

George Dyson
Town Clerk

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



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

Policy & Finance Committee

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

19th November 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 25th November 2025 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF1168** CHAIR'S ANNOUNCEMENTS.
2. **PF1169** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1170** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1171** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1172** TO ADOPT THE COMMITTEE'S MINUTES OF 7th October 2025
6. **PF1173** 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. **PF1174** TO NOTE THE INTERIM INTERNAL AUDIT REPORT
8. **PF1175** TO RATIFY THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE.
9. **PF1176** TO AGREE 2026/27 ROOM HIRE CHARGES
10. **PF1177** TO AGREE RECOMMENDATIONS ON MUSIC LICENCE FEES
11. **PF1178** TO AGREE RECOMMENDATIONS ON A COMMUNITY WALL PROJECT
12. **PF1179** TO AGREE TO RECOMMEND THE 2026/27 DRAFT BUDGET TO COUNCIL
13. **PF1180** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
 - a. Audit Working Group
 - b. Community Buildings Working Group
14. **PF1181** DATE OF NEXT MEETING – TUESDAY 10TH FEBRUARY 2026
15. **PF1182** 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. **PF1183** UNPAID INVOICE REPORT
17. **PF1184** TO AGREE 2026/27 RENT INCREASES

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

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

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

Two members of the public were in attendance.

1. PF1148 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. PF1149 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

A member of the public spoke about a lack of a Town flower, and that there is a suggestion that the white Peace Poppy could be adopted as a Town flower.

Another member of public representing the Peacehaven and Telscombe Bowls Club spoke to the Committee about the membership and benefits of the Bowls Club, particularly in relation to item PF1155 on the agenda.

3. PF1150 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Veck and Cllr Sharkey.

Cllr Gallagher was substituting for Cllr Sharkey.

4. PF1151 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1152 TO ADOPT THE COMMITTEE'S MINUTES OF 22nd JULY 2025.

Cllr Campbell asked a question about whether the CCTV is actively monitored by Sussex Police, the Clerk confirmed that it wasn't actively monitored but could be accessed and controlled live.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
The minutes of 22nd July 2025 were **agreed** and **adopted**

The Chair brought forward item PF1155

6. PF1155 TO DISCUSS THE BOWLS CLUB LEASE

Cllr Gallagher asked how the invoicing for services to the Bowls Club is reported on the income and expenditure report, and also within the terms of the lease, whether in practice there is public access to the green.

Cllr Gallagher also spoke about the lease referring to the Bowls Club building, the type of lease that is being entered into, and concerns that the Bowls Club are not seeking professional advice on the lease.

Cllr Griffiths highlighted that the Council have always charged this as ground rent as the Council does not own the building.

Cllr Donovan raised concerns that the signing of this new lease is quite overdue, and that we should look to proceed with this.

Cllr Davies raised concerns about why this lease has taken so long to progress, why the rent is so low at just £150 per year, and concerns about the Bowls Club not taking legal advice.

It was proposed that the Committee suspend Standing Orders to address the representative of the Bowls Club.

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

Standing Orders were suspended at this point.

There was a further discussion with the representative of the Bowls Club, about the process of developing the lease.

Cllr Davies raised concerns that the lease had not been to Committee or Council previously. The Clerk explained that it is a lease renewal and standard business for the Council.

Standing Orders were reinstated.

The Chair directed that there would be further discussion on some of the lease details under the Confidential section of this meeting.

7. PF1153 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

Cllr Gordon-Garrett asked about the high income percentage, which the RFO confirmed is due to the second precept payment being received.

Cllr Campbell asked about the expenditure on the Hub, noting that the additional support for the Hub has not been put on here yet.

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

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

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

c. Income & Expenditure report.

Committee **noted** the income and expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

The RFO clarified that this report is only showing the current financial year's expenditure.

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

- f. List of payments (for approval).

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies.
Committee **resolved** to **approve** the list of payments.

8. PF1154 TO RECEIVE THE 2024/25 EXTERNAL AUDITORS REPORT AND CERTIFICATE

The Clerk introduced the item, highlighting the outstanding report. Cllr Davies added his thanks to the Officers.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
Committee **resolved** to **approve** the review of the External Auditors Report and receive the Certificate of completion of audit.

9. PF1156 TO REVIEW COMMUNITY AND BUSINESS PLAN ITEMS

There was a brief discussion about the Community & Business plan, that the 10-year plan for Community House is adopted, that the Net-Zero carbon resolution will be moved to the new Environment & Sustainability Committee.

It was suggested that a review of the Community & Business plan should involve some element of consultation with the public.

The Hub will also be moving under the Policy & Finance Committee due to the new Committee structure.

Cllr Campbell spoke about the importance of the external grants application item.

10. PF1157 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS COMMITTEE

It was proposed that the Committee ratify the recommendations of the Grants Committee,

Proposed by: Cllr Harman **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to ratify this recommendation.

11. PF1158 TO DECIDE ON A GRANT FOR HAVENS COMMUNITY CARS

The RFO summarised the application and why it has been deferred to the Policy & Finance Committee.

There was a discussion on Havens Community Cars and the benefit to Peacehaven residents.

It was proposed to award £3000 to Havens Community Cars, as per their Grant application.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
Committee **resolved** to **agree** to this proposal by a majority vote of 5 in favour, 1 against, and 2 abstaining.

12. PF1159 TO AGREE TO A BUDGET FOR THE WAR MEMORIAL RESURFACING

Cllr Fabry left at this point (21:19)

It was proposed to agree with the recommendations in the report for the budget

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

It was proposed that Birch surfacing be used.

Proposed by: Cllr Harman

Seconded by: Cllr Donovan.

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

13. PF1160 TO AGREE BUDGET ALLOCATION FOR STAKEHOLDER MEETINGS ON THE HUB

The Clerk summarised the report, there was a discussion about the amount of money being requested as a maximum.

It was proposed that the Committee agree up to £750 from the NHDP budget.

Proposed by: Cllr Gallagher

Seconded by: Cllr Davies

Committee **resolved** to **agree**

14. PF1161 TO NOTE A REPORT ON DEVOLUTION OF ASSETS

The Clerk summarised the report.

Cllr Campbell asked about the protections for the Leisure Centre once Local Government Reorganisation takes place.

Cllr Gallagher advised that Lewes District Councillors have already asked for a full report on Wave Leisure.

Cllr Davies spoke about the importance of protecting the assets highlighted.

Committee **noted** the report on devolution of assets.

15. PF1162 TO SET UP A TFG TO MEET WITH REMEDY CONSULTING ON PHASE 1 OF THE HUB PROJECT

It was proposed to agree to form the TFG.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher

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

TFG members to include: Cllr Gallagher, Cllr Campbell, and Cllr Alexander

16. PF1163 TO NOTE SUSSEX POLICE'S NOTICE TO VACATE THE POLICE ROOM IN COMMUNITY HOUSE

Committee **noted** the report.

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

- a. Audit Working Group

The Committee **noted** the report in the papers.

- b. Community Buildings Working Group

Cllr Gallagher summarised the work that the TFG have been doing, particularly in relation to Community House.

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

The next meeting was confirmed as Tuesday 25th November 2025 at 7.30pm.

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

Proposed by: Cllr Donovan

Seconded by: Cllr Davies

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

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

Cllr Campbell left at this point (21:56).

20. PF1167 UNPAID INVOICE REPORT

The RFO summarised the unpaid invoice report, which the Committee **noted**.

21. PF1155 TO DISCUSS THE BOWLS CLUB LEASE

This item was followed on from the item in the public session, to discuss lease details under the confidential heading.

The RFO and Clerk were asked to get answers to 7 questions posed by the Committee.

It was proposed that the Committee recommend that Full Council agree to this lease, subject to satisfactory answers to the questions put forward.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher.

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

There being no further business, the meeting was closed at 22:17.



Committee:	Full Council	Agenda Item:	PF1173(a)
Meeting date:	25 th November 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 middle of **month 8 (November 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 September 2025 & 31 October 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 **55.6% of the budgeted expenditure** has been spent so far, and **102.3% of the budgeted income** has been received as at the middle of month 8 (Nov 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 September & October 2025**
- **Bank reconciliation statement for cashbook 1 – September & October 2025**
- **Bank reconciliation statement for cashbook 2 – September & October 2025**
- **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – September & October 2025**
- **Bank Reconciliation statement for Unity Trust Instant Access Account – September & October 2025**
- **Credit Card reconciliation statement – September 2025**
- **Detailed income and expenditure month 8 (Mid-November 2025)**
- **Detailed balance sheet month 8 (Mid- November 2025)**

Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		-9.00
G Dyson CC	30/09/2025		-322.01
			<u>-331.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-331.01
<u>Unpresented Receipts (Plus)</u>			
22/09/2025 AUG CC		331.01	
			<u>331.01</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

STATEMENT FOR G DYSON

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

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

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

Date	Description	Amount
29 Jul 2025	CCL COMPUTERS LIVERPOOL LND	197.94
300785383905	ELECTRONIC SALES	
30 Jul 2025	eBay O*06-13391-01900 INTERNET	17.91
310705184895	DEPARTMENT STORES	
4 Aug 2025	PAYPAL *FAMILYTREE FA 35314369001 GBR	23.90
070881402255	VARIETY STORES	
4 Aug 2025	EB *TEA AMP CAKE WITH 801-413-7200 ENG	20.00
050815122625	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
14 Aug 2025	ASDA STORES Brighton	30.26
150885481475	GROCERY STORES, SUPERMARKETS	
28 Aug 2025	CARD FEE	32.00
5 new purchases / cash advances. Total of spending.		£322.01



**CCL**www.cclonline.com

01274 471 201

sales@cclonline.com**INVOICE**
4605233Order Date: **29/07/2025**Order: **4991071**Payment: **Stripe**Ship Date: **31/07/2025**Account: **W3620595**Invoice Date: **31/07/2025**Invoice
AddressGeorge Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BBDelivery
AddressGeorge Dyson
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

#	Item	Qty	Serial Numbers	Unit Price	Total inc VAT	VAT Code
001	UP50378 (10122186) PowerWalker VFI 1000 AT UK 1000VA 900W UPS	1	320344EQ30000007	193.99	193.99	S
F1	Delivery - Standard Delivery				3.95	S

VAT Code	Goods Total	VAT Rate	VAT Amount
S	164.95	20.00%	32.99

TOTAL inc VAT**£ 197.94**

4302/100 latchers shutters



Order information

Buyer g.d.d_0
Seller yorkshiregardenservices
Placed on 30 Jul 2025
Payment method Credit card

Delivery address

George Dyson
Peacehaven Town Council, Community
House
Peacehaven, East Sussex BN10 8BB
United Kingdom

Order total

2 items £17.70
Postage Free
VAT * £0.21

Order total £17.91

*VAT collected on this transaction
based on applicable laws.

[Learn more](#)

Items bought from yorkshiregardenservices

Order number: 06-13391-01900

Quantity	Item name	Delivery service	Item price
2	Allett Front Roller/Drive Sprocket Bearing - AM81007 (277070945017)	Royal Mail 2nd Class	£15.66

42021300



Tax invoice

Invoice number	GBI-284687553	From: eBay (UK) Limited	Buyer's address: George Dyson	Post to: George Dyson
Date of invoice	30 Jul 2025	1 More London Riverside London, London SE1 2AF United Kingdom	Peacehaven Town Council, Community House Peacehaven, East Sussex BN10 8BB United Kingdom	
Date of supply	30 Jul 2025	VAT ID: GB 365 6085 76 Company reg. number: 37280281		
Order purchase date	30 Jul 2025			
Order no.	06-13391-01900			
Post from country	United Kingdom			

Invoice details

Item no.	Description	Quantity	Net unit price*	Net amount*	Postage*	Buyer fee***	Discounts	Taxable subtotal**	VAT rate	VAT amount**	Gross total
277070945017	Allett Front Roller/Drive Sprocket Bearing - AMB1007	2	£8.33	£16.66	£0.00	£1.04	£0.00	£1.04	20.0%	£0.21	£1.25
										Net amount	£1.04
										VAT	£0.21
										Total amount	£1.25

VAT breakdown

Rate	Taxable amount	VAT amount
20.0%	£1.04	£0.21
Total	£1.04	£0.21

*eBay has not applied VAT on the item and postage as eBay is not the seller

**eBay has collected VAT on the Buyer fee portion of this invoice only

***Fee for services provided by eBay



Invoice

Family Tree Folk
www.familytreefolk.co.uk
VAT Reg No GB178 8730 54

Family Tree Folk
Cedars Business Centre
Barnsley Road
Hamsworth, West Yorkshire, WF9 4PU
United Kingdom

Invoice
Number 4548
Date Aug 4, 2025

Customer service
+44 1977 624370
sales@familytreefolk.co.uk

Ship to
george dyson
Meridian Centre, Community Centre, Greenwich
Way
Peacehaven, East Sussex, BN10 8BB
United Kingdom
+44 1273 585493

Buyer
townclerk@peacehaven-town-council.gov.uk
Payment method Echeck

Items	Price	Quantity	Subtotal
Zebra Pen Black SKU AFPZBlack	£2.25	1	£2.25
Acroball Pen Blue SKU AFPAdBlue	£2.95	1	£2.95
A4 Acid Free Paper White 100gsm 100 sheets SKU PAPW100P	£10.95	1	£10.95
Zip Seal Bags 10 pack SKU A4ZB10	£1.99	2	£3.98
Family Tree Folk Shipping Charge 2 days	£4.75		£4.75

Items	£19.15
Shipping	£4.75
VAT	£0.00
Total	£23.99

Thank you for your order!



ORDN-4548

4332/110 Time Capsule
items

**Tea & Cake with the Mayor of Brighton & Hove and The
Mayor's Charities**
General Admission £10.00

Pavilion Gardens Cafe, New Road, Brighton and Hove BN1 1UG, United Kingdom

Monday, 18 August 2025 from 15:00 to 16:30 (BST)

Eventbrite Completed

Order information

Order no. 12979887893. Ordered by Deb*** Don**** on 4
August 2025 16:26



1297988789321261216393001

4331/110

Do you organise events?

Start selling in minutes with Eventbrite.
www.eventbrite.co.uk

Tea & Cake with the Mayor of Brighton & Hove and The Mayor's Charities
General Admission £10.00

Pavilion Gardens Cafe, New Road, Brighton and Hove BN1 1UG, United Kingdom

Monday, 18 August 2025 from 15:00 to 16:30 (BST)

Eventbrite Completed

Order information

Order no. 12979887893. Ordered by Deb*** Don**** on 4 August 2025 16:26



1297988789321261216373601

4331/110

Do you organise events?

Start selling in minutes with Eventbrite.
www.eventbrite.co.uk

ASDA

51 4916 06, September 10 '12 18 876.5

[illegible]

16.14 : 231 26

49 JULY 2015

246 620.27

DATE	RECEIVED	PAY
5.00%	19.46	0.00
20.00%	0.00	1.80
TOTAL		1.80

CID: 602020004010
 MS: 180262
 6/1/14 14:00:00.000000
 FAN 5/0: 01
 Date: 2014/01/01

Page: 11:13:26

SALE
ONLINE LESS
TOTAL: GBP:0.26
MY CARDHOLDER VERIFICATION
PAYMENT APPROVED
AUTH CODE: 043102
CARD ID: HF8ADY9RF 0014
BILL: 444425

[illegible]

DOI: 10.1002/for

40-80 mugs.

1946 VJ Day

$$4301/100 = 10.80$$

4332/110 - 19.46



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: 5476760181944102
Statement date: 28 August 2025
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
13 Aug 2025	KDS PLUMBING AND HEAT PEACEHAVEN ENG #	9.00
140855541965	PLUMBING & HEATING EQUIPMENT AND SUPPLIES	
1 new purchases / cash advances. Total of spending.		£9.00





KDS PLUMBING & HEATING SUPPLIES

KDS Plumbing & Heating Supplies Limited

UNIT C2 MERIDIAN INDUSTRIAL ESTATE, NEWTON ROAD, PEACEHAVEN, EAST SUSSEX, BN10 8JQ

Tel 01273 036836

Web www.kdssupplies.co.uk

Fax

Email peacehaven@kdssupplies.co.uk

Invoice to:

Cash A/C Peacehaven

Deliver to:

Cash A/C Peacehaven

Sales Invoice No. **PC10036888**

Original

Your Ref.	..
Invoice Date	13/08/2025 11:24:22
Customer No.	PC KDS CASH
Despatch Date	
Due Date	13/08/2025 11:24:22
Raised by	Peacehaven Counter
Source Order No.	
Page Number	1/1

Item Code	Description	Quantity	UOM	Unit Price £	Amount £	Dis %	Line Total £
C10	McALPINE bottle trap 1.1/2" C10	1.00	Each	7.50	7.50	0.00	7.50

4151/360

Sales Invoice

VAT Code	VAT Rate	Net Goods	VAT
G801	20.00	7.50	1.50
Your VAT ID			

Bank Details

Account Name: KDS PLUMBING & HEATING SUPPLIES LTD

Account Code: 53831868 Sort Code: 20-12-80

GOODS & LICENSES REMAIN STRICTLY THE PROPERTY OF THE VENDOR UNTIL PAID FOR IN FULL

Net Goods	£	7.50
Discount	£	0.00
Net Goods Less Discount	£	7.50
Net Delivery Charge	£	0.00
Net Goods & Delivery	£	7.50
VAT	£	1.50
Total	£	9.00

Company Reg No. 10084928 Registered Address 34 North Street, Hailsham, East Sussex, BN27 1DW

VAT Reg. 274361362

Delivery Method

Delivery Agent

Delivery Service :



PC10036888

Powered by intact

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		1,312,657.03
Current Account	30/09/2025		50,060.00
			<u>1,362,717.03</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	
19/09/2025 121174 Lewes District Council		771.20	
			<u>921.26</u>
			1,361,795.77
<u>Unpresented Receipts (Plus)</u>			
14/08/2025		5.00	
28/08/2025		10.00	
29/08/2025		0.50	
23/09/2025		24.00	
24/09/2025		40.00	
25/09/2025		4.80	
25/09/2025		93.00	
25/09/2025		60.00	
29/09/2025		125.00	
28/09/2025		424.64	
29/09/2025		192.00	
29/09/2025		2.50	
			<u>991.44</u>
			1,362,784.21
Balance per Cash Book is :			1,362,784.21
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

30/09/25 BALANCE

Today: 02 Oct 2025



PEACEHAVEN TOWN COUNCIL

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,305,300.66
Last night's balance	£1,312,657.03
Overdraft limit	n/a

Showing 2 transactions between 29/09/2025 and 30/09/2025 from 29/09/2025 to 30/09/2025

Date	Description	Money in	Money out	Balance
30/09/2025	Transfer TRANSFER 10701173 TRANSFER 10701173	£271.50		£1,312,657.03
29/09/2025	Transfer TRANSFER 10701173 TRANSFER 10701173		-£876.92	£1,312,385.53

Need to view older transactions?

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

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

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

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

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

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

30/09/25 BALANCE

Today: 02 Oct 2025



PEACEHAVEN TOWN COUNCIL

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£48,965.22
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 12 transactions between 29/09/2025 and 30/09/2025 from 29/09/2025 to 30/09/2025

Date	Description	Money in	Money out	Balance
30/09/2025	Transfer TRANSFER 30701211 TRANSFER 30701211		-£271.50	£50,060.00
30/09/2025	Funds Transfer POPE GW HALL HIRE FT	£247.50		£50,331.50
30/09/2025	Funds Transfer MURPHY AC DANCE FIT 2909 FT	£24.00		£50,084.00
29/09/2025	Transfer TRANSFER 30701211 TRANSFER 30701211	£876.92		£50,060.00
29/09/2025	Counter Credit A McGonigle SUSSEX PLAYER DEV. BG C	£37.00		£49,183.08
29/09/2025	Counter Credit Sussex Commu SCDA BGC	£184.01		£49,146.08
29/09/2025	Counter Credit L Holt BGC L Holt BGC	£119.00		£48,962.07
29/09/2025	Remittance KINGS CROSS C C 201658 REM	£763.35		£48,843.07
	Direct Debit			

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		12.40
			<u>12.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.40
		Balance per Cash Book is :-	12.40
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 30/09/2025

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20529105

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



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

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£12.33
30/09/2025	Credit Interest	Credit Interest	£0.00	£0.07	£12.40

Page number 1 of 2

Statement number 006

**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. 1713126. 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 30/09/2025
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Business Premium Account	30/09/2025		603.88
			<u>603.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			603.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			603.88
		Balance per Cash Book is :-	603.88
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Unity Trust Fixed Term Deposit	30/09/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			200,000.00
Balance per Cash Book is :-			200,000.00
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/10/2025
for Cashbook \$ - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	28/10/2025		0.00
G Dyson CC	28/10/2025		-43.50
			<u>-43.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-43.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-43.50
		Balance per Cash Book is :-	-43.50
		Difference is :-	0.00

Signatory 1:

Name .. . Signed Date

Signatory 2:

Name Signed Date

STATEMENT FOR G DYSON

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

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

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

Date	Description	Amount
3 Sep 2025	UNIQUE MAGAZINES NEWCASTLE UPOLND	7.92
040985383905	BOOKS, PERIODICALS AND NEWSPAPERS	
19 Sep 2025	ASDA STORES Brighton	35.58
220985481475	GROCERY STORES, SUPERMARKETS	
2 new purchases / cash advances. Total of spending.		£43.50

G 004401 BBA2268A

44897



UNIQUE magazines

INVOICE

Unique Magazines Ltd
Unit 2 Sands Industrial Estate
Swalwell
Newcastle Upon Tyne
NE16 3DJ

DATE:	11.09.2025
INVOICE NO:	UM1507802
PO No:	

Bill To:

Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
East Sussex
BN10 8BB

Deliver To:

George Dyson

Magazines:			Total								
Supply Single Issue;											
1 x Sussex Life	<table><tr><td>Date</td><td>Councillor 1</td></tr><tr><td></td><td>S.S.</td></tr><tr><td>Finance Officer</td><td>Councillor 2</td></tr><tr><td><i>[Signature]</i></td><td><i>me</i></td></tr></table>	Date	Councillor 1		S.S.	Finance Officer	Councillor 2	<i>[Signature]</i>	<i>me</i>		7.92
Date	Councillor 1										
	S.S.										
Finance Officer	Councillor 2										
<i>[Signature]</i>	<i>me</i>										
SUBTOTAL			£7.92								

PAYMENT DETAILS:

PAYMENT RECEIVED - THANKYOU

TOTAL £7.92

Thank You For Your Business!

Registered Address: Unit 2 Sands Industrial Estate, Swalwell, Newcastle upon Tyne, NE16 3DJ

VAT number 828 9586 64 Registration: 04842207

4. Refund policy

The following Refund Policy applies to both Direct Publications and Other Publications

We aim to always provide high quality Goods that are fault free and undamaged. On occasion however, goods may need to be returned. Returns are governed by these Terms and Conditions.

All paid Subscriptions are non-refundable. Subscriptions may be cancelled within fourteen days from the date the order is placed. An administration charge may apply. Unique Magazines Ltd will terminate the subscription transaction at the time of refund. This refund policy does not apply where Unique Magazines Ltd have failed to meet the needs of customer subscriptions i.e. none receipt of goods, poor publisher delivery performance. In these circumstances customer complaints on subscription services wishing to be cancelled will be dealt with independently.

Should you wish to cancel we can provide a refund on any issues outstanding subject to an administration charge of £5.

Alternatively, we may be able to change this to another subscription of equivalent value; however this is subject to our exclusive discretion.

If you wish to return Goods to us for any of the above reasons, please contact us using the details on the Contact Page to make the appropriate arrangements.

Complaints regarding non commencement of magazine subscriptions must be made within sixty days of order placement. Non delivery of individual magazines must be reported within thirty days of issue publication. Complaints received after this time will not be accepted.

We reserve the right to exercise discretion with respect to any returns under these Terms and Conditions. Factors which may be taken into account in the exercise of this discretion include, but are not limited to:

- Any use or enjoyment that you may have already had out of the issue and/or subscription;
- Any characteristics of the Issues and/or Subscriptions which may cause them to deteriorate or expire rapidly; and
- The fact that the Issues and/or Subscriptions consist or contain audio or video recordings or computer software and that the packaging has been opened;

Such discretion to be exercised only within the confines of the law.

Unique Magazines Ltd reserves the right to revise the terms of this Refund Policy. Any changes made will apply to all paid subscriptions after the date such changes were implemented.

5. No waiver

If you breach these terms and conditions and we take no action, we will still be entitled to use our rights and remedies in any other situation where you breach these terms and conditions.

6. Changes to the services and these terms and conditions

We reserve the right to change the Terms and Conditions at any time. You will be bound by any changes to the Terms and Conditions from the time changes are notified to you. If we are required to make any changes to Terms and Conditions relating to sale of Goods by law, these changes will apply automatically to any orders currently pending in addition to any orders placed by you in the future.

7. Governing law and jurisdiction

These terms and conditions and the relationship between you and us shall be governed by and construed in accordance with the Law of England and Wales and Unique Magazines Limited and you agree to submit to the exclusive jurisdiction of the Courts of England and Wales.

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 7 - Unity Trust Instant Access

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Unity Trust Instant Access	31/10/2025		12.40
			<u>12.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.40
		Balance per Cash Book is :-	12.40
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Peacehaven Town Council

Instant Access

60-83-01 • 20529105

Balance	Available
£ 12.40	£ 12.40

Balances are correct as of 13:22 on 11 November 2025

↓ Date	Description	Paid in	Paid out	Balance
30/09/25	Credit Interest	0.07		12.40

Date: 11/11/2025

Peacehaven Town Council

Page 1

Time: 13:20

User: Zhi

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 6 - Unity Trust Fixed Term Deposit

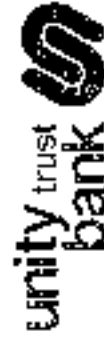
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Unity Trust Fixed Term Deposit	31/10/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>		0.00	0.00
			<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



Peasehaven Town Council

FT12

60-83-01 • 80185889

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

Balances are correct as of 13:22 on 11 November 2025.

There are no recent transactions to display

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Saver Account	31/10/2025		1,285,622.37
Current Account	31/10/2025		50,000.00
			<u>1,285,622.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/06/2024 121124	S GRAVENOR	50.00	
10/09/2025 121173	LEWES DC	1,500.00	
24/10/2025 121176	HMRC	11,522.12	
24/10/2025 121177	HMRC	11,131.10	
			<u>24,312.22</u>
			1,261,310.15
<u>Unpresented Receipts (Plus)</u>			
14/08/2025		5.00	
20/09/2025		8.50	
16/10/2025		47.70	
16/10/2025		40.00	
17/10/2025		60.00	
24/10/2025		100.80	
30/10/2025		109.20	
31/10/2025		60.00	
31/10/2025		100.00	
31/10/2025		126.40	
31/10/2025		194.36	
			<u>849.06</u>
			1,262,160.15
Balance per Cash Book is :-			1,262,160.15
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Business Premium Account	31/10/2025		603.66
			<u>503.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			603.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			603.88
		Balance per Cash Book is :-	603.66
		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 31 October 2025

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,235,622.37
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£603.88
.....	
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	963,719	963,719	0			100.0%	
1010 CIL Income	2,309	0	(2,309)			0.0%	2,309
1012 Football Foundation Fund	9,103	0	(9,103)			0.0%	9,103
1013 Income from Photocopying	213	400	187			53.3%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1100 Interest Received	8,263	4,000	(4,263)			206.6%	
1309 Other Income	161	500	339			32.2%	
General Administration :- Income	1,000,051	984,902	(15,149)			101.5%	11,412
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	275,213	530,494	255,281		255,281	51.9%	
4002 Employer N.I Contributions	35,417	57,000	21,583		21,583	62.1%	
4003 Employer Pension Contributions	52,636	93,000	40,364		40,364	56.6%	
4004 Overtime	1,693	4,000	2,307		2,307	42.3%	
4011 Training	643	2,500	1,857		1,857	25.7%	
4014 Staff Costs	149	750	601		601	19.9%	
4201 Purchase of Vehicles	2,915	5,000	2,085		2,085	58.3%	
4212 Mileage Costs	194	500	306		306	38.8%	
4301 Purchase of Furniture/Equipmen	383	1,500	1,117		1,117	25.5%	
4302 Purchase of Materials	191	500	309		309	38.2%	
4306 Printing	1,029	3,000	1,971		1,971	34.3%	
4307 Stationery	166	1,000	834		834	16.6%	
4308 Cllr Printing	331	1,500	1,169		1,169	22.0%	
4312 Professional Fees - Other	10,031	8,500	(1,531)		(1,531)	118.0%	6,072
4314 Audit Fees	2,444	3,000	556		556	81.5%	
4315 Insurance	14,121	13,500	(621)		(621)	104.6%	
4321 Bank Charges	565	1,150	585		585	49.2%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	1,018	3,000	1,982		1,982	33.9%	
4326 Telephones	1,838	3,500	1,662		1,662	52.5%	
4327 Computers	15,058	20,000	4,942		4,942	75.3%	
4333 Members Allowance	2,250	8,500	6,250		6,250	26.5%	
4334 Members Training	227	1,500	1,273		1,273	15.1%	
4341 Grants	4,558	10,000	5,442		5,442	45.6%	
4342 Subscriptions	5,916	8,000	2,084		2,084	74.0%	

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4356 EAP	350	600	250		250	58.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	429,368	791,994	362,626	0	362,626	54.2%	6,072
Net Income over Expenditure	544,518	164,743	(379,775)				
6000 plus Transfer from EMR	6,072	0	(6,072)				
6001 less Transfer to EMR	11,412	0	(11,412)				
Movement to/(from) Gen Reserve	539,178	164,743	(374,435)				
110 Civic Events							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	67	500	433		433	13.3%	
Civic Events :- Direct Expenditure	67	1,000	933	0	933	6.7%	0
4331 Mayor's Allowance	780	1,500	720		720	52.0%	
4332 Civic Events	471	2,700	2,229		2,229	17.4%	
4335 Civic Expenses	266	1,500	1,234		1,234	17.8%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	1,517	6,550	5,033	0	5,033	23.2%	0
Net Expenditure	(1,584)	(7,550)	(5,966)				
120 Marketing							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	1,880	2,000	120			94.0%	
1051 A1 Boards	165	0	(165)			0.0%	
1301 Filming	2,440	1,000	(1,440)			244.0%	
Marketing :- Income	4,485	3,180	(1,305)			141.0%	0
4306 Printing	92	900	808		808	10.2%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	210	500	290		290	42.0%	125
Marketing :- Indirect Expenditure	302	2,900	2,598	0	2,598	10.4%	170
Net Income over Expenditure	4,183	280	(3,903)				
6000 plus Transfer from EMR	170	0	(170)				
Movement to/(from) Gen Reserve	4,353	280	(4,073)				

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
1022 Planter Advertising	267	1,100	833			24.2%	
1051 A1 Boards	60	1,100	1,040			5.5%	
Planning & Highways :- Income	327	2,200	1,873			14.8%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	297	600	303		303	49.5%	260
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	297	2,350	2,053	0	2,053	12.6%	260
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	399	2,500	2,101		2,101	16.0%	
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	16,925	21,678	4,753	0	4,753	78.1%	0
Net Income over Expenditure	(16,895)	(21,828)	(4,933)				
6000 plus Transfer from EMR	260	0	(260)				
Movement to/(from) Gen Reserve	(16,635)	(21,828)	(5,193)				
300 Grounds Team General Exp							
4011 Training	143	2,000	1,857		1,857	7.2%	
4202 Repairs/Maintenance of Vehicle	3,775	7,000	3,225		3,225	53.9%	
4203 Fuel	2,287	5,500	3,213		3,213	41.6%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	477	1,000	523		523	47.7%	
Grounds Team General Exp :- Indirect Expenditure	6,682	16,100	9,418	0	9,418	41.5%	0
Net Expenditure	(6,682)	(16,100)	(9,418)				
310 Sports Park							
1025 Rent & Service Charge	8,222	3,645	(4,577)			225.6%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	2,551	3,000	449			85.0%	
1060 Water Usage	522	0	(522)			0.0%	
1061 S/P Court Hire	1,054	740	(314)			142.4%	
1111 Electricity	91	0	(91)			0.0%	
Sports Park :- Income	20,112	13,768	(6,344)			146.1%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	13	3,000	2,987		2,987	0.4%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	11	0	(11)		(11)	0.0%	
4160 Changing Places Costs	435	600	165		165	72.5%	
4161 Cleaning Costs	9,489	11,500	2,011		2,011	82.5%	
4164 Trade Refuse	2,017	3,000	983		983	67.2%	
4171 Grounds Maintenance Costs	4,510	10,000	5,490		5,490	45.1%	
Sports Park :- Indirect Expenditure	18,605	30,445	11,840	0	11,840	61.1%	0
Net Income over Expenditure	1,507	(16,677)	(18,184)				
<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	8,752	5,000	(3,752)		(3,752)	175.0%	7,480
4102 Maintenance of Buildings	425	500	75		75	84.9%	
4111 Electricity	527	1,000	473		473	52.7%	
4112 Gas	947	1,000	53		53	94.7%	448
4121 Rents	11,010	15,500	4,490		4,490	71.0%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	305	1,000	695		695	30.5%	
4173 Fertilisers & Grass Seed	3,864	4,800	936		936	80.5%	3,864
4303 Machinery Mtce/Lease	639	4,000	3,361		3,361	16.0%	
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	(40)	585	625		625	(6.9%)	
Big Park :- Indirect Expenditure	33,191	41,437	8,246	0	8,246	80.1%	11,792
Net Income over Expenditure	(33,030)	(39,437)	(6,407)				
6000 plus Transfer from EMR	11,792	0	(11,792)				
Movement to/(from) Gen Reserve	(21,239)	(39,437)	(18,198)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	5,614	9,363	3,749			60.0%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	4,513	10,000	5,487			45.1%	
Gateway Cafe :- Income	9,966	19,363	9,397			51.5%	0
4101 Repair/Alteration of Premises	280	3,500	3,220		3,220	8.0%	

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	4,513	10,000	5,487		5,487	45.1%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	100	1,500	1,400		1,400	6.6%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	81	540	459		459	15.0%	
Gateway Cafe :- Indirect Expenditure	4,974	18,012	13,038	0	13,038	27.6%	0
Net Income over Expenditure	4,992	1,351	(3,641)				
<u>330 Parks & Open Spaces</u>							
1025 Rent & Service Charge	50	0	(50)			0.0%	
1044 Hire of the Dell	3,350	5,500	2,150			60.9%	
1050 Allotment Rent	149	2,650	2,501			5.6%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,649	8,150	4,501			44.8%	0
4050 Allotment Costs	916	1,000	84		84	91.6%	
4104 Vandalism Repairs	193	1,500	1,307		1,307	12.9%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	6,734	5,000	(1,734)		(1,734)	134.7%	1,734
Parks & Open Spaces :- Direct Expenditure	7,843	11,000	3,157	0	3,157	71.3%	1,734
4101 Repair/Alteration of Premises	784	5,000	4,216		4,216	15.7%	
4141 Water Services	4,535	5,000	465		465	90.7%	
4164 Trade Refuse	156	500	344		344	31.2%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,568	4,000	1,432		1,432	64.2%	
4301 Purchase of Furniture/Equipmen	666	2,500	1,834		1,834	26.6%	
Parks & Open Spaces :- Indirect Expenditure	8,709	22,000	13,291	0	13,291	39.6%	0
Net Income over Expenditure	(12,903)	(24,850)	(11,947)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(11,170)	(24,850)	(13,680)				
<u>355 The Hub</u>							
1084 Sports Pavilion	15,285	18,185	2,901			84.0%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	45	300	255			15.0%	
1303 Water Charges	63	160	98			39.1%	
1355 Wifi	88	210	123			41.7%	
The Hub :- Income	15,480	19,155	3,676			80.8%	0

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	404	500	96		96	80.8%	
The Hub :- Direct Expenditure	404	500	96	0	96	80.8%	0
4103 Annual Servicing Costs	694	2,500	1,806		1,806	27.8%	
4111 Electricity	1,159	3,000	1,841		1,841	38.6%	267
4112 Gas	302	3,000	2,698		2,698	10.1%	21
4171 Grounds Maintenance Costs	747	2,000	1,253		1,253	37.4%	
4355 Wifi	161	420	259		259	38.2%	
The Hub :- Indirect Expenditure	3,063	10,920	7,857	0	7,857	28.1%	288
Net Income over Expenditure	12,012	7,735	(4,277)				
6000 plus Transfer from EMR	288	0	(288)				
Movement to/(from) Gen Reserve	12,300	7,735	(4,565)				
360 Community House							
1056 Equipment Hire	415	0	(415)			0.0%	
1069 C/H Police Room	2,585	2,557	(28)			101.1%	
1070 C/H Phoenix Room	4,431	4,589	158			96.6%	
1071 C/H Fields & Robson	7,350	12,600	5,250			58.3%	
1072 C/H Copper Room	6	0	(6)			0.0%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	3,360	5,719	2,359			58.8%	
1076 C/H Main Hall	10,901	12,358	1,457			88.2%	
1077 C/H Anzac Room	6,779	7,119	340			95.2%	
1078 C/H Main Kitchen	1,017	701	(316)			145.0%	
1079 C/H Anzac Kitchen	293	393	100			74.6%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	1,372	500	(872)			274.4%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1090 Storage Income	300	0	(300)			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	7,093	5,000	(2,093)			141.9%	
1102 106 Receipts	41,528	0	(41,528)			0.0%	
1303 Water Charges	140	0	(140)			0.0%	
Community House :- Income	87,570	64,183	(23,387)			136.4%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	282	900	618		618	31.4%	
Community House :- Direct Expenditure	282	3,900	3,618	0	3,618	7.2%	0
4101 Repair/Alteration of Premises	1,127	10,000	8,873		8,873	11.3%	
4102 Maintenance of Buildings	4,366	7,000	2,634		2,634	62.4%	

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	7,879	15,000	7,121		7,121	52.5%	
4112 Gas	851	7,500	6,649		6,649	11.3%	
4122 Service Charge	31,671	0	(31,671)		(31,671)	0.0%	28,647
4131 Rates	13,099	13,100	1		1	100.0%	
4141 Water Services	2,699	5,000	2,301		2,301	54.0%	
4151 Fixtures & Fittings	215	2,000	1,785		1,785	10.7%	
4161 Cleaning Costs	719	1,500	781		781	47.9%	
4162 Cleaning Materials	248	1,000	752		752	24.8%	
4163 Personal Hygiene	935	2,700	1,765		1,765	34.6%	
4176 Community House Reserve	975	50,000	49,025		49,025	1.9%	
4305 Uniform	113	700	587		587	16.1%	
Community House :- Indirect Expenditure	64,897	115,500	50,603	0	50,603	56.2%	28,647
Net Income over Expenditure	22,391	(55,217)	(77,608)				
6000 plus Transfer from EMR	28,647	0	(28,647)				
Movement to/(from) Gen Reserve	51,039	(55,217)	(106,256)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	500	500	0			100.0%	
1046 Stall Income (Events)	1,550	1,050	(500)			147.6%	
1094 Other Customer & Client Receipt	600	500	(100)			120.0%	
Summer Fair :- Income	2,650	2,050	(600)			129.3%	0
4500 Event Staff Overtime	2,891	3,000	109		109	96.4%	
4502 Events	950	1,500	550		550	63.3%	521
Summer Fair :- Indirect Expenditure	3,841	4,500	659	0	659	85.4%	521
Net Income over Expenditure	(1,191)	(2,450)	(1,259)				
6000 plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	(670)	(2,450)	(1,780)				
Grand Totals:- Income	1,144,451	1,118,951	(25,500)			102.3%	
Expenditure	627,132	1,128,951	501,819	0	501,819	55.6%	
Net Income over Expenditure	517,319	(10,000)	(527,319)				
plus Transfer from EMR	49,483	0	(49,483)				
less Transfer to EMR	11,412	0	(11,412)				
Movement to/(from) Gen Reserve	555,390	(10,000)	(565,390)				

18/11/2025

Peacehaven Town Council

13:11

Balance Sheet as at 31/10/2025

31/03/2025

31/03/2026

	Current Assets		
12,668	Debtors Control	9,359	
5,079	VAT Control A/c	3,635	
50	Deposit Aqua	50	
959,966	Current Bank A/c	1,272,397	
600	Reserve Account	604	
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>1,486,208</u>	
978,863	Total Assets	1,486,208	
	Current Liabilities		
690	Credit Card A/c	0	
5,376	Creditors	5,120	
6,238	Mayor's Appeal	1,191	
0	Youth Mayors Appeal	118	
4,265	Accruals	0	
231	Pension Control	0	
4,994	Deposits Received	5,390	
<u>21,794</u>		<u>11,820</u>	
957,069	Total Assets Less Current Liabilities	1,474,388	
	Represented By		
262,618	General Reserves	818,008	
614	Events	755	
375	Meridian Walk	250	
212	D-Day Grant	0	
2,241	Repairs & Alterations P&H	1,981	
5,000	Play Equipment	5,000	
1,806	Purchase Of Equipment	72	
27,102	Community House Reserve	27,102	
13,334	Vehicle Reserve	13,334	
655	Tree Works	655	
1,950	Staff training	1,950	
23,971	Elections	23,971	
1,467	Members Training	1,467	

18/11/2025

Peacehaven Town Council

13:11

Balance Sheet as at 31/10/2025

31/03/2025

31/03/2026

28,647	Service Charges	0
500	National Mourning	500
1,240	Noticeboards	1,240
750	Town Crier Outfit	750
1,830	Monument & War Memorial	1,830
11,732	Football Foundation Fund	16,971
1,016	Fuel	1,016
468	Gas for Hub	0
660	P/H Youth Task Group	660
469,221	CIL	466,405
46,587	Big Park	39,107
3,100	Hub Improvements	3,100
1,430	Climate Change	1,430
1,428	Sponsorship	1,428
450	Donations Received	0
1,333	Professional Fees - Legal	74
3,640	Neighbourhood Plan	3,640
41,690	Capital Receipts Reserve	41,690
957,069		1,474,388

The above statement represents fairly the financial position of the authority as at 31/10/2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____



Committee:	Policy & Finance	Agenda Item:	PF1173(e)
Meeting date:	25 November 2025	Authors:	Responsible Financial Officer
Subject:	CIL/106 Report Update		
Purpose:	To note the current CIL Position		

Recommendation(s):

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

1. Background

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

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

The current amount in our CIL account is **£466,404.94**

CIL Expenditure 2025/26			
Supplier	Description	Amount	Comments
Instant Print	Hub Consultation Banner	45.11	
SLCC	Hub Associate	2,310.00	
SLCC	Hub Associate	2,502.50	
UKPN	UKPN Quote for Hub	267.00	
		£5,124.61	

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2025/26			
Supplier	Description	Amount	Comments
N/A	Set aside for any expenses relating to further reporting for the Hub development	£1,550.39	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey & UKPN Fees
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 01/09/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	SUM UP	SUMUP0109	0.11		CARD CHARGES
01/09/2025	EDF	DD1	78.57		unit 14 july electricity
01/09/2025	WORLD PAY	WP0109	28.28		CARD CHARGES
03/09/2025	EDF	DD2	794.65		CH ELECTRICITY JULY
04/09/2025	02	DD	93.79		MONTHLY MOBILES CHGS
04/09/2025	WORLD PAY	WP0409	0.08		CARD CHARGES
04/09/2025	Northstar IT	DD	1,599.73		SEPTEMBER SUPPORT
05/09/2025	Barclays	DD3	39.00		BANK / COLLECT CHARGES
05/09/2025	WORLDPAY	WP0509	0.08		CARD CHARGES
08/09/2025	The Fuelcard People	DD	164.02		hk66 wmj
08/09/2025	WORLDPAY	WP0809	0.44		CARD CHARGES
09/09/2025	SUSSEX PAYROLL SERVICES ;TBACS	BACS	106.96		AUGUST PAYROLL
09/09/2025	Rigby Taylor	BACS1	1,392.71		BOWLS CLUB MAINTENANCE
09/09/2025	S COLLIER	BACS3	50.00		S COLLIER REFUND
09/09/2025	AJAY GEORGE	BACS4	100.00		AJAY GEORGE REFUND
09/09/2025	C SIMMONDS	121171	483.75		C SIMMONDS WATERING
10/09/2025	LEWES DC	121173	1,509.00		LEGAL COSTS
12/09/2025	R.J.Meaker Fencing Ltd	BACS	25.33		BOLTS / WASHERS/POSTMIX
12/09/2025	Spy AlarmsLtd	BACS1	298.80		QUARTERLY MAINTENANCE
12/09/2025	TOOLSTATION LIMITED	BACS2	14.89		WATERING CANS / TOILET STUFF
12/09/2025	Trade UK	BACS3	58.65		FIXINGS/HEP20/O-RINGS
12/09/2025	Hugh Page Sussex ltd	BACS4	99.67		CUTTING DECK
12/09/2025	Wightman & Parrish Ltd	BACS5	305.28		CLEANING PRODUCTS
12/09/2025	CASTLE WATER	BACS6	496.71		AUGUST WATER SPORTS PARK
12/09/2025	SYNERGY PRODUCTS LTD	BACS7	159.11		AERTATOR PARTS
12/09/2025	AMP Services	BACS8	191.02		DRIVE BELT / BLADES
12/09/2025	TOLLSTATION	BACS2	0.02		2P ERROR
15/09/2025	ENVIRONMENT AGENCY	DD	198.00		SUBSISTENCE FOR BOWLS
15/09/2025	WORLD PAY	WP1509	0.50		CARD CHARGES
16/09/2025	WORLD PAY	WP1609	0.30		CARD CHARGES
17/09/2025	CASTLE WATER	DD1	56.45		august water the dell
18/09/2025	BARRIERS DIRECT	BACS2	1,012.99		CYCLE RACKS FOR DELL
19/09/2025	C.E.F	BACS	79.34		BATTEN LIGHT FOR HUB
19/09/2025	SAFELINCS LTD	BACS1	191.40		POWDER EXTIGUISHER UNIT 14
19/09/2025	TOTAL GAS & POWER	BACS2	63.55		AUG GAS
19/09/2025	TOTAL GAS & POWER	BACS3	20.61		AUG BGAS - UNIT 14
19/09/2025	TRAVIS PERKINS Trading	BACS4	66.64		WOOD FOR OVAL
19/09/2025	AMAZON	BACS5	10.33		TRAILER CABLE
19/09/2025	COLLIER TURF CARE LTD	BACS6	906.80		GRASS SEED
19/09/2025	SYNERGY TURF	BACS7	159.11		AERATOR BEARINGS
19/09/2025	AMANDA DAVIDSON	BACS8	125.00		MERIDIAN MEANDER MAP
19/09/2025	Lewes District Council	121174	771.26		01/10-31/12 DOG WASTE COLLECT
22/09/2025	Northstar IT	DD2	14.83		J.CHAPMAN MS365
22/09/2025	HEALTH ASSURED LTD	DD3	60.00		19/09-18/10 EAP
22/09/2025	KINTO UK LTD	DD4	499.74		TOYOTA LEASE 22/09-21/10
22/09/2025	Credit Card A/c	AUG CC	331.01		
23/09/2025	CASTLE WATER	BACS	52.82		WATER AUGUST

List of Payments made between 01/09/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2025	INSTITUTION OF OCCUPATIONAL	BACS1	200.00		G.DYSON IOSH REGISTRATION
23/09/2025	LILYS	BACS2	68.00		FLOWERS FOR CIVIC SERVICE
23/09/2025	R.J.Meaker Fencing Ltd	BACS4	13.68		DECKING SCREWS
23/09/2025	TOWER LEASING LIMITED	DD5	62.67		HANDSET RENTAL
25/09/2025	CITRUS HR	DD6	264.00		20/09-19/10 MONTHLY FEE
25/09/2025	SEPTEMBER SALARIES	SEPT PAY	30,808.91		SEPTEMBER SALARIES
25/09/2025	HMRC	121175	11,131.10		SEPTEMBER SALARIES
25/09/2025	HMRC	121175	-11,131.10		SEPT SALARIES - CHQ RETURNED
26/09/2025	Safe I.S. Ltd	BACS	976.98		THE HUB FRA
26/09/2025	C R Allen & Sons	BACS1	129.25		KUBOTA REPAIRS
26/09/2025	DH SOLAR ENGINEERING LTD	BACS2	276.00		PELLET BOILER FIX
26/09/2025	AMAZON	BACS3	19.18		WHITE BOARD MARKERS
26/09/2025	BT	BACS4	171.88		SEPTEMBER INTERNET
26/09/2025	Trade UK	BACS5	61.45		WD40 / SAFETY BOOTS
26/09/2025	SUSSEX MAYORS ASSOCIATION	BACS6	40.00		MAYORAL LUNCH
26/09/2025	Business Sream	BACS7	200.20		12/06-11/09
26/09/2025	COLLIER TURF CARE LTD	BACS8	60.00		PRESTIGE SUPER PENETRANT
26/09/2025	Acacia Groundcare Equipment Re	BACS9	667.20		MULTI SEEDER
26/09/2025	CONSULT CLEANING SERVICES	BACS10	1,388.63		20/09-20/10 CLEANING
26/09/2025	EDF	DD	53.18		JUNE ELECTRIC
26/09/2025	EDF	DD1	56.04		MAY ELECTRIC
26/09/2025	WORLDPAY	WP2609	0.20		CARD CHARGES
29/09/2025	FOCUS GROUP	DD	62.11		WFI / IPECS
29/09/2025	TOTAL GAS & POWER	DD1	139.77		AUGUST GAS
29/09/2025	Northstar IT	DD3	1,794.00		CYBER ESSENTIALS
01/10/2025	Lewes District Council	DD5	1,048.00		RATES
01/10/2025	Lewes District Council	DD6	6,549.00		RATES
01/10/2025	world pay	WP0110	31.87		card charges
02/10/2025	EAST SUSSEX PENSION FUND	BACS1	10,927.66		SEPTEMBER SALARIES
02/10/2025	ROME PROPERTY SERVICES	BACS1	1,170.00		BORESCOPE SURVEY
02/10/2025	SUSSEX PAYROLL SERVICES ; T	BACS2	110.44		PAYROLL SEPTEMBER
02/10/2025	C.E.F	BACS3	89.60		LINEAR BATTEN
02/10/2025	R.J.Meaker Fencing Ltd	BACS4	39.25		SCREWS
02/10/2025	HORTICULTURAL	BACS5	21.00		OPEN GARDENS
02/10/2025	FELICITY SUKATI	BACS6	100.00		SUKATI REFUND
02/10/2025	EDF	DD	770.06		AUGUST ELECTRIC
02/10/2025	george dyson	BACS	138.60		G.DYSON MILEAGE
03/10/2025	EDF	DD1	448.23		JUNE-AUG ELECTRIC
03/10/2025	EDF	DD2	47.88		AUGUST ELECTRIC
03/10/2025	EDF	DD3	54.45		JULY ELECTRIC
03/10/2025	EDF	DD4	75.40		AUGUST ELECTRIC
03/10/2025	WORLD PAY	WP0310	0.29		CARD CHARGES
06/10/2025	The Fuelcard People	DD	138.52		FUEL
06/10/2025	Northstar IT	DD1	1,614.56		MONTHLY SUPPORT
06/10/2025	Barclays	DD2	21.00		COLLECT / BACS CHARGES
06/10/2025	02	DD3	93.79		MOBILES
10/10/2025	TEN-B TRAINING	BACS	500.00		FIRST AID REFRESHER

List of Payments made between 01/09/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/10/2025	Ricoh Capital Ltd	BACS1	679.75		PRINTING 01/07-30/09
10/10/2025	Farrington Property Developmen	BACS2	4,404.00		UNIT 14 W/C 0810
10/10/2025	CASTLE WATER	BACS3	49.72		SEPT WATER
10/10/2025	CASTLE WATER	BACS4	933.05		AUGUST WATER
10/10/2025	CASTLE WATER	BACS5	481.55		SEPTEMBER WATER SPORTS PARK
10/10/2025	AMAZON	BACS6	20.58		SWITCH FOR CAFE
10/10/2025	Double Nine Ltd / Merlin Workw	BACS7	316.56		UNIFORM
10/10/2025	JAX FIRST AID	BACS8	242.74		UNIFORM
10/10/2025	JAX FIRST AID	bacs9	40.78		NAVY CREW TOPS
10/10/2025	R.J.Meaker Fencing Ltd	BACS10	18.60		POSTMIX
10/10/2025	COLLIER TURF CARE LTD	BACS11	390.00		nemasys
10/10/2025	Brewers and Sons Ltd	BACS12	45.57		PAINT FOR GATE
10/10/2025	TAYLOR STEARMAN	BACS13	50.00		T.STEARMAN REFUND
10/10/2025	FAY DAVIS	BACS14	50.00		F.DAVIS REFUND
13/10/2025	The Fuelcard People	DD	13.20		CARD CHARGES
13/10/2025	Northstar IT	DD	718.80		NOTEBOOK FOR JESSA
17/10/2025	DOG FIRST AID SUSSEX	BACS	188.00		CANCELLATION REFUND
17/10/2025	East Sussex Security	BACS1	108.00		RESOLVE INTRUDER FAULT
17/10/2025	BREAKTHROUGH	BACS2	2,396.40		HIVE PREMIUM
17/10/2025	Business Sream	BACS3	924.19		08/07-07/10 WASTE WATER
17/10/2025	Hugh Page Sussex ltd	BACS4	912.54		KUBOTATRACTOR SERVICE
17/10/2025	TEN-B TRAINING	BACS5	60.00		DSE ASSESSMENT FOR JESSA
17/10/2025	ARUN PUMPS LTD	BACS6	662.40		CLEARED SEWAGE PUMPS
17/10/2025	R.J.Meaker Fencing Ltd	BACS7	35.28		PALISADES / NAIL
17/10/2025	Spy AlarmsLtd	BACS8	136.80		ANNUAL MAINTENANCE
17/10/2025	MATTA PRODUCTS	BACS9	6,156.53		MATTING FOR BIG PARK
17/10/2025	Mulberry &Co	BACS10	256.68		INTERIM AUDIT
17/10/2025	TOTAL GAS & POWER	BACS11	39.19		SEPT GAS
17/10/2025	TOTAL GAS & POWER	BACS12	20.45		SEPT GAS
20/10/2025	HEALTH ASSURED LTD	DD	60.00		EAP - 19/10-18/11
20/10/2025	CASTLE WATER	DD1	305.91		SEPTEMBER WATER - DELL
20/10/2025	EDF	DD2	1,025.73		JUN-SEPT ELECTRICITY
22/10/2025	KINTO UK LTD	DD4	499.74		VAN LEASE
23/10/2025	CITRUS HR	DD5	264.00		HR SYSTEM 20/10-19/11
23/10/2025	TOWER LEASING LIMITED	DD6	62.67		TELEPHONE RENTAL
23/10/2025	Credit Card A/c	SEPT CC	43.50		SEPT CC
24/10/2025	HMRC	121176	11,522.12		october salaries
24/10/2025	HMRC	121177	11,131.10		SEPTEMBER SALARIES REISSUE
24/10/2025	OCTOBER SALARIES	OCT PAY	32,882.70		OCTOBER SALARIES
27/10/2025	TOTAL GAS & POWER	DD	161.37		september gas
29/10/2025	ADAM CHUGG	BACS	1,935.00		INDEPENDENT INVESTIGATION
29/10/2025	JOHN FREEMANTLE	BACS3	100.00		WRESTLING REFUND
29/10/2025	EAST SUSSEX PENSION FUND	BACS4	10,778.45		OCTOBER SALARIES
29/10/2025	CONSULT CLEANING SERVICES	BACS4	1,388.63		20/10-20/11 CLEANING
29/10/2025	AMAZON	BACS6	40.98		MONITOR STAND
29/10/2025	CURRYS	BACS7	138.00		MONITOR X2
29/10/2025	Trade UK	BACS8	44.99		WORK BOOTS

List of Payments made between 01/09/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/10/2025	Mailserve LTD	BACS10	405.85		TR MAINTENANCE
29/10/2025	AMP Services	BACS11	162.50		REAPIR VEHICLE
29/10/2025	Heatcraft And Ventilation ltd	BACS13	336.00		DUCTWORK LAGGING
29/10/2025	PPL PRS Ltd	BACS14	338.93		C/H MUSIC LICENCE
29/10/2025	PPL PRS Ltd	BACS15	484.92		HUB USIC LICENCE
29/10/2025	FOCUS GROUP	DD1	110.53		IPECS / CLOUD / WIFI
30/10/2025	EDF	DD2	83.42		SEPTEMBER ELECTRIC
30/10/2025	WORLDPAY	WP3010	1.67		CARD CHARGES
31/10/2025	EDF	DD3	55.57		SEPTEMBER ELECTRIC
Total Payments			<u>168,929.90</u>		



Mr G Dyson
Peacehaven Town Council
Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

15 October 2025

Dear George

Re: Peacehaven Town Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 15 October 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

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

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

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

Regulation

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

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

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

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

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

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

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

Table of contents

		PAGE
A	BOOKS OF ACCOUNT	4
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	4
C	RISK MANAGEMENT AND INSURANCE	7
D	BUDGET, PRECEPT AND RESERVES	8
E	INCOME	9
F	PETTY CASH	9
G	PAYROLL	9
H	ASSETS AND INVESTMENTS	10
I	BANK AND CASH	12
J	YEAR END ACCOUNTS	12
K	LIMITED ASSURANCE REVIEW	12
L	PUBLICATION OF INFORMATION	13
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	13
N	PUBLICATION REQUIREMENTS	14
O	TRUSTEESHIP	14
	ACHIEVEMENT OF CONTROL ASSERTIONS	15
	AUDIT POINTS CARRIED FORWARD	16

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

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

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

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

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

The External Auditor's Report for 2024/25 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 7 October 2025 (minute ref PF1154).

There is evidence that the council regularly receives and reviews internal audit reports throughout the year.

Confirm by sample testing that councillors sign statutory office forms

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

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

Confirm that the council is compliant with GDPR

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

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice, Website Accessibility Statement, FOI Publication Scheme and IT Policy on its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council is compliant with the relevant transparency code

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

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place with terms of reference published along with a scheme of delegation on the council website.

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

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

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

I note that the council also publishes the non-confidential supporting documents on the website in accordance with the requirements of the Information Commissioner's Office.

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

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

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

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 20 May 2025 (minute ref C1373).

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

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 20 May 2025 (minute ref C1374). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

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

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

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

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

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.19 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate **although the council may wish to consider increasing the Clerk's authorisation limit within FR 5.16 to a higher figure based on the financial size of the council.**

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2025 which showed a refund amount due of £7,789.11 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 15 July 2025. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

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

- FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2 The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.*
- FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place, which was last reviewed and approved by council on 20 May 2025 (minute ref C1383). I reviewed the general and financial risk assessment record, which separates the risks into different areas of the council's operations, assesses the individual risks, assigns a risk level and then details the mitigation controls in place and the frequency of checking.

This is a suitable approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. The council may wish to consider the introduction of a risk matrix to further enhance this process.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance in a long-term agreement which expires in June 2027. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

The council set a precept of £963,719 for 2025/26. With a tax base of 5,130.56, this equates to a band D equivalent of £187.84 (compared to the average in England of £92.92).

The RFO confirmed that the 2026/27 budget setting process is about to get underway. The RFO meets with the Chairs of each of the committees to go through the initial draft budget, before this is then presented to the committee at a meeting for review. The combined committee budgets are then reviewed by the Policy & Finance Committee, who will make a recommendation to the council for consideration at the meeting scheduled for 16 December 2025.

The budget report dated 15 October 2025 shows income reported as 101% of budget as both parts of the precept have been received and expenditure at 49%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The council currently holds circa £654,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

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

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

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

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

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

The general reserve balance is currently within the recommended range, and a further review of this figure will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

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

Audit findings

Apart from the precept, the council receives income from a range of sources including bank interest, solar panels, facilities hire and allotments.

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

FR 13.2 states *'The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.'*

Fees are reviewed as part of the budget setting process, and confirmation of the agreed fees for 2025/26 is recorded in the minutes of the meeting held on 26 November 2024 (minute refs PF1079 & PF1080).

A review of the Sales Ledger outstanding balances shows that there are good credit control measures in place, with the RFO taking appropriate action to chase where required.

F. PETTY CASH

Internal audit requirement

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

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

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

Audit findings

The council has sixteen employees on the payroll. All staff members have a signed contract of employment, with a mixture of NALC templates and another template sourced through an HR provider. The council is a member of the Local Government Pension Scheme (LGPS). Performance reviews for staff members are completed annually by the Clerk or other line managers, with the Clerk's review completed by the Chair of Council and Chair of Personnel Committee.

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations based on information provided by the RFO relating to hours worked. I was able to confirm HMRC, and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There is a councillor allowance scheme in place with payments made in November and March in arrears, through payroll and correctly assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted

should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place which is published annually on the council website. The register includes a summary page and then separate pages for different areas of the council's operations. I discussed the correct method of recording the value of the assets with the RFO, and she is aware of the Practitioner's Guide recommendation that assets are listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

There have been no additions nor deletions to date this financial year, and a check for accurate additions will be completed as part of the final internal audit.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

- a. are denominated in pounds Sterling;*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has no long-term investments.

The council has no borrowing through the PWLB.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

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

Bank reconciliations are completed monthly. I reviewed the most recent bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council has accounts with Unity Trust and Barclays to mitigate the risk.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	20 May 2025
Date inspection notice issued	2 June 2025
Inspection period begins	3 June 2025
Inspection period ends	14 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

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

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

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25 have been met.

O. TRUSTEESHIP

Internal audit requirement

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

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend these are updated to include formal acceptance to receive information by electronic means in the form “As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time” The council may wish to consider increasing the Clerk’s authorisation limit within FR 5.16 to a higher figure based on the financial size of the council.	

George Dyson
Town Clerk

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



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

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Tuesday 11th November 2025 at 5pm

Present:- Cllr N Fabry, Cllr A Harman, Cllr M Rosser, Cllr Griffiths, Cllr S Wood

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

Public: no members of public were present

1 GSC122 CHAIRS ANNOUNCEMENTS

The Chair opened the meeting at 17.00, welcomed everyone, briefly ran through the building fire procedures, asked that phones be put onto silent, advised that the meeting was being recorded, and read out a brief statement on Civility & Respect, informed everyone of how the public session works.

2 GSC123 PUBLIC QUESTIONS

A member of the public spoke re item GSC128. A suggestion that for the future Large Grants committee, there should be guidance provided to include an overall limit on the total given.

3 GSC124 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Sharkey

4 GSC125 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Griffiths - Community Orchard and room hire for the Residents' Association and Access Group

5 GSC126 TO APPROVE & SIGN THE MINUTES OF 27TH MARCH AND 18TH SEPTEMBER 2025

The minutes of the meeting held on Tuesday 27th March and 18th September 2025 were agreed and adopted

Proposed Cllr Fabry **Seconded** Cllr Wood
All in favour

6 GSC127 TO AGREE NEXT YEARS BUDGET (VERBAL REPORT)

The RFO reported that the budget for this Committee needs to be agreed by Full council on 16th December. Currently, the Committee has a budget of 10k per year for small grants. The Grants Committee need to agree on the 26/27 budget and the recommendation will then go to P&F and Full Council. The RFO reminded Committee that any increase in the budget will increase the precept, and to bare this in mind.

It was proposed that a recommendation will go to P&F to increase the budget by 2k per financial year.

Proposed Cllr Griffiths **Seconded** Cllr Rosser.
All in favour

7 GSC128 TO DISCUSS AND AGREE ON RECOMMENDATIONS FOR GRANT APPLICATIONS FOR ROUND 2 2025/2026 OF THE COMMUNITY GRANTS

Seahaven Responders

It was resolved to recommend a grant of £750 to support cost of vehicle insurance to cover the first response vehicle to attend medical emergencies.

Friends of Meridian

It was resolved to recommend a grant of £750 to support the purchase of road safety 'little people' characters. These will be placed at the school entrance on yellow zig lines to prevent parking.

Havens Happy Club

It was resolved to recommend a grant of £350 to support with therapy sessions to help combat loneliness and mental health aimed at older generations.

Chichester Diocesan Association for Family Support Work

It was resolved to recommend a grant of £750 to help with the support of 25 vulnerable families in Peacehaven.

ABC Fund

It was resolved to recommend a grant of £250 to support vulnerable local families at Christmas.

Cllr Griffiths left the room at 17.31

Peacehaven Community Orchard

It was resolved to recommend a grant of £715 for the purchase of a bench at the Orchard. This bench will be taller than other benches to allow the less able-bodied to use.

Cllr Griffiths returned to the meeting at 17.35

Peacehaven and Telscombe Flower Club

It was resolved to recommend a grant of £150 towards the cost of demonstrators for the group.

Peacehaven run club

It was resolved to recommend a grant of £200 to help support with the cost of a leadership in running fitness course.

We are the tree cic

It was resolved to recommend a grant of £100 to cover 4 hours of Hall hire and kitchen at Community House. This will be for the engagement day for local refugee and ethnic community groups.

East Sussex hearing

It was resolved to recommend a grant of £180 to cover room hire at Community House. This will enable the group to use the room for 2 hours per month.

Cllr Griffiths left the room at 18.15

Peacehaven & District Residents Association

It was resolved to recommend a grant of £137.50 to cover room hire/charges at Community House.

Access Group

It was resolved to recommend a grant of £33.75 to cover room hire/charges at Community House.

Cllr Griffiths returned to the meeting at 18.19

Bell ringers

It was resolved to recommend a grant of £300 to cover room hire/charges at Community House.

It was proposed that the sum of £4666.25 is paid out to the groups above, as per the minutes

Proposed Cllr Fabry **Seconded** Cllr Rosser
All in favour

8 GSC129 DATE OF NEXT MEETING – TUESDAY 14TH APRIL 2026 AT 5PM

The next meeting was confirmed for Tuesday 14th April 2026 at 5pm

There being no further business the meeting ended at 18.25

Payment is recommended and made subject to the money being spent on the specific reason claimed for and agreed by the Committee. Recipients will be asked to provide evidence or a report confirming this



Committee:	Policy and Finance	Agenda Item:	PF1176
Meeting date:	25 November 2025	Authors:	Responsible Financial Officer
Subject:	Room Hire Costs		
Purpose:	To agree		

Recommendation(s):

To approve room / pitch hire costs for the year 2026/27.

1. Background

Community House Room Hire

Last year we made some big changes to our room hire structure, to include applying charges for use of our equipment if the hirer was using the Main Hall or the Anzac Room. It has taken hirers some time to get used to the new pricing scheme but overall there has been a positive response.

Looking at prices from neighbouring towns, Peacehaven Town Council are still offering a very good rate, even including the equipment hire and giving hirers peace of mind that equipment they need will be replaced if damaged / broken as the income received for these items will be earmarked for future.

Pitch Hire

Since the 3G has been installed the demand for our youth pitches has decreased slightly and I would therefore recommend we increase the hire of 5v5 to 9v9 by £1.00 per match and 11v11 by £2.00 per match making the costs £16.00 and £20.00 per hour respectively.

2. Options for Council

To price freeze the hourly rate for next year = no increase

To increase the hourly room charges by 50p per hour

To increase the hourly room charges by £1.00 per hour

To agree to pitch increase

To not agree to pitch increase

3. Reason for recommendation

I would recommend we freeze the room hire cost at Community House to enable continuity for our hirers for another year whilst they get their financial arrangements with their members in order and increase the pitch hire costs to enable to grounds team to continue to maintain them at the same level.

4. Expected benefits

a. The community

Good condition football pitches for youth teams to play on

b. The environment

N/A

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	To help cover maintenance costs of pitches and rooms
5.4 Time scales	Effective April 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	

PEACEHAVEN TOWN COUNCIL - ROOM HIRE COSTS 26/27				Monday - Friday						Saturday								
				09:00 - 16:00			16:00 - 22:00			22:00 - 23:59			09:00 - 17:00			17:00 - 23:59		
				Cost	VAT	Total	Cost	VAT	Total	Cost	VAT	Total	Cost	VAT	Total	Cost	VAT	Total
MAIN HALL PER HOUR				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
Voluntary/ Charity Group				£12.00	£2.40	£14.40	£14.00	£2.80	£16.80	£25.00	£5.00	£30.00	£15.00	£3.00	£18.00	£23.00	£4.60	£27.60
Private				£17.00	£3.40	£20.40	£20.00	£4.00	£24.00	£30.00	£6.00	£36.00	£20.00	£4.00	£24.00	£28.00	£5.60	£33.60
OPTIONAL EXTRAS PER BOOKING				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
ADD THEATRE SEATING				£41.66	£8.33	£50.00	£41.66	£8.33	£50.00	£41.66	£8.33	£50.00	£41.66	£8.33	£50.00	£41.66	£8.33	£50.00
ADD TABLES (PER TABLE)				£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50
ADD CHAIRS (PER 10 CHAIRS)				£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00
ADD SPEAKERS & MICROPHONES				£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00
ADD SCREEN/ PROJECTOR				£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00
ADD URN				£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00
ADD BADMINTON NETS				£1.67	£0.33	£2.00	£1.67	£0.33	£2.00	£1.67	£0.33	£2.00	£1.67	£0.33	£2.00	£1.67	£0.33	£2.00
MEETING ROOMS PER HOUR (meeting set up with tables & chairs)				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
Voluntary/ Charity Group				£7.50	£1.50	£9.00	£8.50	£1.70	£10.20	£10.00	£2.00	£12.00	£7.50	£1.50	£9.00	£10.00	£2.00	£12.00
Private				£9.00	£1.80	£10.80	£10.00	£2.00	£12.00	£15.00	£3.00	£18.00	£9.00	£1.80	£10.80	£15.00	£3.00	£18.00
ADD SCREEN/ PROJECTOR				£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00
ADD URN				£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00
ANZAC ROOM PER HOUR				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
Voluntary/ Charity Group				£11.00	£2.20	£13.20	£12.50	£2.50	£15.00	£18.00	£3.60	£21.60	£12.50	£2.50	£15.00	£18.00	£3.60	£21.60
Private				£13.50	£2.70	£16.20	£15.00	£3.00	£18.00	£22.00	£4.40	£26.40	£15.00	£3.00	£18.00	£22.00	£4.40	£26.40
OPTIONAL EXTRAS PER BOOKING				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
ADD KITCHEN				£12.50	£2.50	£15.00	£12.50	£2.50	£15.00	£12.50	£2.50	£15.00	£12.50	£2.50	£15.00	£12.50	£2.50	£15.00
ADD SCREEN/ PROJECTOR				£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00	£8.33	£1.67	£10.00
ADD URN				£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00	£4.16	£0.83	£5.00
ADD TABLES (PER TABLE)				£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50	£0.41	£0.09	£0.50
ADD CHAIRS (PER 10 CHAIRS)				£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00	£0.83	£0.17	£1.00
MAIN KITCHEN & FOYER PER HOUR				FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE			FOR DURATION OF HIRE		
Voluntary/ Charity Group				£7.00	£1.40	£8.40	£9.00	£1.80	£10.80	£15.00	£3.00	£18.00	£7.00	£1.40	£8.40	£12.00	£2.40	£14.40
Private				£10.00	£2.00	£12.00	£12.00	£2.40	£14.40	£20.00	£4.00	£24.00	£10.00	£2.00	£12.00	£16.00	£3.20	£19.20
COFFEE MORNING				£18.33	£3.67	£22.00												
MARKET				£50.00	£10.00	£60.00							£75.00	£15.00	£90.00			
PHOTOCOPYING:																		
BLACK & WHITE A4				£0.21	£0.04	£0.25												
COLOUR A4				£0.33	£0.07	£0.40												
BLACK & WHITE A3				£0.42	£0.08	£0.50												
COLOUR A3				£0.63	£0.13	£0.75												

PEACEHAVEN TOWN COUNCIL - HIRE COSTS 25/26

THE HUB						
Voluntary/ Charity Group	£8.50	£9.50	£14.00	£14.00	£15.00	
Private (Excluding Nursery)	£10.00	£11.00	£22.00	£24.00	£24.00	
YOUTH FOOTBALL						
Saturday Training 9-12	£150.00					
Saturday Training 9-10.30	£75.00					
PTFC U16s - 5v5 7v7 9v9	£16.00					
PTFC U16s - 11v11	£20.00					
External Hire	On Request					
ADULT FOOTBALL - OVER 16'S						
PER PITCH	£80.00					
ALLOTMENTS						
HALF PLOT	£32.00					
FULL PLOT	£42.00					
THE DELL						
BOOT FAIRS BLOCK OF 10	£80.00					
BOOT FAIRS - ONE OFF	£160.00					



Committee:	Policy & Finance	Agenda Item:	PF1177
Meeting date:	25 November 2025	Authors:	Responsible Financial Officer
Subject:	Music Licence Fees		
Purpose:	To discuss & agree charging		

Recommendation(s):

To discuss & agree charging

1. Background

Historically we have been paying for the music licence for the Hub and Community House which is usually around £2.26 per session. This charge has not been passed to the hirer. This license, called The Music License is obtained from PPLPRS in the UK and allows businesses to play music from various sources like radios, TVs, streaming services, and live performances. Playing music without the proper license can lead to copyright infringement, hefty fines, and legal action.

2. Options for Council

- Pass on the charge to the hirer (typically fitness classes / dances to music)
- Continue to absorb the cost

3. Reason for recommendation

To enable accurate budgeting for the year 26/27.

Expected benefits

The current cost for both licences is around £650 per year for which only a small portion of this relates to council related activities, including Bingo, Carol Concert, Christmas Party etc... The Hub in particular requires a licence only for our hirers needs and not for the needs of the council events and activities. The hirer is welcome to purchase their own licence if they wish to instead of paying it to us should it be agreed to pass the charge on.

This typically affects groups who move to music / fitness classes.

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Potential to reduce expenditure by passing cost to customer
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	

5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Values & priorities alignment

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

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

6. Appendices



Committee:	Policy & Finance	Agenda Item:	PF1178
Meeting date:	25 th November 2025	Authors:	Meetings & Projects Officer
Subject:	Community Wall Project		
Purpose:	To agree the way forward with the Committee on the Community Wall Project		

Recommendation(s):

To agree the way forward with the project.

1. Background

The Community Wall Project TFG was set up under item CCE564 on 1st July 2025. Since then, members have moved the project forward with support and input from external parties.

From the meetings, a proposal has been produced, as per appendix A; the proposed categories that the project would promote are listed in appendix B.

In addition, the following details and questions have been raised by an involved external party:-

1. Can we add a shelf to go above the radiator? This should be made out of solid wood (no MDF to avoid it warping). We can also use heat-proof glue and a varnish to go over acrylic paint for key areas to reduce risk further.

We can resolve the issue of using the materials we want to by adding a radiator air redirector above the radiator. Here are some details on spacing:

Shelf Placement

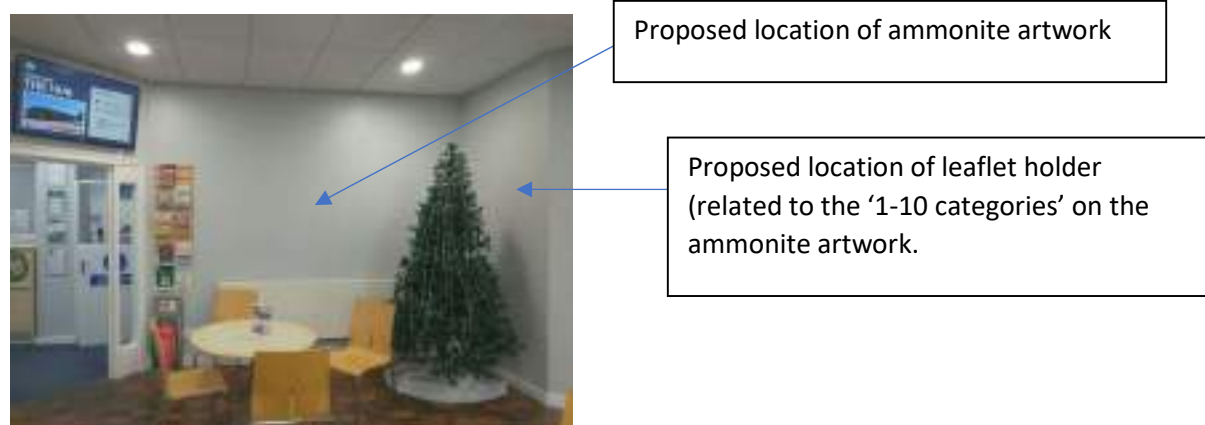
- 1. Mount the wooden shelf about 2–4 inches (5–10 cm) above the top of the radiator.*
 - 2. This allows heat to flow out and deflects it forward into the room, rather than straight up the wall.*
 - 3. Make sure the shelf extends slightly wider than the radiator (by about 1–2 inches each side) for better heat redirection.*
 - 4. Leave at least 8–12 inches (20–30 cm) of space between the top of the shelf and the bottom of your artwork.*
- 2. How far can the image come off the wall? I am considering adding a PVC Perspex plastic top cover to the ammonite shell to give it protection to avoid it being rough or having areas which stick out.*
- 3. What is the size of the wall we can use (please provide a measurement of surface area) and whether we can use the second wall?*

Cost estimated between £1-1.2k for resources and artist labour.

Funding for the project will be sought by external parties.

Since the project's artwork is proposed to be displayed on a wall in Community House, this project has been considered, and supported, by the Community Buildings TFG, and now sits under the P&F committee.

The Community Building's TFG, along with a caretaker, stipulated it was imperative that the whole artwork was heat and fire proof, that it must not protrude beyond the radiator, and that the side wall could be used. (Locations discussed are shown in the image below).



The RFO reminded members that the radiator may in due course be replaced, and it may be a different size radiator. It needs to be noted that officer time would be needed to keep the leaflets updated, clean and maintain the artwork, and any future maintenance costs should also be considered.

2. Options for Council

- To agree to one of the proposals in appendix A, and decide the categories (appendix B).
- To agree an alternative proposal, and categories.
- To not move this project forward.

3. Reason for recommendation

To move the project forward so that funding can be sought by external parties.

4. Expected benefits

This project has the potential to serve the community by means of promoting information in a visually appealing way. The use of recycled materials in the artwork could serve as an educational piece.

5. Implications

5.1 Legal	-
5.2 Risks	A risk assessment be carried out when installed and installed.
5.3 Financial	Externally funded, but officer time to maintain, clean and future maintenance costs to be considered.
5.4 Time scales	Completed in 2026.
5.5 Stakeholders & Social Value	As per item 4
5.6 Contracts	-
5.7 Climate & Sustainability	Made with some recycled materials
5.8 Crime & Disorder	-
5.9 Health & Safety	The artwork would need to conform with H&S, including fire.
5.10 Biodiversity	-
5.11 Privacy Impact	-
5.12 Equality & Diversity	Accessible by all.

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?

6.1 Empowering and supporting the community	☐
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☒

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

None

7. Appendices

Appendix A – Ammonite Artwork Proposals

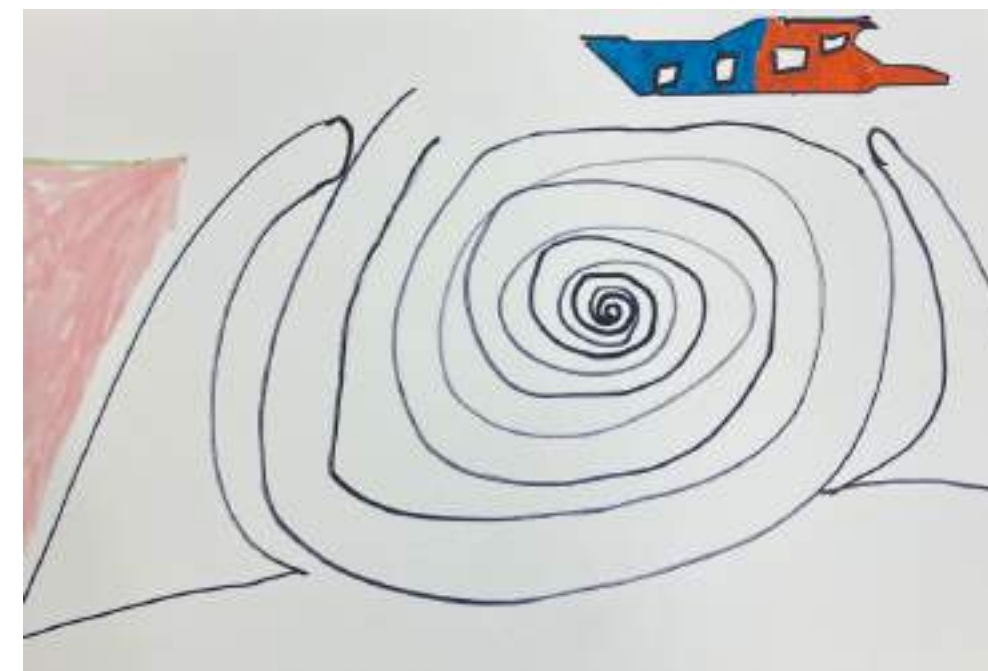
Appendix B – Categories for the project

Peacehaven Community Ammonite Project

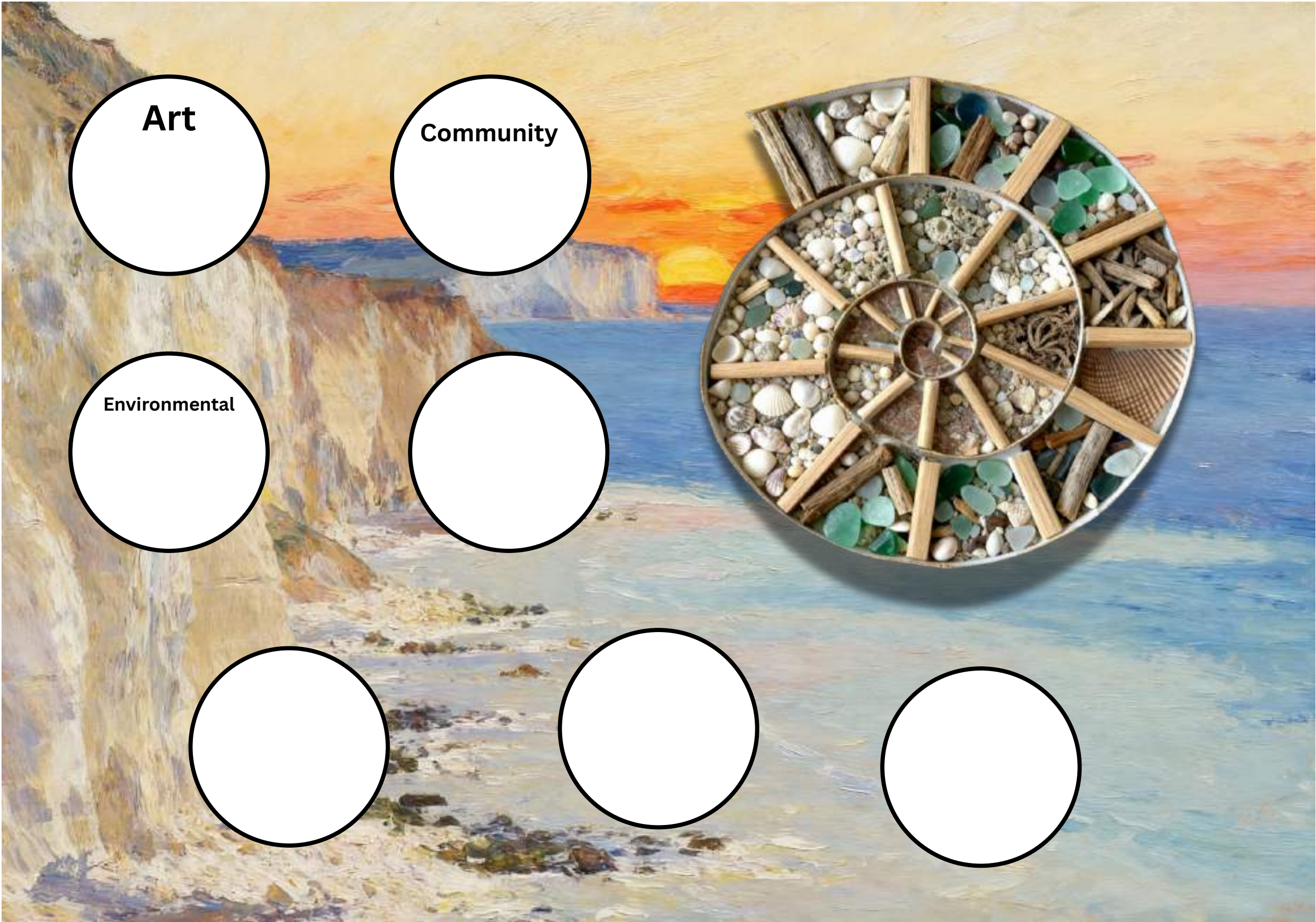
This community artwork and notice board celebrates the rich history and spirit of Peacehaven. Inspired by the ammonite fossil, a timeless symbol of the past preserved in stone reflects the design reflects the area's enduring heritage. Developed with ideas from local youth and interpreted by artist Laura Bossom, (founder of Creative Club Brighton), the artwork captures Peacehaven's iconic sunsets, cliffs, coastal creatures, and meaningful community words that unite the town.



Project Proposal



Option 1 (Duo Wall Space)



Plaque

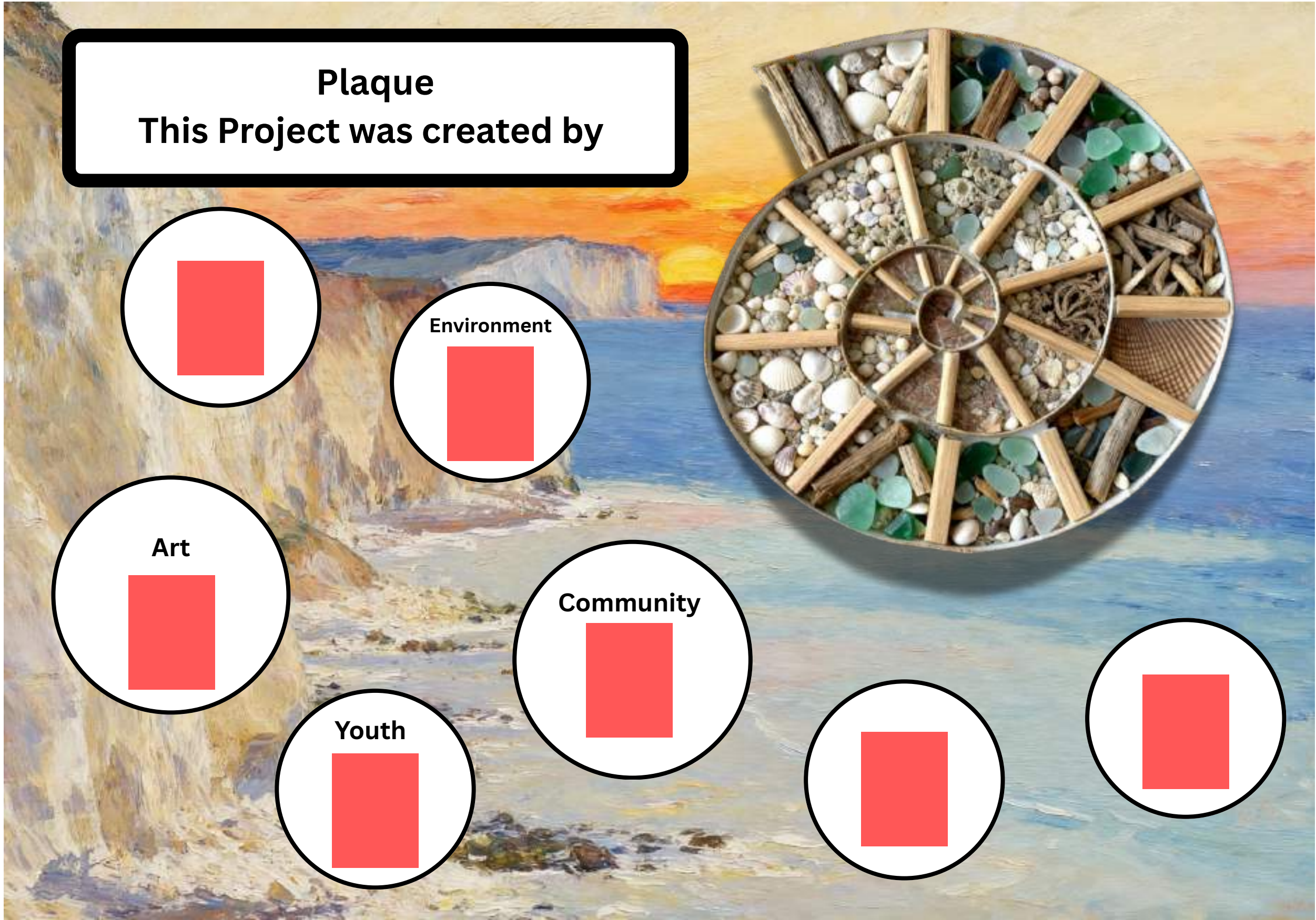
**This Project was
created by**



Leaflet holders



Option 2 (One Wall Space)



Option 3 (Simplictic Design)

Peacehaven Community Ammonite Project



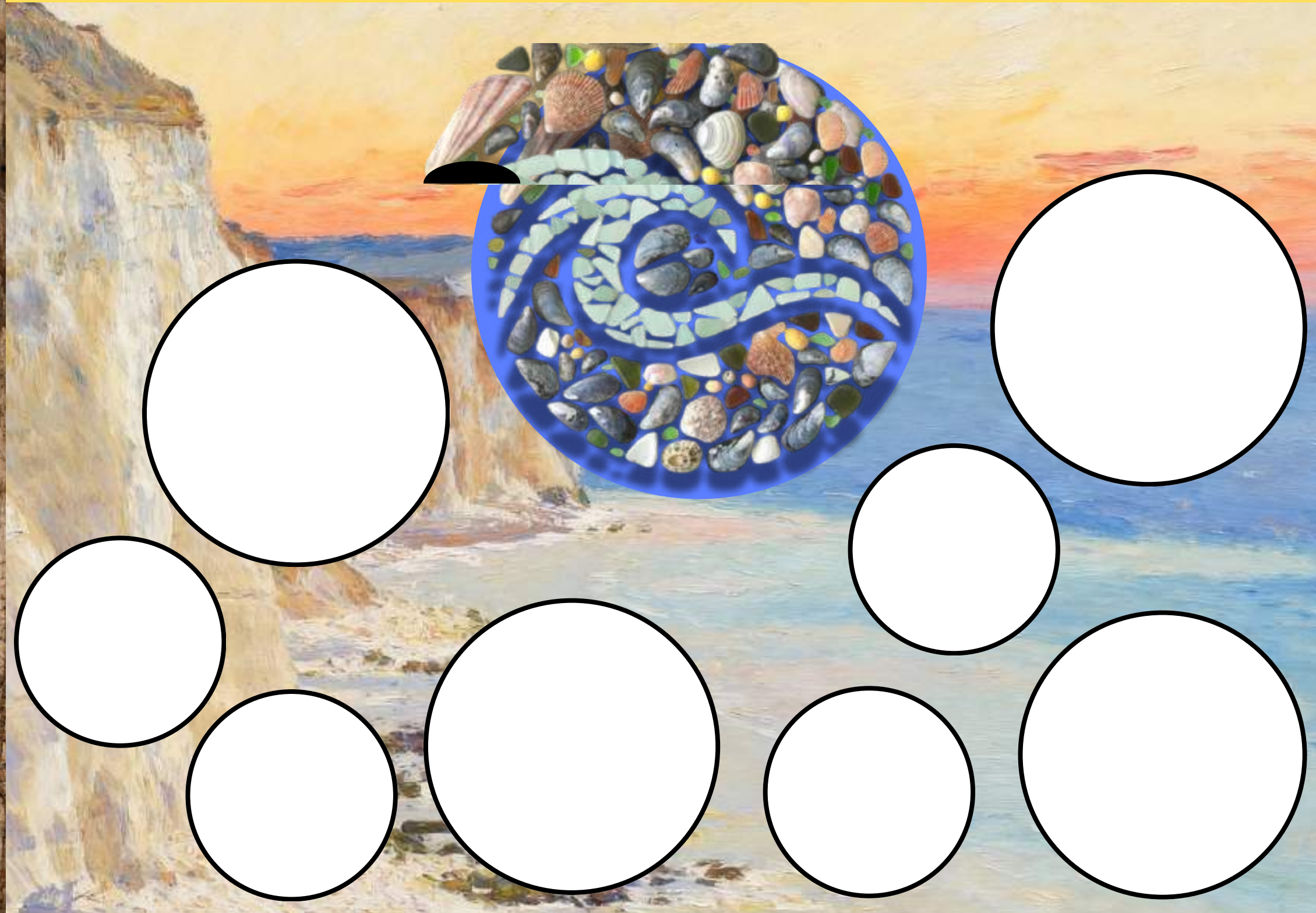
This Project was
created by



Leaflet holders



Peacehaven Community Ammonite Project



Plaque

This Project was
created by

Leaflet holders



Key Materials

Ammonite

MDF, Plastic Perspex for cover top, Wood, cardboard, heat proof glue

Background

Acrylic paint, heat proof glue, MDF / plywood large panel (or panels put together), drift wood border

Community circles

Wooden or acrylic circles cut and mounted to large panel background (can be cut to square to make things cheaper)
Use printed paper and laminated pieces to be bluetac to circles

Artist Commission: £300

(paint wall, make ammonite sculpture)

Wood work commission: £150

(cut wood, mount wall)

Community circles - who will do this?

Organisations to Approach

Men in Sheds

https://www.mybrightonandhove.org.uk/people/peopfolk/local_folks

Making it Out

<https://www.makingitout.co.uk/>

The Wood Store

<https://www.woodrecycling.org.uk/laser-services>

Environmental Funds

Veolia / Brighton Wind Farm

Recycling material

Leave no trace or other local sussex beach cleaners?

Donations

B&Q / Screwfix

Approaching schools

Infants, Prefect students from local schools of Peacehaven

More artists - Artwave

Titles for Community Headings

Youth

Youth club

Wellbeing & Health

Sports

Arts and Culture

Arts & Culture

TV & Film

Environment

Horticulture / Orchard

Wildlife

Parks & Recreation

Local Heritage

Meridian Line Walk

History of the Ammonites

Community Services

Commerce / Business

Town Council Events



Committee:	Policy and Finance	Agenda Item:	PF1179
Meeting date:	25 November 2025	Authors:	Responsible Financial Officer
Subject:	Agree Draft Budget		
Purpose:	To agree		

Recommendation(s):
To agree to draft budget.

1. Background

The RFO & Town Clerk have met with most councillors to discuss the draft budget for next financial year. The budget has been looked at in great depth and discussed at length. Further to the drop in sessions some amendments were suggested and I have therefore provided option 1 & 2 for consideration.

Option 1

This represents a £1.39 a month increase to residents per month assuming the resident pays over 10 months and not 12. It means a £71,148 increase to the precept which includes salaries and pension & NI Contributions, grass cutting and reserves which are needed. This does not reduce any previously agreed large grants.

Option 2

This represents £1.21 a month increase to residents per month assuming the resident pays over 10 months and not 12. It means a £62,319 increase to the precept which includes salaries and pension & NI contributions, grass cutting and reserves which are needed. It does reduce the small grants budget from £12,000 to £6,000, reduces the large grants requests and the Town Crier outfit as per suggestions made.

2. Reason for recommendation

Council budgets serve to plan and manage the financial resources of local authorities, ensuring that funds are allocated effectively to meet community needs and statutory obligations.

Expected benefits

a. The community

Continue to maintain and provide facilities for the community to a high standard

b. The environment

N/A

c. Other

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Increase to residents council tax / realistic budgets set.
5.4 Time scales	Effective April 2026 – March 2027
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

POLICY & FINANCE

	2025/26 Budget	Draft 2026/27 Budget	% Change	
100 General Administration				
4301 Purchase of Furniture/Equipment	1,500	1,500	0.0%	
4302 Purchase of Materials	500	500	0.0%	
4306 Printing	3,000	3,000	0.0%	
4308 Cllr Printing	1,500	1,500	0.0%	
4307 Stationery	1,000	1,000	0.0%	
4312 Professional Fees	8,500	8,500	0.0%	
4314 Audit Fees	3,000	3,000	0.0%	
4315 Insurance	13,500	14,500	7.4%	
4321 Bank Charges	1,150	1,150	0.0%	
4325 Postage	3,000	3,000	0.0%	
4326 Telephone	3,500	3,500	0.0%	
4327 Computers	20,000	20,000	0.0%	Includes Cyber Essentials certification
4333 Members Allowance	8,500	8,500	0.0%	
4341 Grants	10,000	12,000	20.0%	
4342 Subscription	8,000	8,000	0.0%	
Bereavement Services	0	2,000	#DIV/0!	
4356 EAP	600	600	0.0%	
4345 CTLA Service Level Agreement	6,825	7,405	8.5%	580
4346 CAB Service Level Agreement	13,000	15,000	15.4%	2,000
4354 HCC Service Level Agreement	3,000	3,000	0.0%	
4362 JOFF Service Level Agreement	3,340	2,680	-19.8%	Reduced agreed amount as some left in EMR
SCDA Service Level Agreement	0	2,500	#DIV/0!	
Havens Comm Hub Large Grant	0	1,500	#DIV/0!	
Bus Shelter Advertising	2,000	2,000	0.0%	
4854 Maps / Rights of Way		500	#DIV/0!	
4201 Vehicle lease	5,000	6,000	20.0%	
4444 Election Costs	10,000	10,000	0.0%	
General Administration: Expenditure	130,415	142,835	9.5%	
1001 Precept				
1013 Income from Photocopying	400	500	25.0%	
1016 Housing Benefit Claims LDC - Info Officer	16,283	17,097	5.0%	
1100 Interest Received	4,000	8,000	100.0%	
1309 Other Income	500	500	0.0%	
General Administration: Income	21,183	26,097	23.2%	
Net Expenditure over Income	109,232	116,738	6.9%	
360 Community House				
4101 Repair/Alteration of Premises	10,000	10,000	0.0%	
4102 Maintenance of Building	7,000	7,000	0.0%	
4111 Electricity	15,000	15,000	0.0%	
4112 Gas	7,500	7,500	0.0%	
4131 Rates	13,100	13,100	0.0%	
4141 Water Services	5,000	5,000	0.0%	
4151 Fixtures & Fittings	2,000	2,000	0.0%	
4161 Cleaning	1,500	2,200	46.7%	
4162 Cleaning Materials	1,000	0	-100.0%	Move all to cleaning
4163 Personal Hygiene	2,700	2,800	3.7%	
4164 Consumables	0	700	#DIV/0!	
4167 Cinema Costs	3,000	0	-100.0%	
4175 Music Licence	900	300	-66.7%	
4305 Uniform	700	700	0.0%	
4176 Community House Reserves	50,000	50,000	0.0%	
Community House: Expenditure	119,400	116,300	-2.6%	
1069 C/H Police Room	2,557	0	-100.0%	
1070 C/H Phoenix Room	4,589	7,596	65.5%	
1071 C/H Fields & Robson Room	12,600	12,600	0.0%	
1073 C/H Copper Room	7,097	0	-100.0%	
1075 C/H Meeting Rooms	5,719	6,000	4.9%	
1076 C/H Main Hall	12,358	14,358	16.2%	
1077 C/H Anzac Room	7,119	7,261	2.0%	
1078 C/H Main Kitchen	701	1,000	42.7%	
1079 C/H Anzac Kitchen	393	400	1.8%	
1080 C/H Foyer	550	0	-100.0%	
1081 C/H Equipment Hire	500	1,000	100.0%	

TBC	Bus Shelter Advertising	2,000	2,000	0.0%
1091	Cinema Income	3,000	0	-100.0%
1092	Electricity Feed-In Tariff	5,000	6,500	30.0%
Community House: Income		64,183	58,715	-8.5%
Net Expenditure over Income		55,217	57,585	4.3%
POLICY & FINANCE: Total Expenditure		246,815	259,135	5.0%
POLICY & FINANCE: Total Income		85,366	84,812	-0.6%
Net Expenditure over Income		161,449	174,323	8.0%

PLANNING

130 Neighbourhood Plan

4337 Neighbourhood Plan
Neighbourhood Plan: Expenditure

Net Expenditure over Income

200 Planning & Highways

4101	Repairs & Alterations	2,500	0	-100.0%	Moved to L&A
4111	Streetlight Electricity	2,500	0	-100.0%	Moved to L&A
4171	Grounds Maintenance Costs	500	0	-100.0%	Moved to L&A
4850	Grass Cutting Contract	16,178	0	-100.0%	Moved to L&A
4851	Noticeboards	650	0	-100.0%	Moved to L&A
4852	Monument & War Memorial	600	0	-100.0%	Moved to L&A
4853	Street Furniture	600	0	-100.0%	Moved to L&A
4854	Maps / Rights of Way	500	0	-100.0%	Moved to P&F

Planning & Highways: Expenditure

1051	A1 Boards	1,100	0	-100.0%	Moved to C&E
1022	Planter Advertising	1,100	0	-100.0%	Moved to C&E

Planning & Highways: Income

Net Expenditure over Income

PLANNING & HIGHWAYS: Total Expenditure

PLANNING & HIGHWAYS: Total Income

Net Expenditure over Income

2025/26 Budget	Draft 2026/27 Budget	% Change
0	0	#DIV/0!
0	0	#DIV/0!
0	0	#DIV/0!
2,500	0	-100.0%
2,500	0	-100.0%
500	0	-100.0%
16,178	0	-100.0%
650	0	-100.0%
600	0	-100.0%
600	0	-100.0%
500	0	-100.0%
24,028	0	-100.0%
1,100	0	-100.0%
1,100	0	-100.0%
2,200	0	-200.0%
24,028	0	-100.0%
24,028	0	-100.0%
2,200	0	-100.0%
21,828	0	-100.0%

COMMUNITY ENGAGEMENT

110 Civic Events

	2025/26 Budget	Draft 2026/27 Budget	% Change
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Civic Events (inc mayors reception, service & remembrance)	2,700	3,000	11.1%
4357 Town Crier Outfit	750	750	0.0%
4335 Civic Expenses (Inc mayors badge, Deputy Mayor Gifts, Mayoral Boards etc)	1,500	1,200	-20.0%
4339 National Mourning	100	100	0.0%
4349 Civic Training	500	500	0.0%
4351 Youth Mayor	500	500	0.0%
Civic Expenses: Expenditure	7,550	7,550	0.0%
Net Expenditure over Income	7,550	7,550	0.0%

120 Marketing

4328 Website	1,500	1,500	0.0%
4502 Events	500	500	0.0%
4306 Marketing Costs	900	2,000	122.2%
Marketing: Expenditure	2,900	4,000	37.9%
1048 Peacehaven News advertising	180	0	-100.0%
1301 Filming	1,000	1,500	50.0%
1051 A1 Boards	0	1,100	#DIV/0!
1022 Planter Advertising	0	1,100	#DIV/0!
1049 Banner Board Income	2,000	3,000	50.0%
Marketing: Income	3,180	6,700	110.7%
Net Expenditure over Income	-280	-2,700	864.3%

Moved from P&H
Moved from P&H

430 Summer Fair

4502 Event Costs	1,500	2,500	66.7%
4500 Event Staff Overtime	3,000	1,500	-50.0%
4900 Miscellaneous Expenses	0	0	#DIV/0!
Summer Fair: Expenditure	4,500	4,000	
1045 Event Sponsorship	500	0	-100.0%
1046 Stall Income (Events)	1,050	0	-100.0%
1094 Other Customer & Client Receipts	500	0	-100.0%
Summer Fair: Income	2,050	0	
Net Expenditure over Income	2,450	4,000	63.3%

Includes £1000 for climate fair

COMMUNITY ENGAGEMENT: Total Expenditure	14,950	15,550	4.0%
COMMUNITY ENGAGEMENT: Total Income	5,230	6,700	28.1%
Net Expenditure over Income	9,720	8,850	-9.0%

LEISURE, AMENITIES & ENVIRONMENT

		2025/26 Budget	Draft 2026/27 Budget	% Change	
300	Grounds Team General Exp				
4202	Repairs/Maintenance of Vehicle	7,000	7,500	7.1%	
4203	Fuel	5,500	5,500	0.0%	
4204	Road Fund License	600	600	0.0%	
	Vehicle Reserve	0	10,000	#DIV/0!	
4305	Uniform	1,000	1,000	0.0%	
	Grounds Team: Expenditure	14,100	24,600	74.5%	
	Net Expenditure over Income	14,100	24,600	74.5%	
310	Sports Park				
4111	Electricity	3,000	3,000	0.0%	
4131	Rates	2,345	2,500	6.6%	
4160	Changing Places	600	700	16.7%	
4164	Trade Refuse	3,000	3,000	0.0%	
4011	Groundsteam Training	2,000	2,000	0.0%	Move to C/H as no parks waste collected anymore need to re-examine every three years
4171	Grounds Maintenance Costs	10,000	10,000	0.0%	
	Sports Park: Expenditure	20,945	21,200	1.2%	
1025	Rent & Service Charge - PTFC	3,645	3,360	-7.8%	
	Rent & Service Charge - Bowls	0	6,896	#DIV/0!	25/26 budget excluded services payment from bowls club
1041	S/P Telephone Masts	6,383	7,672	20.2%	
1043	S/P Football Pitches	3,000	3,000	0.0%	
1061	S/P Court and MUGA Hire	740	740	0.0%	
	Sports Park: Income	13,768	21,668	57.4%	
	Net Expenditure over Income	7,177	-468	-106.5%	
315	Big Park				
4101	Repair/Alteration	5,000	5,000	0.0%	
4102	Maintenance of Unit 14	500	500	0.0%	
4111	Electricity (unit 14)	1,000	1,000	0.0%	NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE
4112	Gas (unit 14)	1,000	1,000	0.0%	
4355	Wifi (Unit 14)	585	0	-100.0%	
4121	Rents	15,500	15,500	0.0%	
4131	Rates	6,052	6,052	0.0%	
4161	Cleaning Costs	11,500	12,500	8.7%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	4,800	4,800	0.0%	
4303	Machinery Mtce/Lease	4,000	4,000	0.0%	
4329	Advertising Costs	2,000	2,000	0.0%	
4169	Play Equipment Reserve	5,000	5,000	0.0%	
	Big Park: Expenditure	57,937	58,352	0.7%	
tb	Transfer from Big Park EMR	10,000	10,000	0.0%	
1329	Advertising Income	2,000	2,000	0.0%	
	Big Park: Income	12,000	12,000	0.0%	
	Net Expenditure over Income	45,937	46,352	0.9%	
316	Gateway Café				
4101	Repair/Alteration of Premises	3,500	3,000	-14.3%	
4111	Electricity	10,000	10,000	0.0%	
4326	Telephones	972	240	-75.3%	
4355	Wifi	540	0	-100.0%	
4115	CCTV Maintenance	1,500	1,500	0.0%	
4116	Servicing / Maintenance	1,500	1,500	0.0%	
	Gateway Café: Expenditure	18,012	16,240	-9.8%	
1111	Electricity	10,000	10,000	0.0%	
1025	Rent & Service Charge	9,363	9,643	3.0%	
	Gateway Café: Income	19,363	19,643	1.4%	
	Net Expenditure over Income	-1,351	-3,403	151.9%	
330	Parks & Open Spaces				
4101	Repairs / Alterations	5,000	5,000	0.0%	
4104	Vandalism Repairs	1,500	1,500	0.0%	
4141	Water Services	5,000	7,000	40.0%	
4164	Trade Refuse	500	500	0.0%	
4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	2,500	2,500	0.0%	
4105	Trees	3,500	2,000	-42.9%	Earmark 25/26 unspent

4106	Signage	5,000	5,000	0.0%
4050	Allotment Costs	1,000	1,000	0.0%
	Amenity Area: Expenditure	28,000	28,500	1.8%
1044	Hire of the Dell	5,500	4,500	-18.2%
1050	Allotment Rent	2,650	2,650	0.0%
	Amenity Area: Income	8,150	7,150	-12.3%
	Net Expenditure over Income	19,850	21,350	7.6%
200	Highways			
4101	Repairs & Alterations	0	2,500	#DIV/0!
4111	Streetlight Electricity	0	1,932	#DIV/0!
4171	Grounds Maintenance Costs	0	500	#DIV/0!
4850	Grass Cutting Contract	0	20,842	#DIV/0!
4851	Noticeboards	0	650	#DIV/0!
4852	Monument & War Memorial	0	600	#DIV/0!
4853	Street Furniture	0	600	#DIV/0!
	Highways: Expenditure	0	27,624	
	Net Expenditure over Income	0	27,624	#DIV/0!
355	The Hub			
4103	Annual Servicing Costs	2,500	2,500	0.0%
4111	Electricity	3,000	3,000	0.0%
4112	Gas	3,000	3,000	0.0%
4355	Wifi	420	420	0.0%
4101	Repairs / Alterations	2,000	2,000	0.0%
	Hub Reserve		5,000	#DIV/0!
4175	Music Licence	500	418	-16.5%
	The Hub: Expenditure	11,420	16,338	43.1%
1084	The Hub	18,185	18,548	2.0%
1303	Water	160	160	0.0%
1112	Gas	300	300	0.0%
1111	Electric	300	300	0.0%
1355	Wifi	210	210	0.0%
	The Hub: Income	19,155	19,518	1.9%
	Net Expenditure over Income	-7,735	-3,181	-58.9%
	LEISURE, AMENITIES & ENV: Total Expenditure	150,414	192,854	28.2%
	LEISURE, AMENITIES & ENV: Total Income	72,436	79,979	10.4%
	Net Expenditure over Income	77,978	112,874	44.8%

PERSONNEL**100 General Administration**

	2025/26 Budget	Draft 2026/27 Budget	% Change	
4001 Salaries	530,494	557,019	5.0%	
4002 ER's NIC	57,000	71,552	25.5%	Salaries less £80000 (NI £5k threshold) X15%
4003 ER's Supn	93,000	101,000	8.6%	
4004 Overtime	4,000	4,000	0.0%	
4011 Office Staff Training	2,500	2,500	0.0%	
4014 Staff costs	750	750	0.0%	
4212 Staff Mileage Costs	500	500	0.0%	
4334 Members Training	1,500	1,500	0.0%	
General Administration: Expenditure	689,744	738,821	7.1%	
Net Expenditure over Income	689,744	738,821	7.1%	
PERSONNEL: Total Expenditure	689,744	738,821	7.1%	
PERSONNEL: Total Income	0	0		
Net Expenditure over Income	689,744	738,821	7.1%	

Option 1

COUNCIL

Policy & Finance
Planning & Highways
Community Engagement
Leisure, Amenities & Environment
Personnel
Total Expenditure

Policy & Finance
Planning & Highways
Community Engagement
Leisure, Amenities & Environment
Personnel
Total Income

Net Expenditure over Income

Precept
Tax Base
Band D

2025/2026 Budget	Draft 2026/27 Budget	% Change
249,815	259,135	3.7%
24,028	0	-100.0%
14,950	15,550	4.0%
150,414	192,854	28.2%
689,744	738,821	7.1%
1,128,951	1,206,360	6.9%
85,366	84,812	-0.6%
2,200	0	-100.0%
5,230	6,700	28.1%
72,436	79,979	10.4%
0	0	#DIV/0!
165,232	171,492	3.8%
963,719	1,034,868	7.4%
£963,719	£1,034,868	7.4%
5,130.6	5,130.6	0.0%
£187.84	£201.71	7.4%

£13.87 £1.39

COUNCIL

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

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

Net Expenditure over Income

Precept
Tax Base
Band D

Option 2

COUNCIL

	2025/2026 Budget	Draft 2026/27 Budget	% Change
Policy & Finance	249,815	250,555	0.3%
Planning & Highways	24,028	0	-100.0%
Community Engagem	14,950	15,300	2.3%
Leisure, Amenities &	150,414	192,854	28.2%
Personnel	689,744	738,821	7.1%
Total Expenditure	1,128,951	1,197,530	6.1%
Policy & Finance	85,366	84,812	-0.6%
Planning & Highways	2,200	0	-100.0%
Community Engagem	5,230	6,700	28.1%
Leisure, Amenities &	72,436	79,979	10.4%
Personnel	0	0	#DIV/0!
Total Income	165,232	171,492	3.8%
Net Expenditure ove	963,719	1,026,038	6.5%
Precept	£963,719	£1,026,038	6.5%
Tax Base	5,130.6	5,130.6	0.0%
Band D	£187.84	£199.98	6.5%

£12.15

£1.21

Reduces small grants to £6,000

Keeps CAB & CTLA rthe same as this year - no increase

Town Crier outfit reduced to £500

COUNCIL

Policy & Finance
Planning & Highways
Civic & Events
Leisure, Amenities &
Personnel
Total Expenditure
Policy & Finance
Planning & Highways
Civic & Events
Leisure, Amenities &
Personnel
Total Income
Net Expenditure ove

Precept
Tax Base
Band D

