 21:02.



Committee:	Policy & Finance	Agenda Item:	PF1136a
Meeting date:	22 July 2025	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at the middle of month 04 (July 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 30 June 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 27% of the budgeted expenditure has been spent so far, and 53.7% of the budgeted income has been received as at the middle of month 4 (16 July 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 June 2025**
- **Bank reconciliation statement for cashbook 1 – June 2025**
- **Bank reconciliation statement for cashbook 2 –June 2025**
Bank Reconciliation statement for Unity Trust Fixed Deposit Account – June 2025
Bank Reconciliation statement for Unity Trust Instant Access Account – June 2025
- **Credit Card reconciliation statement – May 2025**
- **Detailed income and expenditure month 4 (July 2025) Please note this is partial month**
- **Detailed balance sheet month 4 (July 2025) Please note this is partial month**

MB

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

14th May 2025

Your new Unity Trust Bank account is now open

Dear Mrs Malone,

We're really pleased to confirm that your deposit has been placed and your Unity Trust Bank Fixed Term Deposit account has been opened today. Here are the details:

Account Name:	Peacehaven Town Council
Account Number:	80186889
Amount Deposited:	£200,000.00
Interest Rate:	4.100000%
Interest Payable:	£8,200.00
Maturity Date:	13th May 2026

The full deposit, including interest, will automatically be transferred to your Unity Trust Bank account (account number 20529105) when the term ends, and your account matures.

Please hang on to a copy of the Terms and Conditions and Key Features documents, in case you need them in the future.

We need you to check the details above to ensure they are correct.

Our friendly and understanding team are here to help you as much as they can. If you have any questions, please do give them a call on **0345 140 1000**. They will be happy to speak to you between 9am – 4pm Monday to Friday. Or you can email them on us@unity.co.uk but they may be limited to how they can help you via this channel.

Yours sincerely,



Customer Services

Contact Us



Call us: 0345 140 1000*



Email us: us@unity.co.uk



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

INVESTORS IN PEOPLE
We invest in people Gold



**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/06/2025		1,013,314.08
Current Account	30/06/2025		50,000.00
			<u>1,063,314.08</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	
07/05/2025 BACS3	JOSEPH GREY	50.00	
			<u>200.00</u>
			1,063,114.08
<u>Unpresented Receipts (Plus)</u>			
28/05/2025		1.00	
28/05/2025		10.00	
16/06/2025		30.00	
18/06/2025		60.00	
20/06/2025		60.00	
20/06/2025		10.00	
24/06/2025		12.25	
26/06/2025		4.80	
26/06/2025		63.80	
26/06/2025		112.00	
27/06/2025		60.00	
30/06/2025		76.00	
30/06/2025		24.00	
30/06/2025		100.80	
30/06/2025		29.00	
			<u>653.65</u>
			1,063,767.73
Balance per Cash Book is :-			1,063,767.73
Difference is :-			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 08 Jul 2025



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£38,876.20
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 8 transactions between 30/06/2025 and 30/06/2025 from 30/06/2025 to 30/06/2025

Date	Description	Money in	Money out	Balance
30/06/2025	Transfer TRANSFER 30701211 TRANSFER 30701211		-£2,273.41	£50,000.00

Today: 08 Jul 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,010,517.42
Last night's balance	£1,010,517.42
Overdraft limit	n/a

Showing 1 transaction between 30/06/2025 and 30/06/2025 from 30/06/2025 to 30/06/2025

Date	Description	Money in	Money out	Balance
30/06/2025	Transfer TRANSFER 10701173 TRANSFER 10701173	£2,273.41		£1,013,314.08

Need to view older transactions?

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

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

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

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**Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		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 27 June 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,011,040.67
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.....
Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£601.88
--------------------------	---------

.....
Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

**Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		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

< [Accounts](#)

Peacehaven Town Council

FT12

60-83-01 • 80186889

Gross interest rate
4.10 % ⓘ

Term start
13/05/25

Term end
13/05/26

Balance
£ 200,000.00

- Transactions
- Statements
- Direct Debits
- Standing orders
- Scheduled payments
- People
- Limits

🔍 [Search transactions](#)

📄 [Download \(csv/oxf\)](#) [Print](#)

Balances are correct as of 11:29 on 09 July 2025.

↓ Date	Description	Paid in	Paid out	Balance
Tuesday 13th May 2025				
13/05/25	Transfer from 20529105	200,000.00		200,000.00

**Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

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: 30/06/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024




Sort Code: 608301

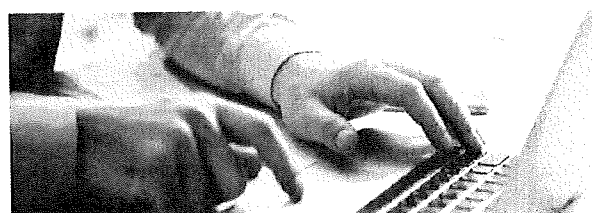
Account Number: 20529105

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

The credit interest rate is 0.00% AER as of your statement date.

Contact Us

-  Call us: 0345 140 1000
-  Email us: us@unity.co.uk
-  Visit us: unity.co.uk



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** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£0.00
30/06/2025	Credit Interest	Credit Interest	£0.00	£12.33	£12.33

Page number 1 of 2

Statement number 003

**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 2JB.
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 Gold



Bank Reconciliation Statement as at 01/06/2025
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	01/06/2025		-98.90
G Dyson CC	01/06/2025		-220.12
			<u>-319.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/05/2025 YREND24 YEAR END CORRECTION		163.35	
			<u>163.35</u>
			-482.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-482.37
		Balance per Cash Book is :-	-482.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR Z MALONE

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

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

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

Date	Description	Amount
22 May 2025	Garden and Hire Spares KIDDERMINSTERGBR	66.90
230582717085	HARDWARE EQUIPMENT AND SUPPLIES	
28 May 2025	CARD FEE	32.00
1 new purchases / cash advances. Total of spending.		£98.90

G 014486 BBA2675A 89575



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

Zoe Malone
GREENWICH WAY
COMMUNITY HOUSE
Peacehaven
BN10 8BB
United Kingdom

Delivery Address

Peacehaven Town Council
GREENWICH WAY
COMMUNITY HOUSE
Peacehaven
BN10 8BB
United Kingdom

Cust VAT No:

INVOICE

FAO: Peacehaven Town Council

Invoice Date: 22/05/2025

Your Acc No: 575142

Invoice No: 1257887

Qty	Code	Description	Price Each	Line Total	VAT%	Line VAT
Order No: SO1286891		Order Reference: 1200605167			Order Date: 22/05/2025	
Delivery No: DN01092128						
1	ALBSG1078	CABLE ROLLER DRIVE	51.80	51.80	20.00	10.36
	DELIVERY	*Royal Mail Tracked		3.95	20.00	0.79

Payments Received		Comments	Amount	Change
22/05/2025	Secure Trading	1200605167	66.90	0.00

4202/300,

Special Instructions

£ VAT Analysis

Tax Code	VAT %	Net (£)	VAT (£)
T1	20.00	55.75	11.15

Paid with thanks.

Goods Net:	51.80
Delivery:	3.95
Order Net:	55.75
VAT:	11.15
Total:	66.90

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: Thursday, 22/05/2025 (11:54)

Page: 1 of 1

STATEMENT FOR G DYSON

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:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760490508309
28 May 2025
3 of 4
£1,000.00

Date	Description	Amount
8 May 2025	HIGHFIELD* O #9039 DONCASTER LND	6.00
090585383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
12 May 2025	INGKA CENTRES UK MP BR BRIGHTON GBR ㉟	5.50
130555184225	AUTOMOBILE PARKING LOTS AND GARAGES	
15 May 2025	ASDA SUPERSTORE BRIGHTON ㉟	10.00
160505272465	GROCERY STORES, SUPERMARKETS	
15 May 2025	ROGER BROWN TROPHIES BRIGHTON ENG	112.02
160555203345	TYPESETTING, PLATE MAKING & RELATED SERVICES	
16 May 2025	NEWTON NEWTON FLAG & B SKEGNESS	30.60
190505272475	MISCELLANEOUS AND RETAIL STORES	
20 May 2025	SAINSBURYS S/MKTS PEACEHAVEN ㉟	17.00
210585481475	GROCERY STORES, SUPERMARKETS	
24 May 2025	HEYZINE.COM CAMBRILS T	39.00
260582644315	COMPUTER SOFTWARE STORES	
7 new purchases / cash advances. Total of spending.		£220.12

G 014486 BBA2675A

89575



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



Invoice

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB

Invoice Number 0003048421
Invoice Date 10/04/2025
Customer Ref 8309
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004048604

Details

GDPR E-Learning

IAN ALEXANDER

Quantity
1.00

Net Amount £
5.00

VAT £
1.00

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:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

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

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

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Churchill Square

BN1 Brighton
Tax code GB270 347469

POF 07 12/05/25 11:08
Receipt 82851

Short-term parking tkt

CH 1 - No. 035622

12/05/25 10:19

12/05/25 11:08

Period 0dCh50

£5.50

£5.50

Gross total
Payment
Ref: 51C505EEC
Auth Code: 050459
MID: ****72741
TID: ****1407
SALE
MASTERCARD
*****8309 01
AID: A000000041010
CONTACTLESS APPROVED
NO VERIFICATION

Net total £4.58
VAT 20% £0.92

4212/100

***For a chance to win £1,000! ***
Please tell us how we did today at
www.tellasda.com

ASDA

ASDA STORES LTD
WWW.ASDA.COM
MANAGER Stefan Waring
ASDA.COM/STOREHELP
Brighton Hollingbury,
ST. 4646 OP. ScoUser TE. 43 TR. 5448

PHOTO FRAME	£2.50
PHOTO FRAME	£2.50
PHOTO FRAME	£2.50
PHOTO FRAME	£2.50

Asda Rewards

TOTAL: £10.00

NO. ITEMS SOLD 4

CARD £10.00

AID: A0000000041010
MASTERCARD
A/C No. XXXXXXXXXXXX8309
PAN SEQ: 01
Date: 15/05/2025

Time: 15:27:27

SALE
CONTACTLESS
TOTAL: GBP10.00
NO CARDHOLDER VERIFICATION
PAYMENT APPROVED
AUTH CODE: 080194
TRX ID: MPBGU3K5I0515
MID: ****7032

TID: ****4643

PLEASE KEEP THIS COPY FOR YOUR RECORDS.

TC# 6294646043544805152025



Shop online at Asda.com for easy home
delivery or collection in store
15/05/2025 15:28

Staff gifts

4014/102

Staff gifts

R B TROPHIES
& ENGRAVING



INVOICE

Shaven Town Council
Attention: Deborah Donovan
Shaven Town Council
dian Centre
dian Way
Shaven
8BB

Invoice Date
13 May 2025

Invoice Number
IN-030302

Reference
25-496

VAT Number
218 0864 10

Hanoy Ltd. t/a R B
Trophies & Engraving
372 Carden Avenue
Brighton
BN1 8LJ

4014/100

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Crystal Paperweight (In Presentation Case), 8cm	4.00	15.50	10.00%	20%	55.80
Engraving on glass	4.00	18.74	25.00%	20%	56.22
INCLUDES VAT 20%					18.67
TOTAL GBP					112.02
Less Amount Paid					112.02
AMOUNT DUE GBP					0.00

20 May 2025

ed remain the property of Hanoy Ltd. until paid in full. Any queries must be raised within 5 days of receipt of goods.
nt details; account name: Hanoy Ltd t/a Roger Brown Trophies; sort code: 089299; account number:69564558



Newton Newton Flag Makers Ltd.
The Bishop Tozer's Chapel.
Middlemarsh Road, Burgh-Le-Marsh.
Lincolnshire. PE24 5AD.
Telephone: 01754 768401
Email: mail@newtonnewtonflags.com
VAT Number : 613848531

INVOICE

George Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB
townclerk@peacehaventowncoun
cil.gov.uk
+447749491877

Ship To:
George Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex

Invoice Number: 1256
Invoice Date: 16 May 2025
Order Number: 7540
Order Date: 16 May 2025
Payment Method: Pay via Opayo

Product	Quantity	Price
VJ-Day Flag (GENERIC)	1	£24.00
FLAGS: 5ft x 3ft (152x91cm)		
Flag Options: Rope and toggled		
Subtotal		£24.00
Shipping		£6.60 via Shipping
Total		£30.60 (includes £5.10 Tax)

4335/110

1975 - 2025

Celebrating 50 Years in Business. Thank You for being part of our journey.

4335/110.

Sainsbury's

Good food for all of us

PEACEHAVEN LOCAL - SOUTH COAST ROAD
0330 013 7353

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

Cure

*SWEET WILLIAMS BQT £5.00
*SEASONAL SHOW £6.00
*SEASONAL SHOW £6.00

3 BALANCE DUE £17.00
MASTERCARD £17.00

contactless)))

[ICC] *****8309
AID: A0000000041010
PAN SEQUENCE: 01
MERCHANT: ****1467
AUTH CODE: 022415
TID: ****7374

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *1030
POINTS EARNED ON £17.00
PREVIOUS POINTS BALANCE 5968
POINTS EARNED 17
NEW POINTS BALANCE 5985
YOUR POINTS ARE WORTH £29.92

Check the Nectar app or nectar.com to see
any bonus points you might have collected.

***** For a chance to win *****
100,000 Nectar points
please tell us how we did at
lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6294491062839800200525

C #8398 13:15:04 20MAY2025
S4491 R62

Thank you for your visit.



George Dyson

BN10 8GA
United Kingdom

PAID

4342/100

Invoice

Number: 20340

Issue date: May 24, 2025

Description	Qty.	Unit price	Amount
1 × Subscription Standard Yearly (at £39.00 / year)	1.00	£39.00	£39.00
			Subtotal: £39.00
			Total (GBP): £39.00

Payment details:

Other

Heyzine Flipbooks SL – Tax ID: ESB56474539
Calle Eliseu Meifren, 4, B – 43850 Cambrils – Spain
Email: support@heyzine.com <https://heyzine.com>

If the invoice does not include VAT, it applies rules of localization of operations for provisioning services, articles 69 and 70 Law of the Tax on Added Value from Spain. Si la factura no incluye IVA, aplica reglas de localización de operaciones de prestaciones de servicios, artículos 69 y 70 Ley del Impuesto sobre el Valor Añadido.

Date: 04/06/2025

Peacehaven Town Council

Page 1

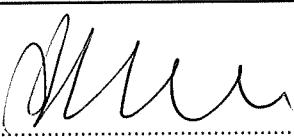
Time: 09:16

Bank Reconciliation Statement as at 30/05/2025
for Cashbook 1 - Current Bank A/c

User: ZM

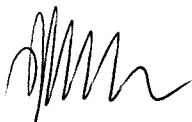
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Saver Account	30/05/2025		1,099,325.12
Current Account	30/05/2025		54,115.40
			<u>1,153,440.52</u>
Unpresented Payments (Minus)		Amount	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
07/05/2025 BACS3	JOSEPH GREY	50.00	
			<u>200.00</u>
			1,153,240.52
Unpresented Receipts (Plus)			
21/05/2025		280.00	
23/05/2025		60.00	
27/05/2025		20.40	
28/05/2025		10.00	
28/05/2025		24.00	
28/05/2025		1.00	
30/05/2025		327.40	
30/05/2025		60.00	
30/05/2025		7.25	
			<u>790.05</u>
			1,154,030.57
Balance per Cash Book is :-			1,154,030.57
Difference is :-			0.00

Signatory 1:

Name Signed  Date 24/6/25

Signatory 2:

Name Signed Date



Date: 04/06/2025

Peacehaven Town Council

Page 1

Time: 09:17

Bank Reconciliation Statement as at 30/05/2025
for Cashbook 2 - Reserve Account

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/05/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

Name

Signed



Date

24/6/25

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 30 May 2025

Business Current Accounts

Business Current Account Statement	£54,115.40
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,099,325.12
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£599.89
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.



Date: 03/06/2025

Peacehaven Town Council

Page 1


Time: 11:29

Bank Reconciliation Statement as at 01/05/2025
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	01/05/2025		0.00
G Dyson CC	01/05/2025		-242.00
			<u>-242.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-242.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-242.00
		Balance per Cash Book is :-	-242.00
		Difference is :-	0.00

Signatory 1:

Name Signed  Date 24/6/25

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
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:

5476760307525801

Card number:

5476760490508309

Statement date:

28 April 2025

Page number:

3 of 3

Monthly spend limit:

£1,000.00

Date	Description	Amount
10 Apr 2025	HIGHFIELD* O #8309 DONCASTER LND	6.00
110485383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
14 Apr 2025	BOOKER LTD - 38537454 WELLINGBOROUGH	163.00
150405272465	GROCERY STORES, SUPERMARKETS	
24 Apr 2025	B&Q MARKETPLACE EASTLEIGH	73.00
250485481475	LUMBER AND BUILDING MATERIALS STORES	
3 new purchases / cash advances. Total of spending.		£242.00

G 006443 BBA2525A

51356



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@highfieldelearning.com
www.highfieldelearning.com

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB



Invoice

Invoice Number	0003049022
Invoice Date	08/05/2025
Customer Ref	9039
Account Ref	PEACECOU
Cust. VAT Number	
Cust. EORI Number	
Order Number	0004049206

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

Clive Bradley

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

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTONBN2 4NP TEL : 01273 624242
FAX : 01273 684565

INVOICE NUMBER 0263140 PAGE 01

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

DATE 14/04/25 TIME 10:53

TILL 02 OPERATOR 117 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
240514	Yorkshire Teabags	1 1040s	1	28.49	28.49	A		
299473	Nescafe Gld Blnd Decaf PM479	6 95g	1	19.49 P	19.49	A	4.79	32.2%
281035	CL Sweet Biscuit Assortment	1 2kg	2	16.49	32.98	A		
261392	Lakeland SS UHT Portions	1 120x12m	1	4.25	4.25	A		
294072	FC Mixed Cookie Case	12 1pk	1	9.25	9.25	A		
143126	Food Conn Astd Muffin	16 Sgl	1	10.99	10.99	A		
294931	Class Tropical Stick PM129	24 110ml	1	11.99	11.99	B	1.29	53.5%
294928	Class White Choc Stick PM129	24 110ml	1	11.99	11.99	B	1.29	53.5%
294949	Class Milk Choc Stick PM129	24 110ml	2	11.99	23.98	B	1.29	53.5%

MAYORS RECEPTION

SAVING DETAILS

PROMOTIONS SAVED YOU 3.40

TOTAL SAVINGS 3.40

PAYMENT CARD RECEIPT DETAILS

Please debit my account

MASTERCARD *****8309

Sale ICC

DATE: 14/04/2025 TIME: 10:56:05

AUTHCODE: 032324 TOKEN ID: 1928453922

APP SEQ: 01 AID: A0000000041010

PTID: 39280613 TID: 37611470 MID: 38537454

PIN VERIFIED

AMOUNT: £163.00 TOTAL: £163.00

Registration details result: Registration successful

TOTAL ITEMS: 11

RATE	GOODS	MULT	NETT	VAT	TOTALS: GOODS		
A: 0.00	105.45	0.00	105.45	0.00	153.41	:CASH	0.00
B: 20.00	47.96	0.00	47.96	9.59	9.59	:CREDIT	0.00
						:CHQ B	0.00
						:CHQ P	0.00
						:C/CARD	163.00
						:D/CARD	0.00
						:T/COUP	0.00
						:R/COUP	0.00

INVOICE TOTAL	163.00
OUTSTANDING	0.00
WAITING TO PAY	0.00
GRAND TOTAL	163.00

THANK YOU FOR SHOPPING AT BRIGHTON



[Handwritten signature]

Invoice



KU Bathrooms & Kitchens Ltd

George Dyson
Community House , Meridian Centre
BN10 8BB
Peacehaven
GB

KU Kitchens and Bathrooms Ltd
via 
Nethercroft Monkholme Lane
Threshfield Skipton
BD23 5HE
Bradford
Yorkshire
GB
VAT number: GB238771183
COC number: 04824226

Invoice number	34340
Order number	1049430792-A
Order date	4/24/2025 2:12:57 PM +00:00
Invoice date	4/24/2025 2:19:59 PM +00:00

Description	Quantity	Price (£)	VAT %	VAT (£)	Ex. VAT (£)	Line total (£)
Contemporary Bathroom Wall Hung Toilet Pan , 390mm x 355mm, White Condition: New Color: White Size: 515 x 355 x 360mm GTIN: 5056678499511 <i>Merchant product number: BCAD140P</i>	1	73.00	20.00	12.17	60.83	73.00
Subtotal (£)				12.17	60.83	73.00
Shipping Cost (£)				0.00	0.00	0.00
Order total (£)				12.17	60.83	73.00

We have a 28-day free return policy, which means you have 28 days after receiving your item to request a return.
To arrange a collection please contact us.

KU Bathrooms and Kitchens Ltd, Threshfield, Skipton, BD23 5HE

sales@balterley.co.uk



Customer Services
0333 014 3357

Dear George Dyson

Thank you for your order

Order number : **1049430792**

Total Cost: **£73.00**

Thank you for ordering from B&Q.

You'll find details of your order and delivery or collection information below. For help with questions about our service, please see the Customer Support pages of our website.

Payment details



MASTERCARD
Card ending : 8309
End date :08/2027



Home Delivery

Details of your items are listed below. If you have selected a delivery date, this will also be shown. If you'd like to know more about our range of delivery options, please visit the [Delivery](#) pages of our website.

Bought an electrical or electronic products from us? Find out about our electrical recycling service at www.diy.com/services/weee

If you have chosen a refurbished product from us, thank you for extending the life of a product. For more information on refurbished products visit www.diy.com/refurbed

Delivery address

George Dyson
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Contact number :07749491877
Mobile Number: 07749491877

Date: 04/06/2025

Peacehaven Town Council

Page 1


Time: 09:18

User: ZM

**Bank Reconciliation Statement as at 30/05/2025
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	30/05/2025		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 24/6/25

Signatory 2:

Name Signed Date





< Accounts
Procellhaven Town Council
FT12
601-831-01 - 80186689



Gross interest rate 4.10 % ⓘ Term start 13/05/25 Term end 13/05/26 Balance £ 200,000.00

Transactions

Q Search transactions

Balances are correct as of 14:59 on 03 June 2025.

↓ Date Description

Tuesday 11th May 2025

13/05/25 Transfer from 20029105



Download (csv/dxf)



Print

People

Scheduled payments

Standing orders

Direct debits

Statements

Paid in

Paid out

Balance

200,000.00

200,000.00

200,000.00

Handwritten signature

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

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	481,860	963,719	481,859			50.0%	
1010 CIL Income	2,309	0	(2,309)			0.0%	2,309
1013 Income from Photocopying	86	400	314			21.4%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1031 Horticultural	16	0	(16)			0.0%	
1100 Interest Received	4,512	4,000	(512)			112.8%	
1309 Other Income	161	500	339			32.2%	
General Administration :- Income	505,226	984,902	479,676			51.3%	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	113,565	530,494	416,929		416,929	21.4%	
4002 Employer N.I Contributions	14,441	57,000	42,559		42,559	25.3%	
4003 Employer Pension Contributions	19,442	93,000	73,558		73,558	20.9%	
4004 Overtime	1,156	4,000	2,844		2,844	28.9%	
4011 Training	305	2,500	2,195		2,195	12.2%	
4014 Staff Costs	127	750	623		623	16.9%	
4201 Purchase of Vehicles	1,249	5,000	3,751		3,751	25.0%	
4212 Mileage Costs	14	500	486		486	2.9%	
4301 Purchase of Furniture/Equipmen	(8)	1,500	1,508		1,508	(0.5%)	
4302 Purchase of Materials	11	500	489		489	2.3%	
4306 Printing	805	3,000	2,195		2,195	26.8%	
4307 Stationery	0	1,000	1,000		1,000	0.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	3,204	8,500	5,296		5,296	37.7%	2,310
4314 Audit Fees	130	3,000	2,870		2,870	4.3%	
4315 Insurance	14,121	13,500	(621)		(621)	104.6%	
4321 Bank Charges	293	1,150	857		857	25.5%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	445	3,000	2,555		2,555	14.8%	
4326 Telephones	855	3,500	2,645		2,645	24.4%	
4327 Computers	5,609	20,000	14,391		14,391	28.0%	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	11	1,500	1,489		1,489	0.7%	
4341 Grants	2,580	10,000	7,420		7,420	25.8%	
4342 Subscriptions	4,736	8,000	3,264		3,264	59.2%	

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4356 EAP	150	600	450		450	25.0%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	183,274	791,994	608,720	0	608,720	23.1%	2,310
Net Income over Expenditure	295,787	164,743	(131,044)				
6000 plus Transfer from EMR	2,310	0	(2,310)				
6001 less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	295,788	164,743	(131,045)				
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	15	500	485		485	3.1%	
Civic Events :- Direct Expenditure	15	1,000	985	0	985	1.5%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	78	2,700	2,622		2,622	2.9%	
4335 Civic Expenses	71	1,500	1,429		1,429	4.8%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	149	6,550	6,401	0	6,401	2.3%	0
Net Expenditure	(164)	(7,550)	(7,386)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	840	2,000	1,160			42.0%	
1301 Filming	1,000	1,000	0			100.0%	
Marketing :- Income	1,840	3,180	1,340			57.9%	0
4306 Printing	80	900	820		820	8.9%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	85	500	415		415	17.0%	
Marketing :- Indirect Expenditure	165	2,900	2,735	0	2,735	5.7%	45
Net Income over Expenditure	1,675	280	(1,395)				
6000 plus Transfer from EMR	45	0	(45)				
Movement to/(from) Gen Reserve	1,720	280	(1,440)				
<u>200 Planning & Highways</u>							
1022 Planter Advertising	0	1,100	1,100			0.0%	

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	0	2,200	2,200			0.0%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	37	600	563		563	6.2%	
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	37	2,350	2,313	0	2,313	1.6%	0
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)				
<u>300 Grounds Team General Exp</u>							
4011 Training	32	2,000	1,968		1,968	1.6%	
4202 Repairs/Maintenance of Vehicle	1,220	7,000	5,780		5,780	17.4%	
4203 Fuel	1,655	5,500	3,845		3,845	30.1%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	2,908	16,100	13,192	0	13,192	18.1%	0
Net Expenditure	(2,908)	(16,100)	(13,192)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	4,061	3,645	(416)			111.4%	
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	222	0	(222)			0.0%	
1061 S/P Court Hire	507	740	233			68.5%	
1111 Electricity	61	0	(61)			0.0%	
Sports Park :- Income	14,108	13,768	(340)			102.5%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	317	600	283		283	52.9%	
4161 Cleaning Costs	4,629	11,500	6,871		6,871	40.3%	
4164 Trade Refuse	1,339	3,000	1,661		1,661	44.6%	

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	2,183	10,000	7,817		7,817	21.8%	
Sports Park :- Indirect Expenditure	9,550	30,445	20,895	0	20,895	31.4%	0
Net Income over Expenditure	4,558	(16,677)	(21,235)				
<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	59	5,000	4,941		4,941	1.2%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	218	1,000	782		782	21.8%	
4112 Gas	853	1,000	147		147	85.3%	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	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	83	4,000	3,917		3,917	2.1%	
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	18,578	41,437	22,859	0	22,859	44.8%	3,404
Net Income over Expenditure	(18,417)	(39,437)	(21,020)				
6000 plus Transfer from EMR	3,404	0	(3,404)				
Movement to/(from) Gen Reserve	(15,013)	(39,437)	(24,424)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,142	9,363	7,221			22.9%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	2,315	10,000	7,685			23.2%	
Gateway Cafe :- Income	4,297	19,363	15,066			22.2%	0
4101 Repair/Alteration of Premises	45	3,500	3,455		3,455	1.3%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	50	1,500	1,450		1,450	3.3%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	55	540	485		485	10.2%	
Gateway Cafe :- Indirect Expenditure	150	18,012	17,862	0	17,862	0.8%	0
Net Income over Expenditure	4,147	1,351	(2,796)				

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1044 Hire of the Dell	3,080	5,500	2,420			56.0%	
1050 Allotment Rent	89	2,650	2,561			3.4%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,269	8,150	4,881			40.1%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
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	1,564	5,000	3,436		3,436	31.3%	1,564
Parks & Open Spaces :- Direct Expenditure	1,880	11,000	9,120	0	9,120	17.1%	1,564
4101 Repair/Alteration of Premises	418	5,000	4,582		4,582	8.4%	
4141 Water Services	1,896	5,000	3,104		3,104	37.9%	
4164 Trade Refuse	78	500	422		422	15.6%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,231	4,000	2,769		2,769	30.8%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	3,623	22,000	18,377	0	18,377	16.5%	0
Net Income over Expenditure	(2,234)	(24,850)	(22,616)				
6000 plus Transfer from EMR	1,564	0	(1,564)				
Movement to/(from) Gen Reserve	(670)	(24,850)	(24,180)				
355 The Hub							
1084 Sports Pavilion	6,638	18,185	11,547			36.5%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	25	160	135			15.6%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	6,698	19,155	12,457			35.0%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	282	2,500	2,218		2,218	11.3%	
4111 Electricity	465	3,000	2,535		2,535	15.5%	
4112 Gas	(140)	3,000	3,140		3,140	(4.7%)	
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	82	420	338		338	19.6%	
The Hub :- Indirect Expenditure	1,297	10,920	9,623	0	9,623	11.9%	0
Net Income over Expenditure	5,401	7,735	2,334				

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1056 Equipment Hire	245	0	(245)			0.0%	
1069 C/H Police Room	2,585	2,557	(28)			101.1%	
1070 C/H Phoenix Room	1,266	4,589	3,323			27.6%	
1071 C/H Fields & Robson	3,150	12,600	9,450			25.0%	
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	2,145	5,719	3,574			37.5%	
1076 C/H Main Hall	5,930	12,358	6,428			48.0%	
1077 C/H Anzac Room	2,598	7,119	4,521			36.5%	
1078 C/H Main Kitchen	404	701	297			57.7%	
1079 C/H Anzac Kitchen	101	393	293			25.6%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	662	500	(162)			132.3%	
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	1,977	5,000	3,023			39.5%	
1102 106 Receipts	41,528	0	(41,528)			0.0%	
1303 Water Charges	60	0	(60)			0.0%	
Community House :- Income	62,657	64,183	1,526			97.6%	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	1,108	10,000	8,892		8,892	11.1%	
4102 Maintenance of Buildings	2,910	7,000	4,090		4,090	41.6%	
4111 Electricity	3,241	15,000	11,759		11,759	21.6%	
4112 Gas	299	7,500	7,201		7,201	4.0%	
4122 Service Charge	23,299	0	(23,299)		(23,299)	0.0%	23,299
4131 Rates	6,550	13,100	6,550		6,550	50.0%	
4141 Water Services	768	5,000	4,232		4,232	15.4%	
4151 Fixtures & Fittings	195	2,000	1,805		1,805	9.8%	
4161 Cleaning Costs	464	1,500	1,036		1,036	31.0%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	468	2,700	2,232		2,232	17.3%	
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	39,302	115,500	76,198	0	76,198	34.0%	23,299
Net Income over Expenditure	23,355	(55,217)	(78,572)				
6000 plus Transfer from EMR	23,299	0	(23,299)				
Movement to/(from) Gen Reserve	46,654	(55,217)	(101,871)				

Detailed Income & Expenditure by Budget Heading 15/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	1,485	1,050	(435)			141.4%	
1094 Other Customer & Client Receipt	600	500	(100)			120.0%	
Summer Fair :- Income	2,085	2,050	(35)			101.7%	0
4500 Event Staff Overtime	0	3,000	3,000		3,000	0.0%	
4502 Events	593	1,500	907		907	39.5%	521
Summer Fair :- Indirect Expenditure	593	4,500	3,907	0	3,907	13.2%	521
Net Income over Expenditure	1,492	(2,450)	(3,942)				
6000 plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	2,013	(2,450)	(4,463)				
Grand Totals:- Income	600,341	1,118,951	518,610			53.7%	
Expenditure	304,357	1,128,951	824,594	0	824,594	27.0%	
Net Income over Expenditure	295,984	(10,000)	(305,984)				
plus Transfer from EMR	31,144	0	(31,144)				
less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	324,819	(10,000)	(334,819)				

16/07/2025

Peacehaven Town Council

09:07

Balance Sheet as at 16/07/2025

31/03/2024

31/03/2025

	Current Assets		
12,668	Debtors Control	7,977	
5,079	VAT Control A/c	8,488	
50	Deposit Aqua	50	
959,966	Current Bank A/c	1,041,034	
600	Reserve Account	602	
0	Unity Trust Fixed Term Deposit	200,000	
0	Unity Trust Instant Access	12	
501	Credit Card Creditors	0	
0	Pension Control	150	
<u>978,863</u>		<u>1,258,313</u>	
978,863	Total Assets	1,258,313	
	Current Liabilities		
690	Credit Card A/c	0	
5,376	Creditors	188	
6,238	Mayor's Appeal	132	
4,265	Accruals	0	
231	Pension Control	0	
4,994	Deposits Received	4,940	
<u>21,794</u>		<u>5,260</u>	
957,069	Total Assets Less Current Liabilities	1,253,053	
	Represented By		
262,618	General Reserves	587,437	
614	Events	614	
375	Meridian Walk	375	
212	D-Day Grant	141	
2,241	Repairs & Alterations P&H	2,241	
5,000	Play Equipment	5,000	
1,806	Purchase Of Equipment	242	
27,102	Community House Reserve	27,102	
13,334	Vehicle Reserve	13,334	
655	Tree Works	655	
1,950	Staff training	1,950	
23,971	Elections	23,971	
1,467	Members Training	1,467	
28,647	Service Charges	5,348	

Balance Sheet as at 16/07/2025

31/03/2024		31/03/2025
	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	8,775
	1,016 Fuel	1,016
	468 Gas for Hub	21
	660 P/H Youth Task Group	660
	469,221 CIL	469,174
	46,587 Big Park	46,587
	3,100 Hub Improvments	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
	<div><div></div><div>957,069</div><div></div></div>	<div><div></div><div>1,253,053</div><div></div></div>

The above statement represents fairly the financial position of the authority as at 16/07/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date :

Signed :
Responsible
Financial

Date :



Committee:	Policy & Finance	Agenda Item:	PF1136e
Meeting date:	22 July 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 **£469,174.44**

CIL Expenditure 2025/26			
Supplier	Description	Amount	Comments
Instant Print	Hub Consultation Banner	45.11	
SLCC	Hub Associate	2,310.00	
		£2,355.11	

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	£4,319.89	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 & £2,310 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	<i>Construction of measures which are identified in the new A259 study between Brighton and Newhaven</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>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</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>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.</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>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>

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

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

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

5. Implications

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

6. Appendices

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	EDF	DD2	151.74		FEB-APR ELECTRICITY
03/06/2025	HMRC	121161	10,789.47		MAY SALARIES
04/06/2025	TOTAL GAS & POWER	DD	182.03		APRIL GAS
04/06/2025	02	DD3	93.79		MONTHLY CHARGES
05/06/2025	East Sussex County Council	BACS	19,414.07		25/26 GRASS CUTTING
05/06/2025	Hugh Page Sussex Ltd	BACS1	153.38		PULLEY FOR MOWER
05/06/2025	Society Of Local Council Clerk	BACS2	2,772.00		HUB ASSOCIATE -PHIL WOODWARD
05/06/2025	JUST BIN BAGS LIMITED	BACS3	1,456.44		16000 BIN LINERS
05/06/2025	AMAZON	BACS4	13.59		LIGHT SENSITIVITY TESTER
05/06/2025	SIEMENS FINANCIAL SERVICES	BACS6	281.83		FRANKING MACHINE 23/06-22/09
05/06/2025	DH SOLAR ENGINEERING LTD	BACS7	54.00		CONNECT PIPE AT CAFE
05/06/2025	U-Benders	BACS8	132.48		NEW TOILET AT BIG PARK
05/06/2025	C.E.F	BACS9	274.14		LIGHTS FOR FRONT OFFICE
05/06/2025	SUSSEX PAYROLL SERVICES ;TID	BACS10	106.96		MAY PAYROLL SERVICES
05/06/2025	BT	BACS11	65.94		MAY WIFI
05/06/2025	ROLAND GAL	BACS13	50.00		R.GAL REFUND
05/06/2025	DOG FIRST AID SUSSEX	BACS14	50.00		K.HOBSON REFUND
05/06/2025	Northstar IT	DD1	1,575.73		MONTHLY SUPPORT - JUNE
05/06/2025	Barclays	DD	21.00		collect / bacs charges
05/06/2025	WORLD PAY	WP0506	29.78		CARD CHARGES
06/06/2025	EAST SUSSEX PENSION FUND	BACS	10,538.08		MAY SALARIES
06/06/2025	PRICEWATCH LIMITED T/A LOCABACS1		1,503.36		FUEL FOR TRACTOR
06/06/2025	SUSSEX MAYORS ASSOCIATIONBACS2		10.00		SUSSEX MAYORS ASSOC ANNUAL MEM
06/06/2025	R.J.Meaker Fencing Ltd	BACS3	93.06		POSTMIX FOR BOWLS FENCE
06/06/2025	Zurich Municipal	BACS4	14,121.25		ANNUAL INSURANCE
09/06/2025	The Fuelcard People	DD	34.80		FUEL
09/06/2025	WORLD PAY	WP0906	0.62		CARD CHARGES
10/06/2025	EDF	DD1	1,383.95		JAN-MAR ELECTRICITY
10/06/2025	WORLDPAY	WP1006	0.81		CARD CHARGES
12/06/2025	WORLD PAY	WP1206	0.16		CARD CAHRGES
13/06/2025	Vitax Limited	BACS	203.75		VITA-WETT
13/06/2025	GREENACRE RECYCLING	BACS1	366.00		SKIP
13/06/2025	CASTLE WATER	BACS2	654.78		MAY WATER - SPORTS PARK
13/06/2025	Spy AlarmsLtd	BACS3	278.40		QUARTERLY MAINTENANCE
13/06/2025	RHINOBYTES	BACS4	200.00		PLAYGROUND SIGNS DESIGN
13/06/2025	SIGN MANAGEMENT	BACS5	1,363.66		SIGNS FOR PARKS
13/06/2025	Trade UK	BACS6	229.75		DRILL / WEED CONTROL/SAND ROLL
16/06/2025	WORLDPAY	WP1606	0.11		CARD CHARGES
17/06/2025	WORLD PAY	WP1706	0.20		CARD CHARGES
18/06/2025	CASTLE WATER	DD	7.90		MAY WATER - DELL
20/06/2025	FLOWERS GREEN PLANTS	BACS	416.70		FLOWERS FOR COASTROAD
20/06/2025	AMP Services	BACS1	380.00		HUSQVARNA
20/06/2025	MDS LEISURE	BACS2	275.76		BLEACHER SERVICE
20/06/2025	AMAZON	BACS3	181.32		HARIBO
20/06/2025	C.E.F	BACS4	651.06		EMERGENCY PACK / PANELS
20/06/2025	TRAVIS PERKINS Trading	BACS5	96.02		CEMENT / NON SLIP SLABS
20/06/2025	FILCRIS LTD	BACS6	425.02		PLASTIC BRONW PLANK

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/06/2025	TOTAL GAS & POWER	BACS7	20.13		MAY GAS
20/06/2025	Brewers and Sons Ltd	BACS8	166.23		PAINT FOR PLAYGROUNDS
20/06/2025	AMAZON	BACS8	26.99		LARGE DOMINOES
20/06/2025	LEWES CAB	BACS10	13,000.00		CITIZENS ADVICE SLA
23/06/2025	The Fuelcard People	DD	139.48		fuel
23/06/2025	HEALTH ASSURED LTD	DD1	60.00		EAP 19/06-18/07
23/06/2025	TOWER LEASING LIMITED	DD2	110.67		RENTAL PHONE
23/06/2025	KINTO UK LTD	DD3	499.74		VEHICLE LEASE
23/06/2025	CITRUS HR	DD4	252.00		SAFE HR 20/06-19/07
23/06/2025	Credit Card A/c	MAYCC	319.02		MAY CC
23/06/2025	WORLDPAY	WP2306	0.41		CARD CHARGES
24/06/2025	Mailserve LTD	BACS9	125.94		POSTAGE INK
25/06/2025	JUNE SALARIES	JUNE PAY	29,714.60		JUNE SALARIES
25/06/2025	HMRC	121163	10,840.30		JUNE SALARIES
26/06/2025	RK PANKHANIYA	BACS	50.00		RK PANKHANIYA REFUND
26/06/2025	CTLA	BACS1	118.00		CTLA REFUND
26/06/2025	EAST SUSSEX PENSION FUND	BACS2	10,567.47		JUNE SALARIES
26/06/2025	AMP Services	BACS2	801.31		EQUIPMENT SERVICE
26/06/2025	MARTLET MPBILITY SERVICES	BACS3	120.00		CHANGING PLACES SERVICE
26/06/2025	AMP Services	BACS4	40.00		STRIMMER CHECKS
26/06/2025	CASTLE WATER	BACS5	52.82		MAY WATER - COMM HOUSE
26/06/2025	BT	BACS6	65.94		TELEPHONES JUNE
26/06/2025	R.J.Meaker Fencing Ltd	BACS7	54.20		SLEEPERS
26/06/2025	Business Sream	BACS8	199.80		WASTE 12/03-11/06
26/06/2025	Heatcraft And Ventilation ltd	BACS9	241.20		AIR CON TESTING
26/06/2025	FOCUS GROUP	DD	40.66		credit for services
27/06/2025	TOTAL GAS & POWER	DD5	131.80		MAY GAS
30/06/2025	Pitney Bowes LTD	DD	2.51		clear balance for postage
Total Payments			138,846.11		



Committee:	Policy & Finance	Agenda Item:	PF1137
Meeting date:	22 nd July 2025	Authors:	Town Clerk
Subject:	Centenary Park CCTV		
Purpose:	To discuss		

Recommendation(s):

To consider whether to purchase additional equipment for the CCTV system at Centenary Park.

1. Background

CCTV is currently available at Centenary Park with cameras mounted on the Gateway Café and overlooking the car park areas. The problem is that the CCTV system currently cannot be remotely accessed or controlled, meaning that when Police want to request footage, they need to request this via a 3rd party company, who then have to physically send someone to the Café to retrieve the footage, it also means that if there is a fault with the system, we do not know about it until we try to access footage.

Through the Public Safety Working Group, there has been discussion about linking the system up directly to the police, however, some additional equipment is required for this, which has been quoted at £2349.91+VAT, however, this cost includes a 5G router and data plan, which will then continue to cost the Council £672 per annum in data costs.

It was previously reported to Council that our IT providers were investigating options around using an existing internet connection to reduce this cost – this has now happened and unfortunately, making use of the existing internet connection is not possible.

The new set up would allow Sussex Police to remotely view and control cameras at the park, there may be some possible sources of grant funding through Sussex Police, which is something that could be referred back to the public safety working group to investigate and if a suitable scheme is available, make application for.

2. Options for Council

- a. To agree with the works at £2349.91 and £672 annual fee.
- b. To decide where funds should come from.
- c. To not agree to proceed at this time and refer the matter back to the Working Group

3. Reason for recommendation

Following discussions with Sussex Police and through the Public Safety Working Group.

4. Expected benefits

Public safety and crime reduction at Centenary Park.

5. Implications

5.1 Legal	Localism Act 2011
5.2 Risks	Ensuring security of data being transmitted.
5.3 Financial	£2349.91 plus £672 per annum.
5.4 Time scales	
5.5 Stakeholders & Social Value	Sussex Police, Park Users, Gateway Café.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Positive impact.
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

7. Appendices

Title	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	31/12/2030
Resources	Officer time and finance which could come from budgets, CIL, grants, and any other means
Measures of Success	Achieve net zero carbon

Actions Required	
Action	Position
Carbon literacy/ climate change training undertaken by staff and Cllrs	Underway
Complete analysis of current level of emissions from all scopes of PTC functions	Underway
Develop costed action plan of measures needed to achieve net-zero	Not Started
Agree a system of monitoring and overseeing implementation of measures	Not Started
Be assessed as achieving net-zero	Not Started

Notes/ Evidence
All staff have undertaken, some Cllrs have
Assessments of buildings underway

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Town Clerk

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BN10 8BB.

Committee:	Policy & Finance	Agenda Item:	PF1139
Meeting date:	22 nd July 2025	Authors:	Town Clerk
Subject:	Terms of Reference for joint Working Group with Telscombe Town Council on Closer Working		
Purpose:	To decide		

Recommendation(s):

To consider whether to start a review into the possible Terms of Reference for a closer working with Telscombe Town Council Working Group.

1. Background

This item has been discussed several times previously at Full Council, in March 2024 it was agreed to defer the item for 6 months, and in October 2024 it was agreed to not proceed with the Working Group.

The item came up again at the Full Council meeting on 24th June 2025, where it was agreed to refer the Working Group Terms of Reference back to this Committee, and to have an informal Councillor meeting to discuss possible ways forward. This meeting took place on 7th July 2025, and it was generally felt that a couple of joint informal meetings with Telscombe Town Council Councillors and Clerk would be useful before progressing into a more formal Working Group.

2. Options for Council

- a. To decide whether to start a review of the Terms of Reference for a possible working group.
- b. To take no action at this time and await the outcome of informal meetings first.

3. Reason for recommendation

Following on from recent Council decision.

4. Expected benefits

To be considered by the Working Group.

5. Implications

5.1 Legal	Legislation relating to Community Governance Reviews
5.2 Risks	
5.3 Financial	None at this stage
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 type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

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

7. Appendices

Copy of Draft terms of reference.

Peacehaven & Telscombe Merger

Working Group - Draft Terms of Reference

1. Background

1.1. Peacehaven & Telscombe Town Councils have resolved that a joint working group be established with the aim to explore options of grouping and merging the two town councils.

2. Purpose/Objectives

2.1. The purpose of the working group is to investigate the feasibility and implications of all possible options for closer working, up to and including merging the existing Peacehaven Town Council and Telscombe Town Council into a single new council serving both towns.

2.2 The Working group objective is to bring a report on the feasibility of all possible options for consideration and discussion at both town councils.

3. Principles

3.1. In establishing the working group, it is deemed appropriate that the group is provided with and accepts these terms of reference.

3.2. The working group membership shall remain balanced between the town councils and any political affiliations.

3.3. The working group membership shall be restricted to members and Officers of Peacehaven Town Council and Telscombe Town Council in the first instance, although the group may consult with any person for the purpose of achieving their objectives.

3.4. The working group is not delegated any financial or decision-making authority.

3.5. Peacehaven and Telscombe Town Councils retain autonomy over their decisions, and each must vote separately and independently on any recommendation from the working group.

4. Tasks and activities

4.1. The working group will investigate:

a. The financial implications of merging the two councils, including budgets, reserves, assets and liabilities, staff costs and council tax levels

b. The administrative implications, including payroll, IT systems, procedures, premises and democratic representation

c. The service implications for residents and businesses currently provided separately by each council

- d. The legal process and legislative requirements surrounding each possible option
- e. The views and preferences of residents, businesses and other stakeholders in both towns
- f. All possible options such as shared services or closer partnership working without full merger
- g. Examples and experiences of other town councils that have merged

5. Roles and Responsibilities

5.1 The working group will carry out the following roles:-

- a. Review financial reports, budgets, procedures and legal documentation
- b. Conduct an initial feasibility study and analysis
- c. Engage with both existing town councils and senior officers
- d. Undertake community and stakeholder consultation in both towns
- e. Compare with other examples of council mergers

6. Decision Making

6.1. The working group has no decision-making authority and may only produce recommendations for each Council to consider.

7. Conduct

7.1. It is expected that all working group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the working group will declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work being undertaken.

7.2. The working group shall apply the following principles:-

- a. Be clear and open when their individual roles or interests are in conflict.
- b. Work together for the benefit of the communities established in the Towns.
- c. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d. Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.

e. Actively promote equality of access and opportunity.

8. Group Membership – Initial Feasibility Stage

8.1. Subject to ratification by both Town Councils, the working group will be formed from Town Councillors and Council Officers.

8.2. Each Town Council may appoint 4 members and 1 Council Officer to the working group.

8.3. The working group shall agree amongst themselves which member of the group shall Chair the meeting and another member to take notes.

9. Meetings & Voting

9.1. The working group will keep notes of meetings which will be open to public scrutiny.

9.2. The notes of each meeting will be taken back to each Town Council for review.

10. Finance

10.1. No financial resources are allocated to the working group – if the group considers a need for expenditure, this must be made as a recommendation for the respective Town Council (or relevant Committee of the Town Council) to consider.

10.2. Free of charge room hire may be requested for meetings from either Town Council, which the Town Council shall grant subject to availability.

11. Changes to the Terms of Reference

13.1. These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.

14. Dissolution of the Group

14.1. The working group shall be dissolved immediately upon presenting its completed report setting out findings and recommendations on whether merging the two town councils is desirable and feasible to each respective Council.

George Dyson
Town Clerk

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Community House,
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BN10 8BB.

Committee:	Policy & Finance	Agenda Item:	PF1140
Meeting date:	22 nd July 2025	Authors:	Town Clerk
Subject:	Dog Wash Station Proposal		
Purpose:	To agree		

Recommendation(s):

To agree to the Pristine Paws agreement, and to allow the Parks Officer to agree the final siting of the unit.

1. Background

At the last Committee meeting in May, it was agreed in principle to proceed with the Dog Wash station agreement, since then, Officers have worked on the agreement with Pristine Paws, and a final draft is now included in the appendices for Committee to consider.

The only other outstanding matter is the exact siting of the unit, which it is suggested could be delegated to the Parks Officer to agree with Pristine Paws.

2. Options for Council

- a. To approve the agreement with Pristine Paws, and that the Clerk can proceed to execute this.
- b. To agree that the Parks Officer agrees the siting of the unit.
- c. To not agree with the agreement or siting arrangements and request further amendments.

3. Reason for recommendation

In line with previous Leisure & Amenities, and Policy & Finance Committee meeting decisions.

4. Expected benefits

New amenity, income generation for Council, increased use of park, increased custom to Gateway Café.

5. Implications

5.1 Legal	Localism Act 2011
5.2 Risks	
5.3 Financial	£100 per month profit to PTC.
5.4 Time scales	To progress quickly on agreement of terms.
5.5 Stakeholders & Social Value	Benefit for dog walkers.
5.6 Contracts	
5.7 Climate & Sustainability	Considered by LA&E Committee – resolved to progress.
5.8 Crime & Disorder	Risk of vandalism – insured by Pristine Paws, CCTV in area.
5.9 Health & Safety	Professionally installed and commissioned, Risk Assessment to be provided
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input 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"/>

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

7. Appendices

Agreement with Pristine Paws

JOINT VENTURE AGREEMENT

This Joint Venture Agreement (the “Agreement”) is entered into on this ____ day of _____, 2025, by and between:

1. Pristine Paws Limited, a company incorporated under the laws of the United Kingdom, having its principal place of business at 1 Wychwood Farm House, Brighton Road, Shermanbury RH13 8HE (“PP”)

2. Peacehaven Town Council, having its principal place of authority managed at Community House, Greenwich Way, Peacehaven BN10 8BB (“PTC”).

Hereinafter collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

- WHEREAS, PP specializes in providing self-service dog wash machines;

- WHEREAS, PTC oversees the management of Centenary Park, including the Gateway Café and all visitors who use the facility and seeks to provide additional amenities for its visitors, including pet services;

- WHEREAS, the Parties wish to enter into a joint venture for the purpose of installing and operating a dog wash machine at a designated location, with the intent of PP paying a ground rent from the area.

NOW, THEREFORE, the Parties agree as follows:

1. 1. PURPOSE OF JOINT VENTURE

The purpose of this Agreement is to install and operate a self-service dog wash machine (the “Dog Wash Machine”) at PTC’s property located in Peacehaven and for PP to pay a monthly ground rent of £100 plus cost of amenities (power and electricity) used.

2. RESPONSIBILITIES OF THE PARTIES

2.1 Responsibilities of PP

- PP will provide and install the Dog Wash Machine at PTC's designated location with a suitable protective structure.
- PP will install the 'first fix' of power and electricity (both metered) and access to the waste
- PP will be responsible for maintaining the machine, ensuring it remains in working condition, and performing any necessary repairs.
- PP will supply the consumables (shampoo, conditioner, etc.) for the Dog Wash Machine and ensure it is restocked as needed.

2.2 Responsibilities of PTC

- PTC will provide the space for the installation of the Dog Wash Machine at the designated location and ensure access to water, waste and electricity.
- PTC will promote the availability of the Dog Wash Machine as part of its services offered to visitors and guests.
- PTC will assist in ensuring the machine remains accessible during normal operating hours of the location.

3. GROUND RENT

- The Parties agree to a monthly ground rent payable by PP to LLG of £100 ex vat.
- Cost of Utilities used by the Dog Wash Machine will be based upon £0.20 per 10-minute wash and will be calculated and paid by PP to LLG on a monthly basis. However, actual costs will be reconciled each quarter using the meters installed.

4. TERM AND TERMINATION

4.1 Term

This agreement shall commence on the date of the successful installation of the machine which is targeted to be **XXXXX, 2025**. This agreement shall come to an end on **XXXXX 2025 (12 months after)** with no notice period needing to be given by either party. On termination of the agreement PP agrees to remove the machine within 30 days at their expense. At the end of the agreement period aforementioned PP and PTC will explore if an extension and further profit share agreement is viable and if it is a new agreement will be entered into by both parties on mutual consent. Should either party not wish to pursue a further term then the agreement will come to an end. There is no implied longer licence term at this stage and any longer term must be agreed to in writing including the profit share amounts.

5. EXPENSES

Each Party will bear its own costs and expenses related to the performance of this Agreement unless otherwise agreed in writing. Maintenance and repair costs for the Dog Wash Machine will be borne by PP.

6. INDEMNIFICATION

Each Party agrees to indemnify and hold harmless the other Party from and against any and all claims, damages, liabilities, and expenses (including reasonable legal fees) arising out of or related to the negligence or wilful misconduct of the indemnifying Party in connection with this Agreement.

7. CONFIDENTIALITY

The terms of this Agreement and any confidential information disclosed by either Party in connection with this Agreement shall remain confidential and shall not be disclosed to any third party without the prior written consent of the other Party.

8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of United Kingdom, without regard to its conflict of laws principles.

9. DISPUTE RESOLUTION

In the event of a dispute arising out of or in connection with this Agreement, the Parties agree to first attempt to resolve the dispute through good faith negotiations. If the dispute cannot be resolved, it shall be submitted to mediation or arbitration.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes all prior discussions, agreements, or understandings of any kind.

11. AMENDMENTS

This Agreement may only be amended by a written instrument signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Venture Agreement as of the date first written above.

****Pristine Paws****

Signature: _____

Name: Dave Smith

Title: Director

Date: _____

****PTC****

Signature: _____

Name: _____

Title: _____

Date: _____



Committee:	P&F	Agenda Item:	PF1141
Meeting date:	22 nd July 2025	Authors:	Meetings & Projects Officer
Subject:	Mayor's Handbook Report		
Purpose:	To agree the way forward with the Mayor's handbook review		

Recommendation(s):

To agree the review of the Mayor's handbook commences when a Civic and Events Officer is in post.

1. Background

At the CCE Committee meeting on 1st July 2025, under CCE565 TO AGREE TO THE RECOMMENDATION FOR A REVIEW OF THE MAYOR'S HANDBOOK, it was agreed that the mayor's handbook be reviewed and be passed to the P&F Committee's next meeting.

In consideration that PTC does not currently have a Civic Officer in situ, and that there is currently a live job vacancy for a Civic & Events Officer, it may be prudent to wait until the vacancy is filled before beginning the review of the Mayor's handbook.

In addition, any agreed revisions to the handbook would only take effect in the new Mayoral year in May 2026, and the current Mayor's handbook will continue to be followed up until that point.

Options for Council

The Mayor's handbook review to commence:-

- when a Civic & Events Officer is in post.
- now.
- At another time.

Reason for recommendation

A Civic and Events Officer will be working closely with the Mayor of Peacehaven, which will help ensure that any revisions will be fitting and suitable to requirements.

Expected benefits

A fitting and suitable Mayor's handbook.

2. Implications

5.1 Legal	-
5.2 Risks	-
5.3 Financial	-
5.4 Time scales	The new handbook is to be in place by May 2026
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	-

3. 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"/>

<p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>None</p>
--

4. Appendices

None

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Policy & Finance	Agenda Item:	PF1142
Meeting date:	22 July 2025	Authors:	Responsible Financial Officer
Subject:	Bereavement Services & Burial Costs		
Purpose:	To agree to pay outstanding amount		

Recommendation(s):

To agree

1. Background

Brighton & Hove City Council have recently been in touch regarding burial fees for Peacehaven residents. It seems there has been some historic agreement that Peacehaven Town Council would pay a portion of burial fees to BHCC for Peacehaven residents to reduce their costs.

This has not been paid since 2009.

The Town Clerk has sought legal advice and spoken with BHCC who have agreed that anything older than 6 years is not enforceable as the debt has never been acknowledged as due by the debtor.

The amount due from April 2019 – May 2025 is £8,484.

2. Options for Council

To agree to pay this balance from the remaining earmarked reserve amount in service charges which have now been fully settled with HTC for the Maintenance and Service charges for the meridian centre of £5,347.96 and the rest totalling £3,136.04 from the service charges current year code which does not have a budget but will essentially be taken from General reserves at the end of this financial year.

3. Reason for recommendation

To clear outstanding amounts due.

4. Expected benefits

Reduces residents burial costs in Brighton

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	The amount is not budgeted so an overspend of £3,136.04 will be recorded in the I&E and the remaining amount in the Earmarked Reserve will be spent.

5.4 Time scales	
5.5 Stakeholders & Social Value	Reduces burial costs for Peacehaven residents wishing to be buried in Brighton
5.6 Contracts	New contract to be looked into – see separate report.
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 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

Interments of late Peacehaven Residents	Exclusive Right of Burial	Interment	Total	Value of savings to residents
Period 1st April 2009 to 31st March 2010	£ 672.00	£ 1,232.00	£ 1,904.00	£6,384.00
Period 1st April 2010 to 31st March 2011	£ 672.00	£ 1,008.00	£ 1,680.00	£5,954.00
Period 1st April 2011 to 31st March 2012	£ 336.00	£ 560.00	£ 896.00	£3,053.00
Period 1st April 2012 to 31st March 2013	£ 944.00	£ 1,730.00	£ 2,674.00	£11,440.00
Period 1st April 2013 to 31st March 2014	£ 84.00	£ 560.00	£ 644.00	£2,968.00
Period 1st April 2014 to 31st March 2015	£ 420.00	£ 784.00	£ 1,204.00	£6,227.00
Period 1st April 2015 to 31st March 2016	£ 168.00	£ 224.00	£ 392.00	£2,760.00
Period 1st April 2016 to 31st March 2017	£ 588.00	£ 1,008.00	£ 1,596.00	£11,710.00
Period 1st April 2017 to 31st March 2018	£ 504.00	£ 896.00	£ 1,400.00	£10,804.00
Period 1st April 2018 to 31st March 2019	£ 336.00	£ 560.00	£ 896.00	£7,047.00
Period 1st April 2019 to 31st March 2020	£ 756.00	£ 1,008.00	£ 1,764.00	£14,899.00
Period 1st April 2020 to 31st March 2021	£ 504.00	£ 672.00	£ 1,176.00	£10,560.00
Period 1st April 2021 to 31st March 2022	£ 504.00	£ 672.00	£ 1,176.00	£10,824.00
Period 1st April 2022 to 31st March 2023	£ 588.00	£ 784.00	£ 1,372.00	£13,202.00
Period 1st April 2023 to 31st March 2024	£ 840.00	£ 1,120.00	£ 1,960.00	£35,830.00
Period 1st April 2024 to 31st March 2025	£ 252.00	£ 672.00	£ 924.00	£15,963.00
Period 1st April 2024 to 14/05/2025		£ 112.00	£ 112.00	£1,938.00
TOTAL			£21,770.00	£171,563.00

INTERIM WORKING GROUP COMMUNITY BUILDINGS (COMMUNITY HOUSE AND THE HUB)

Meeting 8th April at Community House 6.30pm to 7pm.

Attendees . Cllrs Veck, Griffiths, Davies and Gallagher

Cllr Gallagher offered to take notes ,this was agreed.

First task to set Terms of Reference.

Town Clerk had produced a possible Terms of Reference which Cllr Gallagher had queried with him as not appropriate for “Interim Group* which was setting a practical plan with dates and figures on two existing projects.

TC had advised Group needed to set T of R .

Some members wanted to look at policy whilst others were more actions focused.

Cllr Gallagher read out a start T of R to be discussed.

Purpose

To identify items needing extra funding

To produce a Business Plan for Expression of Interest for CIL (If appropriate)

OBJECTIVES

1. To identify current status of project
2. To identify what reports or information is missing
3. Start to compile a Business Plan
 - To include
 - Environmental
 - Legal
 - Construction Regulations including Planning and Building Regulations.
 - Design
 - Capital Costs
 - Revenue income and expenditure (running Costs
 - Support from Community
 - Cost/Benefit Anyalsis.
 - Establish Time line.

ACTION AGREED

After 15 mins this discussion was paused and the suggestion was made that the Town Clerk would need to be consulted.

Final 15 minutes was used to look at the latest copy of the 10 year plan for Community House sent out by Town Clerk.

10 Year Plan spreadsheet is 4 pages Landscape many items marked done

Page 1

Outstanding

1. Rooms and Circulation Spaces

Flooring , painting £42,000

All painting done? Flooring in some areas done the remaining ones will be affected by Morrisons ? Town Clerk to update

2. Fire Doors and Compartmentalisation Amounts in Condition Survey £4500 and £21,000

Fire survey completed . Estimate from one company after full assessment

£65K for Fire doors and compartmentalisation £80K

Town Clerk to update

Page 2

3. Mains Room

Various Light fittings /sockets / Mains Circuit Boards Approx £24,000

Question , Have these been done ? Can in House Electrician do these ? Will Buildings Regulations sign off be needed ? Electrician working through
Town Clerk to update

4. SOLAR PANELS AND INVERTERS £25000

What has been done ? Part of Ovesco Renewable Heating?

No progress

Decarbonisation report from Auditel and BHESCO report for CH

Town Clerk to update

FIRE ALARM WHAT IS HAPPENING ? DETACHED ?

5. PUMP and IHW Timers

Heating , hot water and further solar panels Approx £60,000

Company contacted , they have advised that for Heat Pumps insulation needs to be checked to sure heating will be affective

Gas is alternative.

6. Roof

Mansard Question has it been done? £4000

Roofs over older areas are unlikely to have insulation.
Last roof replacement 2004/2007. Minimal Building Regs re insulation at that time
Adding retrospective insulation challenging.

Professional Roofer needs to estimate if over £30k will need tender

PAGE 3

7. External Construction

Roof	£62,000 Yr 1	Total £122K
External Doors	£20,500	
External Windows	£26,600	
Fascia and Soffits	£1,500	

Morrisons works will affect.

Walls and windows insulation , or not? Needs to be 100mm or above.

“CIGA accredited installer to undertake a boroscope survey to confirm there is no existing cavity wall insulation and advise if it is appropriate.”

Boiler Room	£50,000	PRIORITY
-------------	---------	-----------------

2 Fossil fuel Boilers to be replaced with new piping, radiators, underfloor heating
????

Hot water and Air conditioning	£10,000	
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How much has in house electrician done ? Town Clerk to update

FIELDS AND ROBSON	£10,000	
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Boiler replacement

PAGE 4

CAVITY WALL INSULATION

Town Clerk to update see comments re walls above

Week Commencing 9th June additional information supplied by RFO and added in red,

Additional Information

Slip Test carried out in reception ? Costs, recommendations /Time frame

Cavity Wall investigations , Costs?

WORK IN PROGRESS

COMMUNITY HOUSE

[illegible]

Hub day to day	Income	PA		
Nursery rent		£13,500		
Other Rent - approx		£10,000		
Day to day Costs (inc maintenance)		£10,920		
		£12,580		

Capital Costs The Hub	Estimate	True Costs	Financed by ?
Replacement Roof & heating system & Solar Panel installations	£168,000	N/A	CIL

Community House	Estimate	True Costs	Financed by ?
Replacement Roof	N/A		
Replacement Heating	N/A		
Fire Doors & Compartmentation	£180,000	N/A	