

George Dyson
Town Clerk

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



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

Policy & Finance Committee

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

20th May 2025

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 27th May 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. **PF1114** CHAIR'S ANNOUNCEMENTS.
2. **PF1115** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1116** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1117** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1118** TO ADOPT THE COMMITTEE'S MINUTES OF 1ST APRIL 2025.
6. **PF1119** TO ELECT A COMMITTEE VICE-CHAIR
7. **PF1120** 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).
8. **PF1121** TO APPOINT MEMBERS TO THE GRANTS SUB-COMMITTEE
9. **PF1122** TO RECEIVE A REPORT AND AGREE GUIDELINES FOR THE ALLOTMENT LIAISON COUNCILLOR ROLE
10. **PF1123** TO DISCUSS AND AGREE TERMS FOR A DOG WASH STATION
11. **PF1124** TO RECEIVE A REPORT FROM THE AUDIT WORKING GROUP
12. **PF1125** TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A TRAFFIC RADAR
13. **PF1126** TO AGREE AN AMENDED CONDITION TO COMMUNITY HOUSE T&CS.
14. **PF1127** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
 - a. Audit Working Group
 - b. Community Buildings Working Group
 - c. Council Committee Structure TFG
15. **PF1128** DATE OF NEXT MEETING – TUESDAY 22ND JULY 2025 AT 7.30PM
16. **PF1129** 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.

17. **PF1130** UNPAID INVOICE ANALYSIS

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 1st April 2025 at 7.30pm.

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

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

No members of the public were in attendance.

1. PF1099 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2. PF1100 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1101 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1102 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1103 TO ADOPT THE COMMITTEE'S MINUTES OF 11TH FEBRUARY 2025.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies
The minutes of 11th February 2025 were **agreed** and **adopted**.

6. PF1104 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Campbell asked about whether the fixed term savings account has been opened with Unity Trust bank, the Responsible Financial Officer confirmed that we are in the process of doing this.

Cllr Campbell also asked about the service charge with the Meridian Centre relating to 2023, the Responsible Financial Officer confirmed that the bill has been challenged and that we are awaiting a response.

The Committee briefly discussed the allocation of CIL/106 monies that have been allocated to East Sussex County Council. Cllr Gallagher confirmed that District Councillors are following up on this.

There was a query around the potential increase to the General Reserve account from the 2024/25 budget. The Responsible Financial Officer informed Committee that it is too early to say at the moment.

Committee **noted** the report.

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

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

The Committee **resolved** to sign the bank account & bank reconciliation statements.

c. Income & Expenditure report.

Cllr Galagher commented that seeing this report is very useful, particularly seeing the monthly commitments.

Committee **noted** the report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the report.

f. List of payments (for approval).

Proposed by: Cllr Campbell

Seconded by: Cllr Gallagher

The Committee **resolved** to **approve** the list of payments.

7. PF1105 TO AGREE TO EARMARK AN ADDITIONAL BUDGETARY CODE

There was a brief discussion around the signage, and it was proposed to agree to earmark the additional budgetary code.

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

8. PF1106 TO DISCUSS POSSIBLE FUNDING FOR A CAR PARK LIGHTING PROJECT

Cllr Griffiths introduced the report and summarised the background on the car parking lighting project.

Committee had a lengthy discussion on the car park lighting project, including the required levels of lighting, benefits and drawbacks of solar, how it links into the Hub phase 2 project, and the possible funding sources.

It was proposed that Committee agree to progress this project as part of the council's aim of net Zero carbon target funded via any future budgets set to achieve this aim.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gordon-Garrett

Committee **resolved** to **agree** to this proposal by majority vote, with 6 in favour, and 3 abstentions.

9. PF1107 TO DISCUSS POTENTIAL CIL BIDS FOR JANUARY 2026

The Responsible Financial Officer gave a summary of the report and the purpose of the report coming forward. Committee discussed the report and the need to prioritise items for a possible CIL bid.

It was proposed that Committee form a small TFG to investigate possible CIL bids for January 2026.

Proposed by: Cllr Veck

Seconded by: Cllr Campbell

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

The membership of the TFG will be referred to Full Council.

10. PF1108 TO AGREE TO A 2-YEAR CONTRACT FOR THE PLAY APP LICENCE

It was proposed to sign the 2-year contract.

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

11. PF1109 TO DISCUSS THE FUTURE OF A UNIT FOR THE GROUNDS TEAM

The Town Clerk explained the purpose of the report, and emphasised that at this stage Committee is simply asked to decide whether the Grounds Team unit is something that Committee would like investigated further or not.

Cllr Davies challenged where this report had come from, which Cllr Griffiths gave some further background to and there was a lengthy debate about the report.

It was proposed that the Committee ask Officers to investigate the options for unit 14, with no set deadline, and return to the relevant Committee with a thoroughly worked report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Committee **did not agree** to this proposal, with 3 in favour, 4 against, and 2 abstentions.

12. PF1110 TO ADOPT A REVISED GRANTS POLICY

There was a discussion around the Grants policy, after which it was proposed that Committee agree to adopt the revised policy.

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

13. PF1111 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group
Meeting on Thursday with TFG members who will go through the information they can get from the website, and then make an appointment to come into the Office.
- b. Community Buildings Working Group
This Working Group has not met yet.
- c. PTC premises Terms & Conditions review TFG
This TFG can now be closed, thanks were noted to all involved, particularly the Meetings & Projects Officer.
- d. Council Committee Structure TFG
The TFG has met once, with another one set for Monday coming.

14. PF1112 DATE OF NEXT MEETING – TUESDAY 27TH MAY 2025 AT 7.30PM

The next meeting was confirmed at 27th May 2025 at 7:30pm.

15. PF1113 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
The Committee **resolved** to **exclude** press and public from the remaining agenda items.

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

16. PF1114 AGED DEBT ANALYSIS

Committee **noted** the report.

There being no further business, the meeting closed at 21:03.



Committee:	Policy & Finance	Agenda Item:	PF1120a
Meeting date:	27 May 2025	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

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

1. Background

The attached reports summarise the council's overall financial position as at the end of month 01 (April 2025). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 March 2025. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As per Financial Regulations the requirement for the bank reconciliations should be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – Action 2 above

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as

Unrepresented Cheques (Minus)) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as Receipts not Banked/Cleared (Plus)

As councillors are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as Bank Statement Account Name) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as Difference is) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to nominal codes (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and cost centres (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- Actual year to date – the total amount spent so far this financial year for that particular nominal code
- Current Annual Bud – the agreed budget for the entire financial year for that particular nominal code
- Variance Annual Total – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- Committed expenditure – not currently used by this council
- Funds available – the amount of money remaining available to spend during the remainder of the financial year.
- % of budget – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 8.0% of the budgeted expenditure has been spent so far, and 44.8% of the budgeted income has been received as at the end of month 1 (April 2025)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its assets (money the council has and/or is owed to it) and liabilities (money the council owes to others) and how those funds are allocated within the councils accounts (shown as Represented By).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The Represented By section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the Net Expenditure over Income figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2026, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Appendices

- **Barclays Bank account summary balances February & March 2025**
- **Bank reconciliation statement for cashbook 1 – February & March 2025**
- **Bank reconciliation statement for cashbook 2 –February & March 2025**
- **Credit Card reconciliation statement – February 2025**
- **Detailed income and expenditure month 1 (April 2025)**
- **Detailed balance sheet month 1 (April 2025)**

**Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		1,014,702.95
Current Account	31/01/2025		50,000.00
			<hr/> 1,064,702.95
<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	
			<hr/> 150.00
			1,064,552.95
<u>Unpresented Receipts (Plus)</u>			
17/12/2024		20.00	
18/12/2024		6.00	
22/01/2025		39.00	
22/01/2025		29.00	
23/01/2025		29.00	
23/01/2025		46.80	
27/01/2025		14.04	
28/01/2025		201.60	
28/01/2025		42.00	
30/01/2025		1,831.10	
30/01/2025		242.50	
30/01/2025		9.60	
30/01/2025		39.00	
30/01/2025		15.30	
30/01/2025		21.60	
30/01/2025		29.00	
31/01/2025		400.00	
31/01/2025		29.00	
31/01/2025		13.20	
31/01/2025		36.00	
			<hr/> 3,093.74
			1,067,646.69
Balance per Cash Book is :-			1,067,646.69
Difference is :-			0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/01/2025		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	28/02/2025		991,072.61
Current Account	28/02/2025		50,000.00
			<u>1,041,072.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630 TELSCOMBE CLIFF SCHOOL		100.00	
15/08/2024 121124 S GRAVENOR		50.00	
28/02/2025 121152 HMRC		9,230.37	
			<u>9,380.37</u>
			1,031,692.24
<u>Unpresented Receipts (Plus)</u>			
14/02/2025		50.00	
17/02/2025		14.04	
19/02/2025		42.00	
19/02/2025		151.20	
20/02/2025		115.20	
20/02/2025		140.40	
21/02/2025		50.00	
24/02/2025		120.00	
24/02/2025		14.04	
24/02/2025		60.40	
24/02/2025		120.80	
25/02/2025		42.00	
26/02/2025		827.35	
27/02/2025		328.90	
28/02/2025		-196.50	
			<u>1,879.83</u>
			1,033,572.07
		Balance per Cash Book is :-	1,033,572.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	28/02/2025		597.77
			<u>597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			597.77
		Balance per Cash Book is :-	597.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/04/2025		50,000.00
Current Account	30/04/2025		1,309,393.21
			<u>1,359,393.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
17/04/2025 121156	Lewes District Council	639.54	
			<u>789.54</u>
			1,358,603.67
<u>Unpresented Receipts (Plus)</u>			
01/04/2025		-26.00	
22/04/2025		16.80	
25/04/2025		60.00	
28/04/2025		48.00	
29/04/2025		126.00	
29/04/2025		42.00	
30/04/2025		10.80	
30/04/2025		5.35	
			<u>282.95</u>
			1,358,886.62
		Balance per Cash Book is :-	1,358,886.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/04/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Today: 07 May 2025



MRS ZOE LEIGH MALONE

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£83,707.03
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 12 transactions between 30/04/2025 and 30/04/2025 from 30/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
30/04/2025	Transfer TRANSFER 30701211 TRANSFER 30701211	£25,701.36		£50,000.00
30/04/2025	Bill Payment EAST SUSSEX COUNTY PEACEHAVEN APR BBP		-£10,420.28	£24,298.64
30/04/2025	Bill Payment AMAZON PAYMENTS UK A1VKEZ6H0LE5BT BBP		-£15.00	£34,718.92
30/04/2025	Bill Payment ACACIA GROUNDCARE I01/28453/54 BBP		-£1,328.33	£34,733.92
30/04/2025	Bill Payment C1032 HEAT CRAFT 24975 BBP		-£728.04	£36,062.25
30/04/2025	Bill Payment P J MANNINGTON 2306 BBP		-£2,220.00	£36,790.29
30/04/2025	Bill Payment COMMUNITY TRANSPOR PTC SLA BBP		-£6,825.00	£39,010.29
30/04/2025	Bill Payment NUCLEAN GROUP LIM INV-0320 BBP		-£1,388.63	£45,835.29
30/04/2025	Counter Credit babyballet Brighto	£40.00		£47,223.92

Today: 07 May 2025



MRS ZOE LEIGH MALONE

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,331,616.73
Last night's balance	£1,331,345.72
Overdraft limit	n/a

Showing 1 transaction between 30/04/2025 and 30/04/2025 from 30/04/2025 to 30/04/2025

Date	Description	Money in	Money out	Balance
30/04/2025	Transfer TRANSFER 10701173 TRANSFER 10701173		-£25,701.36	£1,309,393.21

Need to view older transactions?

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

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.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	481,860	963,719	481,859			50.0%	
1013 Income from Photocopying	18	400	382			4.5%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1100 Interest Received	0	4,000	4,000			0.0%	
1309 Other Income	0	500	500			0.0%	
General Administration :- Income	498,161	984,902	486,741			50.6%	0
4345 CTLA Service Level Agreement	6,825	6,825	0		0	100.0%	
4346 CAB Service Level Agreement	0	13,000	13,000		13,000	0.0%	
4354 HCC Service Level Agreement	0	3,000	3,000		3,000	0.0%	
4362 The Joff Service Level Agree	0	3,340	3,340		3,340	0.0%	
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
General Administration :- Direct Expenditure	6,825	28,165	21,340	0	21,340	24.2%	0
4001 Salaries	37,922	530,494	492,572		492,572	7.1%	
4002 Employer N.I Contributions	4,779	57,000	52,221		52,221	8.4%	
4003 Employer Pension Contributions	3,686	93,000	89,314		89,314	4.0%	
4004 Overtime	132	4,000	3,868		3,868	3.3%	
4011 Training	0	2,500	2,500		2,500	0.0%	
4201 Purchase of Vehicles	416	5,000	4,584		4,584	8.3%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	66	1,500	1,434		1,434	4.4%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	331	3,000	2,669		2,669	11.0%	
4307 Stationery	0	1,000	1,000		1,000	0.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	170	8,500	8,330		8,330	2.0%	
4314 Audit Fees	130	3,000	2,870		2,870	4.3%	
4315 Insurance	0	13,500	13,500		13,500	0.0%	
4321 Bank Charges	0	1,150	1,150		1,150	0.0%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	0	3,000	3,000		3,000	0.0%	
4326 Telephones	216	3,500	3,284		3,284	6.2%	
4327 Computers	1,351	20,000	18,649		18,649	6.8%	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	1,790	10,000	8,211		8,211	17.9%	
4342 Subscriptions	4,697	8,000	3,303		3,303	58.7%	
4356 EAP	50	600	550		550	8.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	55,766	791,244	735,478	0	735,478	7.0%	0
Net Income over Expenditure	435,571	165,493	(270,078)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	0	2,700	2,700		2,700	0.0%	
4335 Civic Expenses	0	1,500	1,500		1,500	0.0%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	0	6,550	6,550	0	6,550	0.0%	0
Net Expenditure	0	(7,550)	(7,550)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	80	2,000	1,920			4.0%	
1301 Filming	0	1,000	1,000			0.0%	
Marketing :- Income	80	3,180	3,100			2.5%	0
4306 Printing	0	900	900		900	0.0%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	0	2,900	2,900	0	2,900	0.0%	0
Net Income over Expenditure	80	280	200				
<u>200 Planning & Highways</u>							
1022 Planter Advertising	0	1,100	1,100			0.0%	
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	0	2,200	2,200			0.0%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	0	2,350	2,350	0	2,350	0.0%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	2,500	2,500		2,500	0.0%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	0	16,178	16,178		16,178	0.0%	
Planning & Highways :- Indirect Expenditure	0	21,678	21,678	0	21,678	0.0%	0
Net Income over Expenditure	0	(21,828)	(21,828)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300</u> <u>Grounds Team General Exp</u>							
4011 Training	0	2,000	2,000		2,000	0.0%	
4202 Repairs/Maintenance of Vehicle	0	7,000	7,000		7,000	0.0%	
4203 Fuel	120	5,500	5,380		5,380	2.2%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	120	16,100	15,980	0	15,980	0.7%	0
Net Expenditure	(120)	(16,100)	(15,980)				
<u>310</u> <u>Sports Park</u>							
1025 Rent & Service Charge	0	3,645	3,645			0.0%	
1041 S/P Telephone Masts	0	6,383	6,383			0.0%	
1043 S/P Football Pitches	0	3,000	3,000			0.0%	
1061 S/P Court Hire	0	740	740			0.0%	
1111 Electricity	31	0	(31)			0.0%	
Sports Park :- Income	31	13,768	13,737			0.2%	0
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	0	600	600		600	0.0%	
4161 Cleaning Costs	2,314	11,500	9,186		9,186	20.1%	
4164 Trade Refuse	640	3,000	2,360		2,360	21.3%	
4171 Grounds Maintenance Costs	531	10,000	9,469		9,469	5.3%	
Sports Park :- Indirect Expenditure	4,533	30,445	25,912	0	25,912	14.9%	0
Net Income over Expenditure	(4,502)	(16,677)	(12,175)				
<u>315</u> <u>Big Park</u>							
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	0	2,000	2,000			0.0%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	81	1,000	919		919	8.1%	
4112 Gas	0	1,000	1,000		1,000	0.0%	
4121 Rents	3,670	15,500	11,830		11,830	23.7%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	
4326 Telephones	27	0	(27)		(27)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	13,472	41,437	27,965	0	27,965	32.5%	2,957
Net Income over Expenditure	(13,472)	(39,437)	(25,965)				
6000 plus Transfer from EMR	2,957	0	(2,957)				
Movement to/(from) Gen Reserve	(10,515)	(39,437)	(28,922)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	714	9,363	8,649			7.6%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	714	19,363	18,649			3.7%	0
4101 Repair/Alteration of Premises	0	3,500	3,500		3,500	0.0%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	0	18,012	18,012	0	18,012	0.0%	0
Net Income over Expenditure	714	1,351	637				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	80	5,500	5,420			1.5%	
1050 Allotment Rent	58	2,650	2,592			2.2%	
Parks & Open Spaces :- Income	138	8,150	8,012			1.7%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	0	5,000	5,000		5,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	123	11,000	10,877	0	10,877	1.1%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4141 Water Services	399	5,000	4,601		4,601	8.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	161	4,000	3,840		3,840	4.0%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	560	22,000	21,440	0	21,440	2.5%	0
Net Income over Expenditure	(545)	(24,850)	(24,305)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	69	18,185	18,116			0.4%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	0	160	160			0.0%	
1355 Wifi	0	210	210			0.0%	
The Hub :- Income	69	19,155	19,086			0.4%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	250	2,500	2,250		2,250	10.0%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(140)	3,000	3,140		3,140	(4.7%)	
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	27	420	393		393	6.5%	
The Hub :- Indirect Expenditure	744	10,920	10,176	0	10,176	6.8%	0
Net Income over Expenditure	(675)	7,735	8,410				
<u>360 Community House</u>							
1069 C/H Police Room	0	2,557	2,557			0.0%	
1070 C/H Phoenix Room	0	4,589	4,589			0.0%	
1071 C/H Fields & Robson	1,050	12,600	11,550			8.3%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	68	5,719	5,652			1.2%	
1076 C/H Main Hall	594	12,358	11,764			4.8%	
1077 C/H Anzac Room	216	7,119	6,903			3.0%	
1078 C/H Main Kitchen	60	701	641			8.6%	
1079 C/H Anzac Kitchen	25	393	368			6.4%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	49	500	451			9.8%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	0	5,000	5,000			0.0%	
1303 Water Charges	20	0	(20)			0.0%	
Community House :- Income	2,082	64,183	62,102			3.2%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,900	3,900	0	3,900	0.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	0	10,000	10,000		10,000	0.0%	
4102 Maintenance of Buildings	0	7,000	7,000		7,000	0.0%	
4111 Electricity	815	15,000	14,185		14,185	5.4%	
4112 Gas	0	7,500	7,500		7,500	0.0%	
4131 Rates	6,550	13,100	6,550		6,550	50.0%	
4141 Water Services	411	5,000	4,589		4,589	8.2%	
4151 Fixtures & Fittings	195	2,000	1,805		1,805	9.8%	
4161 Cleaning Costs	0	1,500	1,500		1,500	0.0%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	0	2,700	2,700		2,700	0.0%	
4176 Community House Reserve	0	50,000	50,000		50,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	7,971	115,500	107,529	0	107,529	6.9%	0
Net Income over Expenditure	(5,889)	(55,217)	(49,328)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	50	1,050	1,000			4.8%	
1094 Other Customer & Client Receipt	0	500	500			0.0%	
Summer Fair :- Income	50	2,050	2,000			2.4%	0
4500 Event Staff Overtime	0	3,000	3,000		3,000	0.0%	
4502 Events	0	1,500	1,500		1,500	0.0%	
Summer Fair :- Indirect Expenditure	0	4,500	4,500	0	4,500	0.0%	0
Net Income over Expenditure	50	(2,450)	(2,500)				
Grand Totals:- Income	501,325	1,118,951	617,626			44.8%	
Expenditure	90,113	1,128,201	1,038,088	0	1,038,088	8.0%	
Net Income over Expenditure	411,211	(9,250)	(420,461)				
plus Transfer from EMR	2,957	0	(2,957)				
Movement to/(from) Gen Reserve	414,168	(9,250)	(423,418)				

20/05/2025

Peacehaven Town Council

11:30

Balance Sheet as at 20/05/2025

31/03/2024

31/03/2025

	Current Assets	
12,668	Debtors Control	12,073
5,079	VAT Control A/c	5,185
50	Deposit Aqua	50
959,966	Current Bank A/c	1,380,123
600	Reserve Account	600
0	Credit Card A/c	26
501	Credit Card Creditors	0
<u>978,863</u>		<u>1,398,056</u>
978,863	Total Assets	1,398,056
	Current Liabilities	
690	Credit Card A/c	0
5,376	Creditors	172
0	Credit Card Creditors	163
6,238	Mayor's Appeal	2
4,265	Accruals	0
231	Pension Control	231
4,994	Deposits Received	4,944
<u>21,794</u>		<u>5,513</u>
957,069	Total Assets Less Current Liabilities	1,392,543
	Represented By	
262,618	General Reserves	722,577
614	Events	614
375	Meridian Walk	375
212	D-Day Grant	212
2,241	Repairs & Alterations P&H	2,241
5,000	Play Equipment	5,000
1,806	Purchase Of Equipment	1,806
27,102	Community House Reserve	27,102
13,334	Vehicle Reserve	13,334
655	Tree Works	655
1,950	Staff training	1,950
23,971	Elections	23,971
1,467	Members Training	1,467
28,647	Service Charges	5,348
500	National Mourning	500

31/03/2024		31/03/2025
	1,240 Noticeboards	1,240
	750 Town Crier Outfit	750
	1,830 Monument & War Memorial	1,830
	11,732 Football Foundation Fund	8,775
	1,016 Fuel	1,016
	468 Gas for Hub	21
	660 P/H Youth Task Group	660
	469,221 CIL	471,484
	46,587 Big Park	46,587
	3,100 Hub Improvments	3,100
	1,430 Climate Change	1,430
	1,428 Sponsorship	1,428
	450 Donations Received	405
	1,333 Professional Fees - Legal	1,333
	3,640 Neighbourhood Plan	3,640
	41,690 Capital Receipts Reserve	41,690
	<div><div></div><div>957,069</div><div></div></div>	<div><div></div><div>1,392,543</div><div></div></div>

The above statement represents fairly the financial position of the authority as at 20/05/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date :

Signed :
Responsible
Financial

Date :

Zoe Malone
Responsible Financial Officer

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



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

Committee:	Policy & Finance	Agenda Item:	PF1120e
Meeting date:	27 May 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 **£471,529.55**

CIL Expenditure 2025/26			
Supplier	Description	Amount	Comments
		£	

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	£7,500	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility.
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25)
		£183,500	

106 Monies held at LDC or ESCC

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

				<i>LW/2013/0686 - land North of Keymer Avenue</i>
--	--	--	--	---

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

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

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

5. Implications

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

6. Appendices

List of Payments made between 01/03/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Lewes District Council	DD	1,047.80		BUSINESS RATES 25/26
01/04/2025	Lewes District Council	DD1	6,549.75		BUSINESS RATES 25/26
02/04/2025	AMAZON	BACS	21.99		TOILET SEAT
02/04/2025	Trade UK	BACS1	32.57		STOP COCK FOR ALLOTMENTS
02/04/2025	SUSSEX PAYROLL SERVICES LTD	BACS2	136.80		PAYROLL SERVICES
04/04/2025	WORLD PAY	WP0404	29.80		CARD FEES
04/04/2025	EDF	DD	546.63		DEC-FEB ELECTRICITY
04/04/2025	02	DD1	87.36		MOBILES - APRIL
04/04/2025	Barclays	DD2	57.00		BACS / COLLECT CHARGES
04/04/2025	Northstar IT	DD4	1,556.35		MONTHLY SUPPORT
07/04/2025	The Fuelcard People	DD	13.20		FUEL CARD
07/04/2025	WORLDPAY	WP 0704	0.70		WP CARD CHARGE
10/04/2025	Hugh Page Sussex Ltd	BACS3	8.07		KUBOTA PARTS
10/04/2025	SCRIVENS LTD	BACS4	22.50		KB EYE TEST
10/04/2025	CASTLE WATER	BACS5	147.50		MARCH WATER
10/04/2025	CASTLE WATER	BACS6	399.32		MARCH WATER
10/04/2025	Business Sream	BACS7	153.24		DEC-MAR WASTE
10/04/2025	Ricoh Capital Ltd	BACS8	235.61		JAN-MARCH CLICK CHARGES
10/04/2025	Spy AlarmsLtd	BACS9	300.00		FIREALARM REPAIR - HUB
10/04/2025	Wightman & Parrish Ltd	BACS10	347.29		CLEANING / BAGS
10/04/2025	Business Sream	BACS11	366.23		JAN-APR WASTE WATER
10/04/2025	EDF	BACS12	978.27		MARCH ELECTRIC
10/04/2025	Rialtas Business Solutions Ltd	BACS13	2,502.00		MTD ANNUAL SUPPORT
10/04/2025	ESALC Limited	BACS14	2,504.65		ESALC / NALC MEMBERSHIP 25/26
10/04/2025	Rigby Taylor	BACS15	3,342.15		GRASS SEED / RENO GRASS SEED
10/04/2025	TANIA RICHARDS	BAC16	50.00		T.RICHARD REFUND
10/04/2025	WORLD PAY	WP 1004	0.11		CARD CHAGES
11/04/2025	PAPACHINOS LIMITED	BACS	300.00		CIVIC RECEPTION BUFFET
11/04/2025	CASTLE WATER	DD1	44.35		MARCH WATER COMM HOUSE
17/04/2025	CONSULT CLEANING SERVICES	BACS1	1,388.63		MARCH- APRIL CLEANING
17/04/2025	Rigby Taylor	BACS2	668.81		FERTILISER FOR BOWLING GREEN
17/04/2025	Farrington Property Developmen	BACS3	4,404.00		UNIT 14 RENT W/C 09/04
17/04/2025	Ricoh Capital Ltd	BACS5	396.84		01/04-30/06 PRINITING
17/04/2025	Vitax Limited	BACS6	131.82		SPRAY VALVE / SWITCH & MARKERS
17/04/2025	FILCRIS LTD	BACS7	166.74		POSTS FOR DELL
17/04/2025	Lewes District Council	BACS8	6,736.50		BUSINESS RATES 25/26
17/04/2025	MURFER MYSTERY EVENINGS	BACS9	800.00		CIVIC RECEPTION ENTERTAINMENT
17/04/2025	Wightman & Parrish Ltd	BACS10	24.86		BIN BAGS
17/04/2025	NATALIE HARRISON	BACS	50.00		N.HARRISON REFUND
17/04/2025	GIOVANNA MARIANO	BACS1	50.00		G.MARIANO REFUND
17/04/2025	Lewes District Council	121156	639.54		WASTE 01/04-30/06
22/04/2025	Northstar IT	DD	60.00		DELL REPLACEMENT CHASSIS
22/04/2025	CASTLE WATER	DD1	7.51		MARCH WATER
22/04/2025	KINTO UK LTD	DD2	499.74		VAN LEASE
22/04/2025	Credit Card A/c	MAR CC	26.00		MARCH CC
22/04/2025	WORLDPAY	WP2204	0.29		CARD CHARGES
23/04/2025	Northstar IT	DD3	5.28		ONLINE PLAN 50GB

List of Payments made between 01/03/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/04/2025	HEALTH ASSURED LTD	DD4	60.00		EAP
23/04/2025	TOWER LEASING LIMITED	DD5	62.67		PHONE RENTAL
25/04/2025	R.J.Meaker Fencing Ltd	BACS	11.96		MAINTENANCE ITEMS
25/04/2025	AMAZON	BACS1	87.83		NETGEAR PORT
25/04/2025	Brewers and Sons Ltd	BACS2	13.90		WET PAINT TAPE
25/04/2025	EDF	BACS3	85.34		MARCH ELECTRIC
25/04/2025	Lewes District Assoc. of Local	BACS4	20.00		LDALC SUBS
25/04/2025	Peacehaven & District Chamber	BACS5	87.50		X5 CHAMBER BREAKFASTS
25/04/2025	Mulberry & Co	BACS6	156.00		ANNUAL YEAR END AUDIT
25/04/2025	OSCARS WISH	BACS7	100.00		OSCARS WISH REFUND
25/04/2025	PEACEHAVEN HEIGHTS	BACS8	750.00		PHA GRANT
25/04/2025	SOUTH COAST BIRD NETWORK	BACS9	750.00		BIRD NETWORK GRANT
25/04/2025	NEWHAVEN CRICKET CLUB	BACS10	150.00		NH CRICKET GRANT
25/04/2025	CITRUS HR	DD6	204.00		SAFEHR MEMBERSHIP
25/04/2025	APRIL SALARIES	APR PAY	29,451.91		APRIL SALARIES
28/04/2025	TOTAL GAS & POWER	DD	342.52		MARCH GAS
28/04/2025	The Fuelcard People	DD1	130.94		FUEL
30/04/2025	EAST SUSSEX PENSION FUND	BACS	10,420.28		APRIL SALARIES
30/04/2025	Acacia Groundcare Equipment Re	BACS1	1,328.33		DISC SEEDER
30/04/2025	PETER MANNINGTON	BACS2	2,220.00		VERTI DRAIN FOOTBALL PITCHES
30/04/2025	CONSULT CLEANING SERVICES	BACS3	1,388.63		MAY CLEANING
30/04/2025	CTLA	BACS4	6,825.00		CTLA SLA
30/04/2025	AMAZON	BACS5	15.00		VELCRO FOR SIGNS
30/04/2025	Heatcraft And Ventilation Ltd	BACS7	728.04		HOT WATER REPAIRS TO HUB
30/04/2025	EDF	DD	3,482.68		DEC-MAR ELECTRICITY
30/04/2025	Focus IT Services	DD2	174.72		MONTHLY WIFI/TELEPHONES
Total Payments			96,885.05		

George Dyson
Town Clerk

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



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

Committee:	Policy and Finance	Agenda Item:	PF1122
Meeting date:	27 th May 2025	Authors:	Parks officer
Subject:	Allotment update		
Purpose:	To agree		

Recommendation(s):

To agree the updated liaison role guidelines

1. Background

The Leisure and Amenities committee created the role of councillor liaison to the allotments to be a visual contact for allotment holders to help create better communication between the council and tenants.

The guidelines for councillors who take up this role have been looked at and updated a copy is in the appendices section of this report. The L&A committee agreed to the content of the guidelines, but the decision needs to be ratified by this committee.

2. Options for Council

The committee are asked to agree to the updated liaison Councillor role guidelines in the appendices section.

3. Reason for recommendation

To ensure Transparency and safety of councillors and the council when carrying out the liaison role

4. Expected benefits

a. The community

Allotments are at the heart of most towns and are a benefit to all those who use them

b. The environment

All allotments adhere to the terms and conditions regarding ban on use of chemicals etc.

c. Other

Implications

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

5. Values & priorities alignment

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

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

Early resolution of complaints - personnel committee

6. Appendices

ALLOTMENTS COUNCILLOR LIAISON ROLE - GUIDELINES

Do.

1. Make a regular visit to the Allotment Gardens as advertised on Notice Board
The 4th Friday of the month between 2pm and 4pm (weather permitting).
2. Make ad hoc visits to the allotment gardens to provide contact to those unable to attend on 4th Friday at prescribed times.
3. Have knowledge of Allotment Terms and Conditions and Policy.
4. Complete and adhere to a Risk Assessment Form record date and purpose of visit.
5. Report to relevant Officer any observations or information considered to need follow up.
6. Put into practice the Civility and Respect pledge in all interactions with Allotment Tenants.
7. Approach all interactions with respect and professionalism, fostering a positive environment for discussion.
8. Adhere to all ethical guidelines, conflict of interest policies, and the Code of Conduct for Councillors whilst carrying out Council responsibilities.

9. Document meetings, communications, and agreements with stakeholders for accountability and future reference.
10. Act only as authorised by Peacehaven Town Council.
11. Remain open to feedback and dialogue.
12. Regularly report back to the council on liaison activities and stakeholder feedback to ensure accountability and transparency.

Don't

1. Become involved in Complaints, these are dealt with by the Town Council in accordance with Complaints Policy
2. Inspect or interfere with any allotment plots.
3. Enter any plot without express permission of tenant, this includes the 60cm gap next to the boundary fences as this is part of the plot maintained by the tenant.
4. Involve themselves in enforcing Terms and Conditions.
5. Engage in resolving disputes or complaints of Allotment tenants.
6. Make decisions on behalf of Peacehaven Town Council.
7. Engage in Political canvassing on Allotment Gardens.
8. Interfere with a tenant or their allotment plot, ensuring their right to quiet enjoyment is protected.

George Dyson
Town Clerk

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



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

Committee:	Policy & Finance	Agenda Item:	PF1123
Meeting date:	May 27 th 2025	Authors:	Parks Officer
Subject:	Dog wash station proposal		
Purpose:	To agree		

Recommendation(s):

The committee are asked to agree to the terms provided for Pristine paws to provide a dog wash station at centenary park which was agreed at the L&A meeting on 13/05/2025

1. Background

Pristine paws are going to install a dog washing station at centenary park with zero cost to the council, the L&A committee agreed to have the station installed but have asked for the P&F to deal with licences, leases and the financial implications.

2. Options for Council

The committee are asked to agree to the terms provided for the dog washing station.

3. Reason for recommendation

The council has been investigating new income streams to help cover the costs of running the town,

4. Expected benefits

New amenity for the residents

New income for the council

Possibly increased use of the park.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Potential income
5.4 Time scales	2026
5.5 Stakeholders & Social Value	A new amenity for the town
5.6 Contracts	yes
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

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

Improved amenities in Peacehaven.

7. Appendices

JOINT VENTURE AGREEMENT (supplied by Pristine Paws)

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

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

2. Peacehaven Town Council, having its principal place of authority managed at Meridian Centre, Meridian Centre, Peacehaven BN10 8BB (“PTC”).

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

RECITALS

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

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

- WHEREAS, the Parties wish to enter a joint venture for the purpose of installing and operating a dog wash machine at Centenary Park, with the intent of sharing the revenue generated from the service.

NOW, THEREFORE, the Parties agree as follows:

1. 1. PURPOSE OF JOINT VENTURE

The purpose of this Agreement is to install and operate a self-service dog wash machine (the “Dog Wash Machine”) at PTC’s property and share the revenue generated (10% BSRA / 90% PP ex vat) of the monthly revenue from its use.

2. RESPONSIBILITIES OF THE PARTIES

2.1 Responsibilities of PP

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

2.2 Responsibilities of PTC

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

3. REVENUE SHARING AND COST OF UTILITIES

- The Parties agree to a BSRA 10 / PP 90 split ex vat revenue generated from the Dog Wash Machine

- Revenue from the Dog Wash Machine will be collected by PP and calculated on a monthly basis.
- PP will remit PTC's share of the revenue each month, accompanied by a statement detailing the total revenue generated and the split.

Cost of Utilities used by the Dog Wash Machine will be based upon £0.20 per 10-minute wash and will be calculated and paid by PP to PTC on a monthly basis.

4. TERM AND TERMINATION

4.1 Term

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

5. EXPENSES

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

6. INDEMNIFICATION

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

7. CONFIDENTIALITY

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

8. GOVERNING LAW

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

9. DISPUTE RESOLUTION

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

10. ENTIRE AGREEMENT

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

11. AMENDMENTS

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

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

****Pristine Paws****

Signature: _____

Name: Dave Smith

Title: Director

Date: _____

****PTC****

Signature: _____

Name: _____

Title: _____

Date: _____



George Dyson
Town Clerk

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



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

Audit Working Group – Checklist

Date of audit:	<u>APRIL 2025</u>
Members auditing:	<u>Cllrs Aimee Harman, Wendy Veck and Max Rosser</u>

Item	Policy Documents
Description	Ensure that 2 randomly selected policies are published in line with PTC's publication scheme and are within their stated review dates.
Policies Checked:	A -Dignity at work B -community engagement
Comments:	A – adopted 27 06 23 – needs review date B – adopted 21 05 24 review date – May 25 (needs monitoring)
Outcome:	Partially Compliant

Item	Personnel Records
Description	Ensure that a signed contract of employment is available for a randomly selected employee.
Comments:	Zoe Polydorou – signed Karen Bray - signed
Outcome:	Compliant

Item	Personnel Records
Description	Ensure that certificates or evidence of competence are available for training undertaken by a randomly selected employee.
Training Checked:	
Comments:	Vicky Onis – records available and up to date Andy Pickton – records available and up to date
Outcome:	Compliant

Item	Statutory Governance
Description	Ensure that signed minutes are available for inspection of 2 randomly selected meetings within the past 2 years.
Minutes Checked:	
Comments:	Policy and Finance 30 01 24 – signed CCE 08 02 22 – signed
Outcome:	Compliant

Item	Financial Controls – Payments
Description	Track 2 randomly selected payments through the financial system.
Comments:	Greenacre Recycling - £348.00 (30 11 24), documents available, signed and paid by bacs Scouts Grant – £750 (29 11 24) documents available, paid by bacs
Outcome:	Compliant

Item	Financial Controls – Receipts
Description	Track 2 randomly selected receipts through the financial system.
Comments:	Sales receipt 5681 – 23 07 24 £42.05 paid cash Sales receipt 5929 – 11 11 24 £1306.00 Wild monkeys monthly rent banked 11 11 24
Outcome:	Compliant

Item	Risk Management
Description	Ensure that 2 randomly selected Risk Assessments are up to date with evidence of their last review.
Assessments Checked:	
Comments:	Ladder risk assessment – dates need checking, updated on the spot Manual handling – 30 10 24 Due 30 10 25
Outcome:	Partially Compliant

Item	Risk Management
Description	Ensure that 2 randomly selected controls from the Corporate & Financial Risk Assessment are being adhered to.
Policies Checked:	
Comments:	Safety of staff and visitors – training evidence available Finance – borrowing in accordance with financial regulations – no borrowing
Outcome:	Compliant

Item	Risk Management
Description	Ensure that a randomly selected section of the Fire Safety log book is up to date.
Section Checked:	
Comments:	Fire officer visit – 25 03 25 Fire drill planned – non announced (imminent) All up to date
Outcome:	Compliant

Item	Risk Management
Description	Ensure that a MSDS is available for a randomly selected chemical, and that any provisions within the MSDS are being adhered to.
Chemical Checked:	Fabreeze
Comments:	Data sheets are downloaded and updated via email if changed Some are not downloadable but, are available online. Caretakers competent and aware
Outcome:	Compliant

Item	Statutory Governance
Description	Ensure that 2 randomly selected subsections of the transparency pages on the PTC website are current & correct.
Categories Checked:	
Comments:	Constitution available to download Fraud – we do not have a dedicated fraud officer
Outcome:	Compliant

Item	Statutory Governance
Description	Ensure that 2 randomly selected agendas were issued validly and with the required notice period.
Meetings Checked:	
Comments:	Policy and Finance - 26 07 22 issued 19 07 22 Personnel 23 01 24 issued 17 01 24
Outcome:	Compliant

General/ overall comments

We need to audit 3 items in the risk management section in the future due to the number of items covered.


It was interesting to note that most payments are made by Bacs and cheques are only issued now to Lewes.

We noted good teamwork, staff awareness and training giving an impression of an organised team who were very helpful.

Date of next audit week commencing 14th July 25

Completed by:	<i>Cllr Wendy Veck</i>	Role:	Councillor
Signature:		Date:	25 04 25

Reviewed by:	<i>Cllr Aimee Harman Cllr Max Rosser</i>	Role:	Councillors
Signature:		Date:	25 04 25

Received by:	<i>George Dyson</i>	Role:	Town Clerk
Signature:		Date:	26/04/25

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



Committee:	Policy & Finance	Agenda Item:	PF1125
Meeting date:	27 th May 2025	Authors:	Cllr. Alexander
Subject:	Purchase of Data Recording Equipment for vehicle speed data.		
Purpose:	To allow Speedwatch Team to focus on hot spots and to improve traffic data collection to support other Council initiatives		

Recommendation(s):

1. The council to buy a radar-based device that records date & Time, speed, size of vehicle and gap between vehicles, subject to a possible bid to JAG for funding.

1. Background

The road layout in Peacehaven was established in the early development years and is mostly on a Grid pattern of roads running East-West direction, and avenues running North-South direction. Over time a number of the avenues have been closed at the A259 to prevent too many access points to the main road, and in recent times, some roads, such as Roderick Avenue, have been broken into smaller sections to stop them being used instead of the main traffic routes from the north of Peacehaven.

A lot of the roads have had traffic calming installations, notably Arundel Road and St Peters Avenue and part of Telscombe Road. Despite these changes, there is still a considerable amount of drivers exceeding the speed limits and endangering pedestrians and other road users, including horses and ponies.

Sussex Police are aware of the issues and support the local Speedwatch group covering both Telscombe Cliffs and Peacehaven. The group members are all volunteers and are fully trained by the local co-ordinator and certified by Sussex Police before they can use the equipment which is provided by Sussex Police.

There are strict rules around use of the equipment, the location of suitable sites and the Hi- Vis PPE worn by the volunteers. Anecdotal evidence from the volunteers is that once they have been spotted, the drivers reduce their speed, which although welcomed, does give a false impression of usual speeds for the location.

Any reduction in speed is to be welcomed, regardless of the circumstances, but once the volunteers have completed their session, the onus to reduce speed is removed.

Several councils have looked at these issues and taken a different approach. Catsfield Village Council, near Battle in East Sussex, have purchased a new device that records vehicle data over a period of time without an operator being present. There are several devices from different manufacturers that carry out a very similar function - one is called TrafficRadar, which has a UK presence; Black Cat II Plus, US-based, and Jamar Tech, US based – these are very similar to the TrafficRadar equipment and were the fore-runners of this type of equipment.

How it works.

The basic operation of all devices is that it is a radar-based system records data for traffic moving in both directions, giving date and time, speed of vehicle, length of vehicle and gap (in seconds) to next vehicle. Although there isn't an identity of the vehicle captured, the data can be used to provide information on traffic numbers and speed of the traffic by time of day. This information can be used by the Speedwatch team to target locations and times where there is an excess speed issue that needs attention, and also to provide data for other changes, such as crossings or traffic-calming measures, where data is needed to support our request.

The equipment

The main equipment is housed in a Peli hardened case, dimensions of 36x32x23 cm. The case is fixed to street furniture approximately 2-3m above ground level. Additional mounting devices can be purchased to allow rapid deployment across different sites. Equipment comes with a 2 year warranty.

The sites where equipment is to be deployed have to be licensed by ESCC Highways under Section 178 of the Highways Act 1980. A site license is £65 for up to 3 separate sites, licence is valid for 2 years.

ESCC Highways will usually have a site meeting to discuss use and Risk Assessment for the sites to ensure that the equipment can be safely mounted.

There may be an opportunity to share costs with another council – eg. Telscombe Town Council, but no approach has been made at this time.

Financial information

Figures for indicative costs have been obtained from TagMaster, the supplier of TrafficRadar ([TrafficRadar - TagMaster UK](#) for further details) quote number 00015441.

Item	Function	Cost
TrafficRadar	Weatherproof case with Radar Unit, can be used with mains power, POE, Solar or battery	£2,525.00
Battery supply	Option for either Lead Acid or Lithium battery – Lead Acid 12v 18Ah Lithium 12v 24Ah	£81.00 £225.00
UK radar Accessory Kit	4 Banding straps, Tamtorque bit, USB cable and 3 padlocks	£98.00
Pole half of Peli case bracket	This allows brackets to be fitted to locations in advance of use for a faster and easier installation. £24 each	£24.00
Battery Charger	For either Lead Acid or Lithium batteries	£85.00
Shipping Charge		£29.50
Total cost for equipment	TrafficRadar + case, Lithium battery, UK accessory kit, 4 x Pole half brackets, Battery charger and shipping	£2,962.50

2. Options for Council

- Apply for funding from the Joint Action Group/Eastbourne and Lewes Community Safety Partnership (E&LCSP) to help purchase the equipment – next meeting is in July
- Purchase the equipment using 100% council funds
- Obtain more information from other equipment users before purchasing the equipment using either of the above options

3. Reason for recommendation

- Speeding vehicles put lives at risk on a daily basis.
- Reducing anti-social driving is in the top 5 issues being addressed by the Eastbourne and Lewes Community Safety Partnership (E&LCSP).

- c. Speedwatch is challenging to operate with the current low level of qualified operators, and use of the new equipment may provide additional information of where the current ASB speeding is taking place to allow targeting with limited resources available.

4. Expected benefits

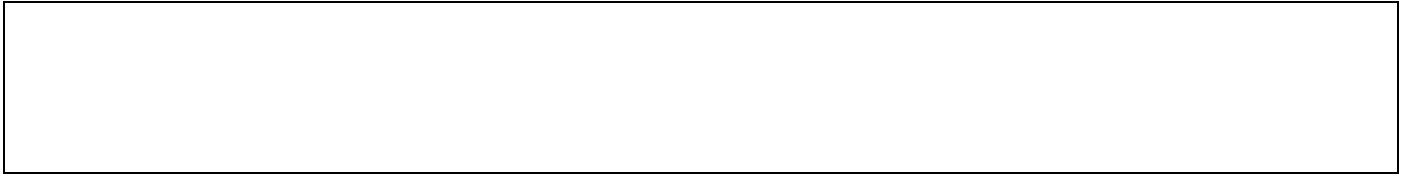
- a. Reduction in deaths and injuries caused by speeding vehicles.
- b. Reduction in risk for all road users and pedestrians.
- c. Better identification of areas affected by excessive speed, with better data of when and where an intervention would have maximum effect.
- d. Data collected could be used to justify future requests for traffic calming or pedestrian crossing initiatives.

5. Implications

5.1 Legal	Use of the equipment is subject to licensing by ESCC Highways Dept. Only licensed sites can be used.
5.2 Risks	Equipment could be stolen
5.3 Financial	Funding can be sought from the Eastbourne and Lewes Community Safety Partnership (E&LCSP)
5.4 Time scales	Equipment delivery is usually 1 week. Licensing with ESCC Highways will need to be arranged and Risk Assessments produced for each site, together with a method statement for installing and removing equipment from approved locations.
5.5 Stakeholders & Social Value	This initiative will benefit most road users in Peacehaven, as speed reduction will help reduce the number and impact of speeding motorists
5.6 Contracts	Licensing of site locations with ESCC Highways and purchase contract with system provider.
5.7 Climate & Sustainability	Excessive speed uses more fuel, increases wear on the vehicle and the roads. Speed reduction will reduce the use of fossil fuels.
5.8 Crime & Disorder	Speeding is a criminal offence under the Road Traffic Regulation Act 1984.
5.9 Health & Safety	Health and safety considerations - safe use of the equipment including installation and removal of equipment, Working at Height regs need to be observed for the safe use of ladders. Risk assessment must cover road safety issues as well as weather conditions for the safe installation of the equipment.
5.10 Biodiversity	N/A
5.11 Privacy Impact	No personal data is obtained using this equipment.
5.12 Equality & Diversity	All drivers are covered by the Road Traffic Regulation Act 1984. Emergency services have an exemption when responding to emergency incidents.

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>
6.7 Which business plan item(s) does the recommendation relate to?	
Planning and Highways Committee has road safety as an area of business.	



7. Appendices

TagMaster

LEARN FROM REALITY

TagMaster UK Ltd

Unit 4, Caxton Place, Caxton Way
Stevenage, SG1 2UG
Tel : +44 1438 347 555 - Web : uk.tagmaster.com

Quote information

Payment Terms : Proforma (Advance Payment)
Delivery Time : 1 Week

Created Date : 06/05/2025
Expiration Date : 05/06/2025
Quote number : 00015441
Account number :

Description : **Pricing Quote for Traffic Radar, Battery and Accessories.**

Quote for

Peacehaven Town Council

Meridian Centre, Meridian Way
BN10 8BB Peacehaven
United Kingdom

Prepared by

Ajay Spolia
ajay.spolia@tagmaster.com

Traffic Radar

Product Code	Product Name	Description	Sales Price	Quantity	Total Price
212020	Traffic Radar	Traffic Radar captures vehicle flow, direction, Speed and Class data Temporary or Permanent deployment. Communication via Micro USB, Bluetooth and 3G/4G Modem for Data retrieval Quick mount pole bracket Power Internal 12v dc (Battery not Supplied) External POE ,Mains power adapter, or Solar Solution optional (not included) Detection up to 15m 2 years warranty	GBP 2,525.00	1.00	GBP 2,525.00

Total Section GBP 2,525.00

Battery and Accessories

Product Code	Product Name	Description	Sales Price	Quantity	Total Price
50136	12v 18Ah battery	12v 18ah Lead Acid Battery	GBP 81.00	1.00	GBP 81.00
10119	UK Radar Accessory Kit	Accessories kit contains 4 banding straps, Tamtorque Bit, USB cable and 3 padlocks	GBP 98.00	1.00	GBP 98.00

Total Section GBP 179.00

Other Accessories - Optional

Product Code	Product Name	Description	Sales Price	Quantity	Total Price
40048	Pole Half of Pele Case bracket	This is the on pole half of the Pele case bracket only	GBP 24.00	1.00	GBP 24.00
199380	12V 24Ah Lithium Battery for Radar	12V 24Ah Lithium Battery for Radar	GBP 225.00	1.00	GBP 225.00
					Total Section GBP 249.00

Total Price	GBP 2,704.00
--------------------	---------------------

Total Quote	GBP 2,704.00
--------------------	---------------------

Shipping and Handling	GBP 29.50
------------------------------	------------------

Grand Total	GBP 2,733.50
--------------------	---------------------

GENERAL TERMS AND CONDITIONS OF SALE

TagMaster UK LIMITED (the “Company”)

These Conditions shall apply to any contract (the “Contract”) for the sale of any goods (the “Goods”) by the Company to any purchaser (the “Buyer”) and shall apply in place of, prevail over and supersede any terms or conditions contained or referred to in the Buyer’s order or otherwise or in correspondence, brochures or catalogues or elsewhere or implied by trade, custom, practice or course of dealing unless specifically agreed to in writing by a director or other authorised representative of the Company and any purported provisions to the contrary are hereby excluded or extinguished and the supply of the Goods shall not constitute acceptance of any other terms.

In entering into the Contract the Buyer acknowledges that it has not relied on and the Company shall not be liable for any representation, warranty, advice or recommendation made by or on behalf of the Company unless made fraudulently or as expressly provided in these Conditions.

Orders and Specifications

No order submitted by the Buyer shall be deemed to be accepted by the Company unless and until confirmed in writing by the Company’s authorised representative.

The Buyer shall be responsible for ensuring the accuracy of any order for Goods (including any specifications) and that the Goods requested are suitable for its needs and providing any necessary information within sufficient time to enable the Company to perform its obligations under the Contract. The Company shall have no liability for the failure of any Goods to meet any specific requirements of a Buyer.

Price and Payment

The Company agrees to supply and the Buyer agrees to accept and pay for the Goods at the rates or for the sums quoted in any written Contract expressly incorporating these conditions. Where no price has been quoted, the Company will supply the Goods at the price listed in the Company’s current published price list.

The Company shall be entitled, by giving notice to the Buyer at any time prior to delivery of the Goods, to adjust the price to reflect any increase in the cost to the Company of supplying the Goods.

Unless otherwise agreed in writing, all prices are exclusive of VAT (which the Buyer shall additionally pay to the Company), packaging, carriage, delivery and insurance.

Unless otherwise agreed in writing, payment by the Buyer of the price shall be made within 30 days of the date of invoice.

The time of payment of the price shall be of the essence. If the Buyer fails to pay the price for the Goods on or before the due date then, without

prejudice to any other right or remedy available to the Company, the Company shall:-

Be entitled to interest on the outstanding amount at the annual rate of 4 per cent. (4%) above the Barclays’ Bank base rate from time to time in force until payment in full is made; and

Be entitled to cancel the Contract for the sale of Goods or suspend any further deliveries to the Buyer.

No payments may be withheld or any deduction or withholding made by the Buyer for any reason nor may any claim of the Buyer be set off against any payment due to the Company without the prior written consent of the Company.

Shipping and handling charges may be applied to the quote and / or sales order acknowledgment. The charges are deemed to be estimated based on our current packaging requirements and using best endeavours. In the event that we find that the estimated charge is lower than the charge at the time of dispatch, the Company reserves the right to bill the customer the higher amount.

Delivery

Unless notified by the Buyer in writing not less than 7 working days prior to delivery, the Company shall deliver the Goods to the address agreed to in writing by the Buyer. Delivery of the Goods to the location (as agreed in accordance with this Clause 4.1) shall constitute delivery to the Buyer and sub-sections (2) and (3) of Section 32 of the Sale of Goods Act 1979 shall not apply to the Agreement. The Company reserves the right to make part/multiple shipments.

Any dates or timescales quoted for delivery of the Goods are estimates only and the Company shall not be liable for any delay in delivery of the Goods howsoever caused. Time for delivery of the Goods is not of the essence of the Agreement.

Title and Risk

Risk in the Goods shall pass to the Buyer on despatch and the Buyer shall adequately insure the Goods until such time as the property in the Goods passes to the Buyer.

Confidentiality

Both parties undertake to treat any information or materials received pursuant to the Contract from the other party or its agents as confidential and not to use or disclose to any third party such information without the other party’s prior written consent.

Buyer’s Warranties

The Buyer warrants and undertakes:

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd’s standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

If it discovers or otherwise becomes aware that any of the intellectual property rights embodied in any of the Goods have been or are being infringed upon by any third party then it shall promptly notify the Company;

not to lease, rent or hire any of the Goods or copy, reproduce, translate, adapt, vary or modify any part of the Goods other than as may be allowed by the Company by notice in writing from time to time;

Provide the Company upon request with such sales and other information relating to the Goods as the Company may require.

Warranty and Liability

The Company will give credit against subsequent orders for stock delivered to the Buyer in a faulty condition and returned by the Buyer within 14 days of such stock being sold and all conditions and warranties whether express or implied by statute, common law, trade usage or otherwise insofar as they are inconsistent with this warranty shall be excluded to the fullest extent permitted by law.

The Company's liability for direct losses arising out of its negligence, breach of contract or any other cause of action arising out of or in connection with the Contract and these Conditions shall not exceed the amount paid by the Buyer to the Company under the terms of the Contract.

In no event shall the Company be liable for indirect, incidental, exemplary, punitive, special or consequential loss of any kind or the loss of revenue or actual or prospective profits, loss of contracts, savings or business opportunity, reputation or goodwill or loss of or damage to or corruption of data arising out of or in connection with the Contract or these Conditions, whether known, foreseen or foreseeable.

Nothing in these Conditions shall exclude or limit the Company's liability for any death or personal injury caused by the negligence of the Company in providing the Goods.

Termination

The Company may terminate the Contract at any time by giving not less

than 30 days' notice.

The Company may terminate the Contract and any other agreement with the Buyer with immediate effect by giving written notice to the Buyer if:-

The Buyer is at any time in material or persistent breach of any of these terms and conditions; or

the Buyer commits any breach of these terms and conditions and (in the case of a breach capable of remedy) fails to remedy such breach within 7 days of having received written notice of such breach; or

there is a change of control of the Buyer (where, for the purposes of this clause "control" shall have the meaning given to it by Section 840 Income and Corporation Taxes Act 1988); or

if the Buyer has a receiver or an administrative receiver appointed over it or over any part of its undertaking or assets, or convenes a meeting for the purpose of passing or passes, a resolution for winding up (other than for the purpose of a bona fide scheme of solvent amalgamation or restructuring) or a court of competent jurisdiction shall make an order to that effect or become subject to an administration, or enters into voluntary arrangements with its creditors, or ceases or threatens to cease to carry on business or fails or becomes unable to pay its debts as they fall due.

Trade Marks

The Buyer shall not use any trade mark, trade name, logo, symbol or device of the Company without the prior written consent of the Company and then only in relation to the Goods. Furthermore, the Buyer shall not use any trade mark or trade name of the Company in relation to any Goods which have been altered in any way after being supplied by the Company. For the avoidance of doubt, the Buyer shall not be entitled to alter the Goods without the Company's consent.

Software Licence

The Buyer hereby accepts a non-exclusive, non-transferable licence to use the Software on the following conditions;

the Buyer shall not copy, reproduce, translate, adapt, vary or modify the

Software, nor communicate it to any third party, without the

Company's prior written consent; and

such licence shall be terminable by either party upon 28 days' written notice, provided that the Buyer only terminates the licence if the continued use or possession of the Software by the Buyer infringes a third party's rights, the Company is compelled to do so by law or if the Buyer failed to comply with any term of the Contract or these Conditions.

Intellectual Property Rights

No rights in copyright (including, without limitation, copyright in software), designs, trademarks, patents, trade secrets, database rights or other intellectual property are granted by the Company to the Buyer except as expressly provided under the Contract.

Indemnity

The Buyer will fully indemnify and hold harmless and keep fully indemnified the Company from and against all liabilities, losses, damages, costs and expenses (including legal and other professional costs on an indemnity basis) actions and claims incurred by it arising directly or indirectly from the breach by the Buyer of any of its obligations under the Contract or the negligence of the Buyer.

General Provisions

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd's standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

The Company shall be entitled to assign, transfer or sub-contract any of the benefits and/or burdens of the Contract at its sole discretion to any third party.

No waiver by the Company of any breach of these terms and conditions by the Buyer shall be considered to be a waiver of any subsequent breach of the same or any other term of the Agreement.

No variation of these terms and conditions shall be effective unless confirmed in writing by the Company and such confirmation contains a specific reference to these terms and conditions being varied. The Contract and these Conditions constitutes the entire agreement between the parties and will supersede all prior agreements or understandings concerning such subject matter.

The Company shall not be liable for any failure to provide the Goods or any breach of these terms and conditions attributable to any circumstance beyond the Company's control.

Any notice to either party shall be in writing and delivered to the contacts and addresses set out in the Contract. If the Contract does not specify any contacts, then

Any notice shall be in writing and addressed to the company secretary of the receiving party.

If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected thereby.

The Agreement shall be governed by the laws of England and Wales and subject to the non-exclusive jurisdiction of the English courts.

TagMaster UK LIMITED, Registered in England No 3791347, registered office: Unit 4, Caxton Place, Caxton Way, Stevenage, Hertfordshire, SG1 2UG.

WARNING

PLEASE READ THIS SOFTWARE END-USER LICENCE AGREEMENT ("EULA") CAREFULLY BEFORE USING OR INSTALLING THE SOFTWARE ACCOMPANYING THIS EULA.

THIS EULA IS A LEGAL AGREEMENT BETWEEN YOU ("LICENSEE" OR "YOU") AND

TagMaster UK LIMITED (REGISTERED UNDER COMPANY NUMBER 3791347) OF

UNIT 4, CAXTON PLACE, CAXTON WAY, STEVENAGE, HERTFORDSHIRE, SG1 2UG.

("TagMaster UK LIMITED").

THIS EULA APPLIES TO YOUR USE OF ANY SOFTWARE THAT IS OWNED OR CONTROLLED BY TagMaster UK LIMITED AND ALL CONTENT AND PROGRAMS OFFERED OR MADE AVAILABLE TO YOU BY TagMaster UK Limited (THE **SOFTWARE**) WHICH INCLUDES THE DATA SUPPLIED WITH IT, THE ASSOCIATED MEDIA, PRINTED MATERIALS AND ELECTRONIC DOCUMENTATION ("DOCUMENTATION").

BY USING ALL OR ANY PART OF THE SOFTWARE YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS EULA. BREAKING THE SEAL OF A CD-ROM, MEMORY CARD OR ANY OTHER MEDIUM USED TO DELIVER THE SOFTWARE, INSTALLING OR DOWNLOADING THE SOFTWARE, ACKNOWLEDGING YOUR ACCEPTANCE OF THE TERMS OF THIS EULA AS PART OF OR IN RELATION TO THE INSTALLATION PROCESS FOR THE SOFTWARE AND/OR OTHERWISE EXPLOITING OR UTILISING ALL OR ANY PART OF THE SOFTWARE SHALL BE DEEMED TO BE USE OF THE SOFTWARE FOR THE PURPOSES OF THIS EULA.

IF YOU DO NOT AGREE TO THE TERMS OF THIS EULA, YOU ARE NOT ENTITLED TO USE THE SOFTWARE AND YOU MUST IMMEDIATELY CEASE ANY USE OF THE SOFTWARE, CANCEL THE INSTALLATION OF THE SOFTWARE AND DELETE ANY INSTALLATION FILES OF THE SOFTWARE (IF APPLICABLE) AND RETURN THE MEDIUM ON WHICH THE SOFTWARE IS STORED TOGETHER WITH ALL ACCOMPANYING DOCUMENTATION TO THE SUPPLIER FROM WHOM YOU PURCHASED THEM

WITHIN 14 DAYS OF PURCHASE. IF YOU HAVE ALREADY PAID FOR THE SOFTWARE YOU SHALL BE ENTITLED TO OBTAIN A REFUND FOR THE FULL PURCHASE PRICE FROM THE SUPPLIER. IF YOU BOUGHT THIS SOFTWARE FROM AN AUTHORISED THIRD PARTY SUPPLIER, PLEASE NOTE THAT THE SUPPLIER HAS THE RIGHT TO ENTER INTO THIS LICENCE ON OUR BEHALF.

Grant and scope of licence

In consideration of you're agreeing to abide by the terms of this EULA, TagMaster UK Limited hereby grants to you a non-exclusive, non-transferable licence to use the Software and the Documentation on the terms of this EULA. This licence is personal to you as the purchaser of the Software and the licence granted herein is for your benefit only.

You may:

download, install and/or use the Software for your internal business purposes only provided that, in the case of Software that is combined with a hardware device, such software is only combined with one hardware device at any time; and

Use any Documentation in support of the use permitted under Condition 1.1 and make up such copies of the Documentation as is reasonably necessary for its lawful use.

For the avoidance of doubt, all rights not specifically granted to you in this EULA are hereby expressly reserved by TagMaster UK Limited.

Licensee's undertakings

Except as expressly set out in this EULA or as permitted by any local law, you undertake:

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd's standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

not to copy the Software or the Documentation except where such copying of a reasonable number of copies is incidental to normal use of the Software or where it is necessary for the purpose of back-up or operational security;

not to rent, lease, sub-license, loan, translate, merge, adapt, vary or modify the Software or the Documentation;

not to make alterations to, or modifications of, the whole or any part of the Software nor permit the Software or any part of it to be combined with, or become incorporated in, any other programs;

not to translate, disassemble, decompile, reverse engineer or create derivative works based on the whole, or any part, of the Software nor attempt to do any such things except to the extent that (by virtue of section 296A of the Copyright, Designs and Patents Act 1988) such actions cannot be prohibited by law;

vary, delete or obscure any notices of proprietary rights or any product identification or restrictions on or in the Software;

to reproduce and include TagMaster UK Limited copyright notice (or such other party's copyright notice as may be specified in the Software or the Documentation) on all and any copies of the Software and/or the Documentation, including partial copies thereof;

not to use the Software for any purpose or in any manner that has not been expressly authorised by TagMaster Limited;

to supervise and control use of the Software and ensure that your employees and representatives use the Software in accordance with the terms of this EULA; and

Not to provide or make available the Software and/or the Documentation to any third party for any purpose whatsoever and further shall not use the Software on behalf of or for the benefit of any third party.

You must permit TagMaster UK Limited and its representatives, at all reasonable times and on reasonable advance notice, to inspect and have access to any premises at which the Software or the Documentation is being kept or used, to the computer equipment located there, and to any records kept pursuant to this EULA, for the purpose of ensuring that you are complying with the terms of this EULA.

Intellectual property rights

You acknowledge that all intellectual property rights in the Software and the Documentation throughout the world belong to TagMasterUK Limited, that rights in the Software are licensed (not sold) to you, and that you have no rights in, or to, the Software or the Documentation other than the right to use them in accordance with the terms of this EULA.

You acknowledge that you have no right to have access to the Software in source code form or in unlocked coding or with comments.

Warranty

TagMaster UK Limited warrants that:

The medium on which the Software is stored and distributed is at the time it is supplied, and will be for the period of 90 days thereafter ("**Warranty Period**"), free from defects in design, material and workmanship under normal use. If a defect in the medium occurs during the Warranty Period, TagMaster UK Limited will replace it free of charge if you return it to TagMaster Limited with proof of purchase and (so far as you are able) a documented example of such defect or error; and

During the Warranty Period, the Software will, when properly used, perform substantially in accordance with the functions described in the Documentation, and the Documentation correctly describes the operation of the Software in all material respects.

You acknowledge that the Software has not been developed to meet your individual requirements and that it is therefore your responsibility to ensure that the facilities and functions of the Software as described in the Documentation meet your requirements.

You acknowledge that the Software may not be free of errors or bugs and you agree that the existence of any minor errors shall not constitute a breach of this EULA.

If, within the Warranty Period, you notify TagMaster UK Ltd in writing of any defect or fault in the Software in consequence of which it fails to perform substantially in accordance with the Documentation, and such defect or fault does not result from you having amended the Software or used it in contravention of the terms of this EULA, TagMaster UK Limited will, at its sole option, repair or replace the Software, provided that you make available all the information that may be necessary to assist TagMaster UK in resolving the defect or fault, including sufficient information to enable TagMaster UK to recreate the defect or fault.

TagMaster UK's liability

Nothing in this EULA shall exclude or in any way limit TagMaster UK Limited' liability for fraud, or for death and personal injury caused by its negligence, or any other liability to the extent the same may not be excluded or limited as a matter of law.

Subject to Condition 5.1, TagMaster UK Limited shall not be liable under or in connection with this EULA or any collateral contract for any:

loss of income;

loss of business profits or contracts;

business interruption;

loss of the use of money or anticipated savings;

loss of information;

loss of opportunity, goodwill or reputation;

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd's standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

loss of, damage to or corruption of data; or

any indirect or consequential loss or damage of any kind howsoever arising and whether caused by tort (including negligence), breach of contract or otherwise;

provided that this Condition 5.2 shall not prevent claims for loss of or damage to your tangible property that fall within the terms of Condition 4 or any other claims for direct financial loss that are not excluded by any of categories (a) to (h) inclusive of this Condition 5.2.

Subject to Condition 5.1 and Condition 5.2, TagMaster UK Limited' maximum aggregate liability under or in connection with this EULA, or any collateral contract, whether in contract, tort (including negligence) or otherwise, shall be limited to a sum equal to the original amount paid by you for the Software.

Subject to Conditions 5.1, 5.2 and 5.3, TagMaster UK Limited liability for infringement of third party intellectual property rights shall be limited to breaches of rights subsisting in the United Kingdom.

This EULA sets out the full extent of TagMaster UK Limited obligations and liabilities in respect of the supply of the Software and Documentation. In particular, there are no conditions, warranties, representations or other terms, express or implied, that are binding on TagMaster UK except as specifically stated in this EULA. Any condition, warranty, representation or other term concerning the supply of the Software and Documentation which might otherwise be implied into or incorporated in this EULA, or any collateral contract, whether by statute, common law or otherwise, is hereby excluded to the fullest extent permitted by law.

Indemnity

The Licensee shall indemnify, defend and hold harmless TagMaster UK Ltd, its affiliates, and their directors, officers, shareholders, employees, agents, successors and assigns, in full and on demand, against any and all claims, expenses, losses, damages, costs, liabilities and judgments, including without limitation legal fees and expenses, arising out of or relating to any claim resulting from or related to: (i) any use by the Licensee of the Software other than as expressly allowed by this EULA or in a manner inconsistent the Documentation; (ii) any breach of this EULA by the Licensee; or (iii) any violation of applicable law by the Licensee, and its directors, officers, shareholders or employees.

Termination

TagMaster UK Limited may terminate this EULA immediately on written notice to you if:

you commit a material or persistent breach of this EULA which you fail to remedy (if remediable) within 14 days after the service on you of written notice requiring you to do so;

a petition for a bankruptcy order to be made against you has been presented to the court;

the Licensee (where it is a company) becomes insolvent or unable to pay its debts

(Within the meaning of section 123 of the Insolvency Act 1986), enters into liquidation, whether voluntary or compulsory (other than for reasons of bona fide amalgamation or reconstruction), passes a resolution for its winding-up, has a receiver or administrator manager, trustee, liquidator or similar officer appointed over the whole or any part of its assets, makes any composition or arrangement with its creditors or takes or suffers any similar action in consequence of its debt, or becomes unable to pay its debts (within the meaning of section 123 of the Insolvency Act 1986);

you voluntarily return the Software to TagMaster UK Limited pursuant to the terms of this EULA;

any monies owed to TagMaster UK Limited by the third party from whom you purchased the Software in relation to the resale of the Software to end-users remain unpaid for a period of more than sixty (60) days and, as a result,

TagMaster UK has terminated such arrangements with that third party; or

The Software has been provided to you and/or the third party from whom you acquired the Software for demonstration purposes only.

The Licensee may terminate this EULA at any time by destroying the Software and the Documentation together with all copies of such in any form.

Upon termination for any reason:

all rights granted to you under this EULA shall cease;

you must cease all activities authorised by this EULA; and

You must immediately delete or remove the Software from all computer equipment in your possession and immediately destroy or return to TagMaster UK Limited (at TagMaster UK Limited' option) all copies of the Software then in your possession, custody or control and, in the case of destruction, certify to TagMaster UK Limited that you have done so.

Transfer of rights and obligations

This EULA is binding on the Licensee and TagMaster UK Limited and on their respective successors and assigns.

You may not transfer, assign, charge or otherwise dispose of this EULA, or any of your rights or obligations arising under it, without TagMaster UK Limited prior written consent.

TagMaster UK Limited may transfer, assign, charge, sub-contract or otherwise dispose of this EULA, or any of our rights or obligations arising under it, at any time during the term of the EULA.

Notices

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd's standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

All notices given by you to TagMaster UK must be given to your current Sales manager and a copy sent in writing to TagMaster UK Ltd. The company may give notice to you at either the email or postal address you provided to it or its representative when purchasing the Software. Notice will be deemed received and properly served 24 hours after an e-mail is sent, or three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed, stamped and placed in the post and, in the case of an e-mail that such e-mail was sent to the specified e-mail address of the addressee.

Waiver

If TagMaster UK Limited fails, at any time during the term of this EULA, to insist upon strict performance of any of the Licensee's obligations under this EULA, or if TagMaster UK fails to exercise any of the rights or remedies to which it is entitled under this EULA, this shall not constitute a waiver of such rights or remedies and shall not relieve the Licensee from compliance with such obligations.

A waiver by TagMaster UK Limited of any default shall not constitute a waiver of any subsequent default.

No waiver by TagMaster UK Limited of any of these terms and conditions shall be effective unless it is expressly stated to be a waiver and is communicated to you in writing.

Confidentiality

You acknowledge and agree that the Software and the Documentation has been developed at considerable time and expense by TagMaster UK Limited and is confidential to and a trade secret of TagMaster UK Limited and/or other third parties. The Licensee therefore undertakes to treat the Software and any information or materials received from TagMaster UK Limited or its agents as confidential and not to use or disclose to any third party such information without the TagMaster UK Limited prior written consent.

Severability

If any of the terms of this EULA are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will to that extent be severed from the remaining terms, conditions and provisions which will continue to be valid to the fullest extent permitted by law.

This EULA gives the Licensee specific legal rights and it may also have other rights that vary from country to country. Some jurisdictions do not allow the exclusion of implied warranties, or certain kinds of limitations or exclusions of liability, so the above limitations and exclusions may not apply to the Licensee. Other jurisdictions allow limitations and exclusions subject to certain conditions. In such a case the above limitations and exclusions shall apply to the fullest extent permitted by the laws of such applicable jurisdictions. If any part of the above limitations or exclusions is held to be void or unenforceable, such part shall be deemed to be deleted from this

Agreement and the remainder of the limitation or exclusion shall continue in full force and effect.

Image Recording

It is important to note that the use of the Software to originate and/or store an image of a vehicle from which the driver may be identified without the express permission of such driver may be unlawful in certain jurisdictions. Accordingly, TagMaster UK Limited does not warrant or represent that the Software is appropriate for such use or is permitted by local laws in any jurisdictions. If you choose to use the Software for such purposes, you do so on your own initiative and are responsible for compliance with all applicable local, national or international laws. In no event shall TagMaster UK Limited be held responsible for any loss or liability arising from the unlawful use of the Software.

Entire agreement

This EULA and any document expressly referred to in it represents the entire agreement between us in relation to the licensing of the Software and Documentation and supersedes any prior agreement, understanding or arrangement between us, whether oral or in writing.

You acknowledge that, in entering into this EULA, you have not relied on any representation, undertaking or promise given by TagMaster UK Limited or be implied from anything said or written in negotiations prior to entering into this EULA except as expressly stated in this EULA.

Neither party shall have any remedy in respect of any untrue statement made by the other, whether orally or in writing, prior to the date TagMaster UK Limited entered into this EULA (unless such untrue statement was made fraudulently) and the other party's only remedy shall be for breach of contract as provided in these terms and conditions.

Law and jurisdiction

This EULA is governed by English law. Any dispute arising from, or related to, any term of this EULA shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

Take Back Waste Management

The buyer shall

be responsible for financing the collection, treatment, recovery and environmentally sound disposal of:

all WEEE arising or deriving from the products; and

all WEEE arising or deriving from products placed on the market prior to 13 August 2005 where such products are to be replaced by the Products and the Products are of equivalent type or are fulfilling the same function as that of such products.

comply with all additional obligations placed upon the Buyer by the WEEE Regulations by virtue of the Buyer accepting the responsibility set out in clause 30.1.1; and

TagMaster

This quotation is based upon information provided by the client and is subject to site survey by a TagMaster UK Ltd representative. TagMaster UK Ltd's standard terms and conditions applies, please find them at www.tagmaster.com. All prices excluding VAT. Delivery Terms Ex-Works. All Duties to be borne by the Customer. Registered in England. No: 3791347 VAT Registration No: GB 749 7847 60

provide the buyer's WEEE compliance scheme operator with such data, documents, information and other assistance as such scheme operator may from time to time reasonably require to enable such operator to satisfy the obligations assumed by it as a result of the Seller's membership of the operator's compliance scheme.

be responsible for all the costs and expenses arising from and relating to its obligations in clause 30.

TagMaster UK Third Party Interfaces

TagMaster UK limited JetBase application software provides the option to interface to third party hardware via serial and relay outputs. The relays are triggered based on Automatic Number Plate Recognition and as accuracy rates are not guaranteed to be 100% the system should be designated Safety Integrity Level 1 (SIL1) only. As such it should be noted that additional guards may be required for safety critical installations such as raising road blockers, lowering barriers where there is a risk of injury to persons using the system.

TagMaster UK Limited Returns Policy **HARDWARE ONLY RETURNS POLICY**

Our products are manufactured to the highest standards. In the unlikely event that you ever have to return a purchase to TagMaster UK Limited, we want to help you quickly and efficiently. TagMaster UK Limited standard terms and conditions apply.

HOW TO RETURN GOODS

If you do need to return a purchase to us, you must obtain a Returned Merchandise Authorisation Number (RMA). Obtain a RMA form from our global website www.TagMaster.com Please follow the instructions on the RMA Request form for its return Once we have received this and it has been approved, we can then issue you with an RMA number.

Please note that RMAs are **valid for 28 days only** and they will be cancelled from our system upon expiry of this period. We regret that we cannot accept unauthorised returns.

If you are planning to return any type of computer or any item capable of storing data, please ensure that you have backed up your data. We cannot be responsible or liable for the loss of any data or consequential losses arising out of any loss of data. By requesting an RMA from TagMaster UK Limited and returning any goods you agree to this and all other terms in our standard terms and conditions.

REASONS FOR RETURN

Defective product:

On Delivery - Should a product be dead on arrival or develop a fault please contact us within 14 days of delivery. This may result in a repair, replacement or other assistance in accordance with our warranty.

Within warranty period – Should a product develop a fault within 2 years of purchase, we will assist you in getting the problem resolved under our standard 2 year warranty. This may result in a repair, replacement or other assistance from the manufacturer. This will not automatically include replacement products being issued.

Damaged goods – If you receive an item that is damaged you should contact us immediately. The delivery consignment note should be signed for as damaged and the packing retained as it may be required to process a claim. As you will appreciate supporting photographs are very helpful. This does not cover faults caused by customer neglect, misuse or incorrect installation.

Incorrect or missing goods – Please contact us immediately if you have received an item you didn't order or if any parts are missing. The delivery consignment note should be signed for as being only a partial delivery (if possible).

In any case all packages should be checked for tampering and sign noting any evidence of such. Otherwise packages should be signed for and marked "unchecked" to avoid any declaration that the goods have arrived undamaged.

Change of Mind – Should you wish to return goods that are not faulty and request a credit; you must request this within 5 days of delivery. We **may** take goods back at our discretion if they are unopened, unused and in pristine condition, ready for re-sale. The goods will be subject to a handling and re-stocking fee of 10%. Bespoke or customised hardware cannot be returned. In addition to this any carriage charges incurred in sending the goods to you will not be refunded and the return carriage costs must be borne by you.

The %s quoted above is also subject to the overall condition of the goods and the packaging. You must appreciate the reason these %s are not lower is that we cannot sell returned goods as 'new' if we have previously sold them and our resale price therefore must reflect a discount to another customer.

Condition of Goods

Returned goods must be adequately and safely packaged in the original packaging. This packaging should be pristine - unmarked and undamaged.

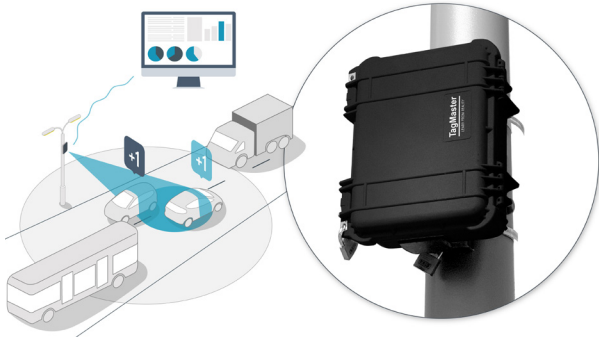
All accessories supplied with the product (cables, manuals and accessories) must be returned in original condition.

Return Address please attach the returns label to the outer box, where possible avoid using excessive amounts of brown tape and do not write on the manufacturer's box where one is used.

All returning products must be addressed to:

Returns Department, TagMaster UK Limited, Unit 4, Caxton Place, Caxton Way, Stevenage, Hertfordshire, SG1 2UG.

Above Ground Vehicle Count, Speed and Classification



KEY FEATURES

- ▶ Accurate measurement without in-ground sensors
- ▶ Manages two lanes of traffic
- ▶ Very easy to install with free Android App
- ▶ Wide range of survey and communications options
- ▶ Robust and weatherproof design

The TrafficRadar is designed and optimized for Smart City applications:

- ▶ Temporary or periodic counting
- ▶ Permanent counting
- ▶ Traffic information systems

Non-intrusive technology

The TrafficRadar unit allows for the collection of traffic data without the need for in-road sensors. The product can monitor two lanes with traffic in opposite directions or with both lanes in the same direction. The advanced embedded algorithms ensure that the vehicle length measurement is highly accurate, allowing for VBV classification.

The device can either be battery powered for short term surveys or can be solar powered for permanent installations. Units comes with a 4G modem and users can specify the way data is collected. It can record either VBV or binned data and can log the data both historically and in real-time. In historical mode the TrafficRadar waits for the user to collect the data, in real-time mode it sends the data automatically to the server at user configurable time periods.

Cost effective installation

The TrafficRadar is a single integrated unit without need for in-ground sensors which makes it easy and quick to install and easy to move.

The unit has Bluetooth for easy installation and configuration. Smart security is implemented to ensure the high level of security that is a cornerstone of the TagMaster products and combine this with the easy-of-use that is expected. A physical paring (requiring access to the padlock of the equipment) is always used when establishing a connection the very first time. Later use of a Bluetooth connection with the same device is done via

www.uk.tagmaster.com

sales.uk@tagmaster.com

a unique password in the background, without requiring any specific user interaction.

It is supported by EasySetup, a modern and very well-designed Android app for setup. This provides all the tools needed for site installation and commissioning, site validation and fault diagnostics as well as manual data collection if required. TrafficRadar is compatible with all TagMaster Traffic Monitoring software products and is UTM compatible in conjunction with Catalyst. The middleware EasyData offers a Rest API running as a Docker image and EasyAnalysis offers web-based analysis of data from the unit.

The TrafficRadar can either be used for permanent or temporary installations. The ease of installation means units can be installed and removed quickly and easily, allowing for rapid deployment on existing street furniture. Devices can either be solar or mains powered for permanent installations, or battery powered for short surveys. For permanent installations PoE can be used for power and Ethernet Communications. Units are also fitted with an internal 4G modem for remote data collection, but requires an external aerial which is provided.

PART NO. INFORMATION	DESCRIPTION
212020, TrafficRadar	Radar with Bluetooth 4G and Ethernet
10119, Radar Accessory Kit	Padlock, banding straps
199380, 12V, 24Ah Battery	LiFePO4
199390, Charger	Suitable for LiFePO4 battery

TagMaster

LEARN FROM REALITY

TECHNICAL INFORMATION

Configurations	:	2 lanes. Support bi-directional traffic, two lanes same direction and narrow roads Radar installation height 2.3 m – 4.0 m
Bi-directional Traffic	:	Volume - 98% accuracy with a 95% confidence Speed - +/-2mph or 3% whichever is greater Length- +/- 40 cm or 5% whichever is greater with a 95% confidence
Dual Carriageway Traffic	:	Volume - 97% accuracy with a 95% confidence Speed - +/-2mph or 3% whichever is greater Length- +/- 40 cm or 5% whichever is greater with a 95% confidence
Operating time	:	Depending on battery/solar options. Up to 14 days on 12V 24Ah battery (using modem communications)
Data storage	:	4GB (approx. 100,000,000 vehicles)
Number of files	:	Maximum 256 data files
Surveys Supported	:	Historical VBV, Historical Binned, Real-time VBV, Real-time Binned
Power Supply	:	Battery 12VDC, 12V Battery Charger, External Solar Panel 15-26VDC, PoE IEEE 802.3af
Temperature	:	-40°C to +85°C (Depending on batteries used)
Dimensions	:	36x32x23 cm
Weight	:	5.8kg (as mounted but excluding battery)
SW Support	:	EasySetup Android App for configuration and setup. EasyData or Catalyst for data collection and system integration
Communication	:	Bluetooth/4G/Ethernet
Protocols	:	TCP/IP, UDP/IP, SNMP, DNS, DDNS, HTTP
Connectors	:	Ethernet, EN3-16X (power), SMA, MicroUSB
Time Synchronization	:	SNTP or Custom Protocol
Approval	:	EN 62368-1, Electrical Safety General EN 60950-22, Electrical Safety Outdoor EN 55032: 2015, EMC EN 301 489-1 EN 301 489-51 EN 301 489-52 FCC 47 CFR Part 15 ICES-003 Issue 7 IEC 60068-2-6 Fc, Sine IEC 60068-2-27 Ea, Shock IEC 60068-2-64 Fh, Vibration IEC 60529 2013 IP66 UL94 HB, Flammability 2002/95/EC, 2011/65/EU, 2015/863, RoHS/RoHS2/RoHS3

Due to TagMaster's continuous effort to develop the products in response to customer needs, the above specifications are subject to change.

TagMaster

LEARN FROM REALITY



TagMaster

Innovating for Mobility in Smart Cities

Agenda

- ❑ What's in the Traffic Radar box
- ❑ Product Overview / How it works
- ❑ How to find the best location
- ❑ Installation / Required tools
- ❑ Power & Battery
- ❑ Easy Setup app
- ❑ Survey Data Example
- ❑ Easy Analysis



What's in the box ?

What's in the Traffic Radar box ?

- Peli-case including the radar electronics box
- Brackets to mount on street furniture
- High Gain Aerial & fixings
- Documentation

What's Not in the Traffic Radar box ?

- A 12V battery
- A Micro USB cable
- A Sim card
- Banding Clamps
- Tools to fix the bracket to the pole (Tamtorque)

Accessory kit (Purchased separately)

- 4 x Banding clamps (2 x 55x70mm & 2 x 70x100mm)
- 3 x Padlocks
- 1 x Micro USB cable
- 1 x Tamtorque bit



Product Overview

- ❑ Designed for monitoring up to two lanes of traffic, same or opposite direction.
- ❑ Reach & Reflectivity - Max 15 m ATR (across the road).
- ❑ Designed to attach to a dedicated pole or existing street furniture.
- ❑ Battery operated for temporary surveys. (12V, 18Ahr lead-acid / Lithium options)
- ❑ Various power options - can be externally powered for permanent surveys.
- ❑ Accurate measurement with VBV (vehicle by vehicle) classification.
- ❑ Compatible with all TagMaster Software (Easy Setup, Catalyst & VDA Family)
- ❑ Mounted at 45 degrees to the Traffic at a height of 2-3 m.
- ❑ Classification is purely achieved on vehicle length.



How it works



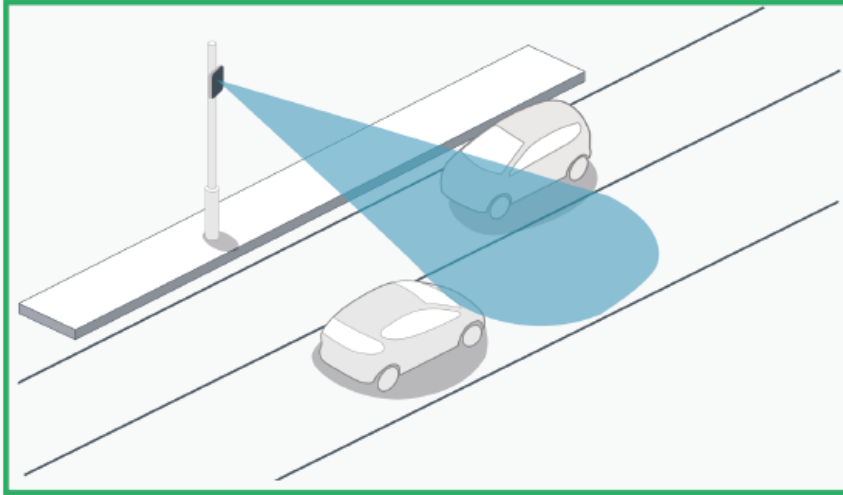
The Traffic Radar contains a radio transmitter and receiver combined into a single unit.

The unit emits a low power radio wave and listens for any echo. If there is a vehicle in the path of the radio wave, a part of the radio wave will bounce back.

Radio waves move through the air at a constant speed. The radar device calculates how far away the object is, based on how long it takes for the radio signal to return.

With Range Finding abilities the Traffic Radar can track the actual position of all targets and enables **true lane detection**. The Traffic Radar has a unique, built-in algorithm that joins / split vehicles back together which mitigates over count and improves length classification readings.

How to find the best location

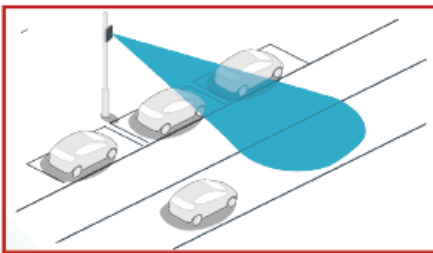
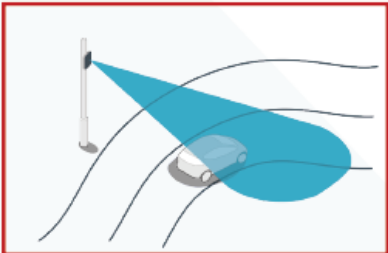
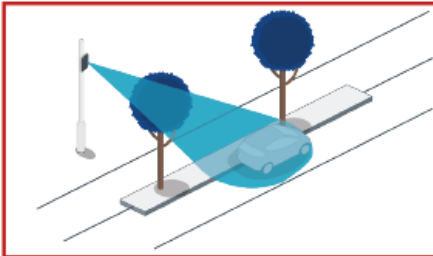
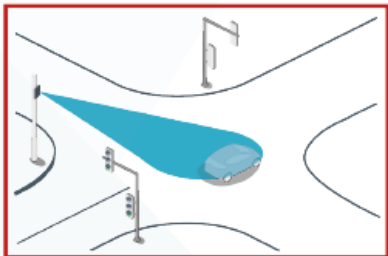


At any given location, there may be sources of interference that can affect the Traffic Radars sensitivity which in turn affects its performance.

Ideal location

The ideal position for the radar is beside a flat, straight road as the radar algorithm assumes that the vehicle travels parallel to the radar.

- ✓ Located where traffic is free flowing / good lane discipline.
- ✓ 1.5-2 m back from the road. The Radar will operate 1 m from the road, but this may reduce accuracy.
- ✓ At a 45° angle to the flow of traffic.
- ✓ Where the far side lane measurement is no greater than 15 m.
- ✓ On a straight stretch of flat road. Steep hills will affect the effective read range.



Unwanted locations

- ✗ Junctions and places where vehicles may turn, stop-start or queue.
- ✗ Locations where cars may be parked or roads with poor lane discipline.
- ✗ Avoid places where trees or bushes keep the radar “awake”,
- ✗ In a position that causes the Radar head to be at an extreme angle.
- ✗ Where the Radars ‘view’ is obstructed or contains large metal flat objects.
- ✗ Away from sources of RF interference (power lines, phones masts etc.)

Tools / Consumables

Tools / Consumables

At a minimum you should have access to the following when visiting a site:

- Multimeter
- Torx screwdriver + Tamtorque bolt driver
- Grease/Oil for locks/hinges
- Terminal protector
- Solar Panel Cleaner
- Some kind of camera so that records of the visit can be produced
- Windows laptop/tablet with COLLECT software installed
- USB Mini-B cable (COLLECT)



Installation

How to fix the radar onto existing street furniture.

Secure the bracket at 45° to the lane. Pass the 2 banding clamps through the bracket and around the pole, and securely tighten it with the Torx screwdriver.

To secure the bracket to the mast, it is recommended to use anti-vandalism clamps, type “Tamtorque”. Banding straps are available for different diameter poles.



Mount the recorder onto the bracket and secure it with 3 padlocks. 2 padlocks secure the peli-case door, and one secures the peli-case to the pole bracket.

Setup and Positioning

Lanes & Width

The Traffic Radar distinguishes up to 2 lanes of Traffic.

The lanes can be in opposite or in the same direction. The ideal lane width is 4 meters.

Mounting Height

The optimum height of the Traffic Radar is between 2-3 m (from the ground to the centre of the electronics box).

Offset and distance covered

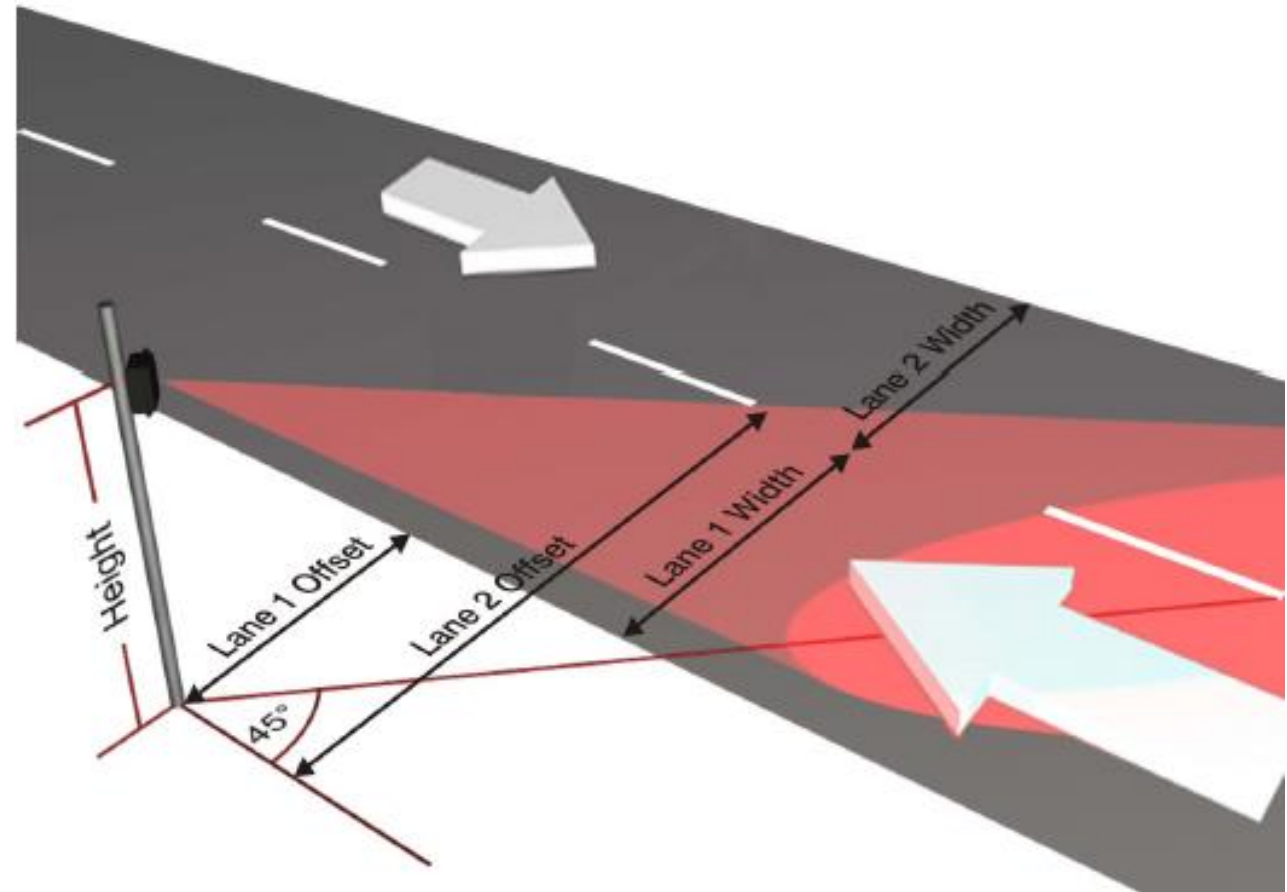
The unit has a maximum/total range of 15 m. The offset (distance from the radar to the edge of the road) should ideally be 1.5-2 m. The width of the monitored lanes plus the offset distance should not exceed 15 meters.

Horizontal orientation

Important: The Traffic Radar shall be oriented at 45° in relation to the direction of moving vehicles, either to the left or to the right. The radar accepts a margin of error +/- 5 degrees. Deviation exceeding this level may affect the accuracy of the data. TagMaster provides a special 45 degree bracket to ensure the correct angle.

Vertical orientation

The radar head must be tilted to aim at the centre of the lane or lanes to be monitored. This must be done manually after fastening the device on the road furniture. With insufficient radar head down tilt, the near side vehicles risk not being measured properly.



Radar head down tilt

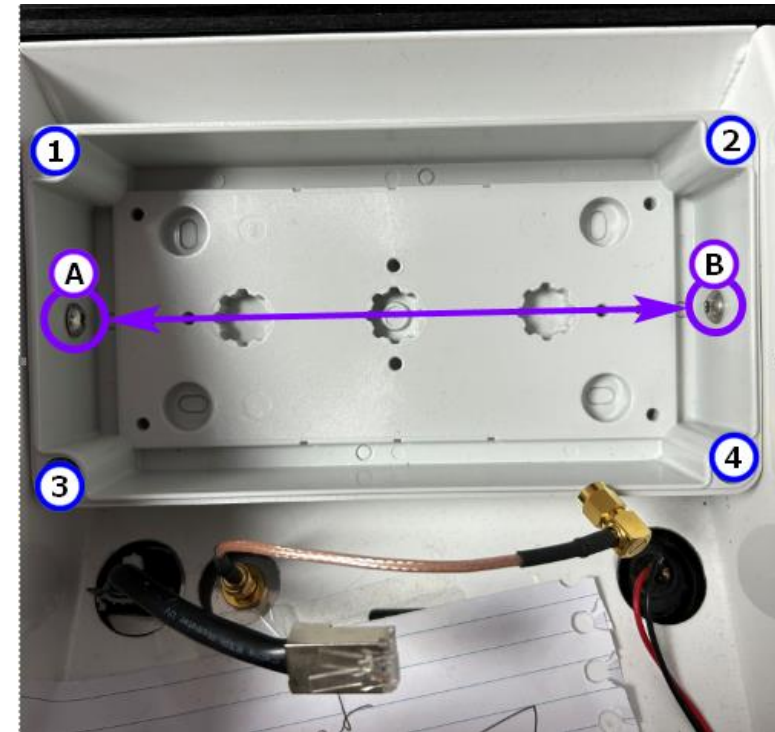
Vertical orientation / Down-tilt

The radar head must be tilted to aim at the centre of the lane or lanes to be monitored. This must be done manually after fastening the device on the road furniture. With insufficient radar head down tilt, the near side vehicles risk not being measured properly.



Adjusting tilt resistance

If you find that the radar head tilt is loose and doesn't hold position well, you can correct this by carefully removing the 4 corner screws, so that the radar head can be removed. This will then expose the two side screws (A + B) that can be tightened with a 10mm Allen key.



Powering the radar system



Powering the radar system

When it comes to energising our radar systems, we have various sources at our disposal:

- **Mains Connection:** A stable 24V DC supply for fixed installations.
- **Battery Operated:** Versatile and ideal for temporary setups.
- **Power over Ethernet (PoE):** Convenient power and data integration.
- **Solar Power:** Eco-friendly and suitable for remote locations.

During this training session, we will focus on using a 12V battery as the power source. This approach is the most prevalent for conducting temporary surveys due to its portability, ease of setup, and reliability in a variety of field conditions.

We'll explore the essentials of battery operation and management to ensure continuous and effective radar performance throughout your survey work.



Battery Selection and Operating time

Battery Selection: Lead Acid vs. Lithium-ion

Both have pros and cons, but the main thing to think about is how many days does your survey need to cover.

This is a general guide only.

- Choose **Lead Acid** for surveys up to 7 days.
- Opt for **Lithium-ion** for longer surveys (7-14 days).

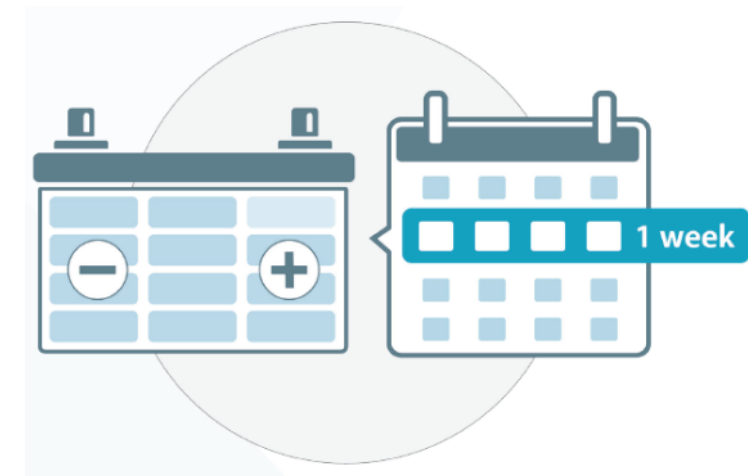
Lithium batteries benefit from higher capacity (ampere-hours – Ah) and lower discharge rates.

Energy Consumption

The Traffic Radar's operating time depends on several factors, such as traffic volume, type of battery, nominal and actual battery capacity, age, temperature, modem usage etc. Here is a typical use case that outlines the expected operating time:

Type of survey: Temporary Survey with **local data recording**

- A typical road with approximately 15,000 vehicles a day, Bluetooth enabled, and the modem turned off.
 - Battery: 12v, 18Ah lead-acid.
 - Energy consumption: 55 mAh
 - Effective battery capacity: 75%
-
- $18\text{Ah} / 0.055\text{A} * 0,75 = 245\text{h} \rightarrow$ Operating time is approximately 10 days



Battery health and power saving

Ensuring Optimal Battery Performance

Before deploying your radar unit:

- **Battery Condition:** Verify that the battery is in good health.
- **Charge Level:** Ensure the battery is fully charged. Typically, we expect to see a fully charged 12V battery to be around 13.5V

Considerations for Battery Longevity:

- **Capacity Over Time:** Be aware batteries gradually lose capacity.
- **Recharge Cycles:** Capacity loss is affected by the number of recharges.
- **Average Lifespan:** Expect 3-5 years under typical use conditions.

Built in Power Saving

When the Radar stops detecting moving objects, the unit reduces the scan rate of the Radar head to reduce power consumption. As soon as the Radar detects something moving it wakes up and starts to scan the Radar at full speed.

12V Charger

We sell this 12V charger – Part Number 199390 @ £85

This is capable of charging either Lead-Acid or Lithium batteries.



Battery Voltage Thresholds

Battery Voltage Thresholds

The below describes the default thresholds for a 12V battery used on a Traffic Radar.

Cut In @ 12.0V

If the modem has been turned off and the voltage does go above the CUT IN THRESHOLD, the modem will be restarted and the connection to the In-station re-established. The sensor cards will be restarted, and if any surveys are configured these will also be turned back on.

Cut Out @ 11.2V

If the battery voltage falls below the CUT OUT THRESHOLD, the modem (if being used) will be shut down and the communications to the In-station stopped. The sensor card will also be turned off and any surveys running will be shut down.

Warning @ 12.0V

Warns the user that the battery is starting to fail so it gives them a chance to monitor and replace the battery before it fails.

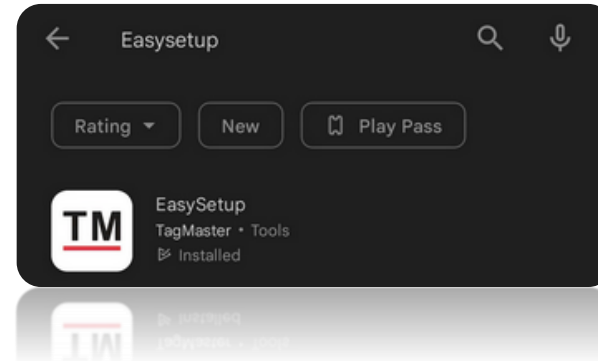
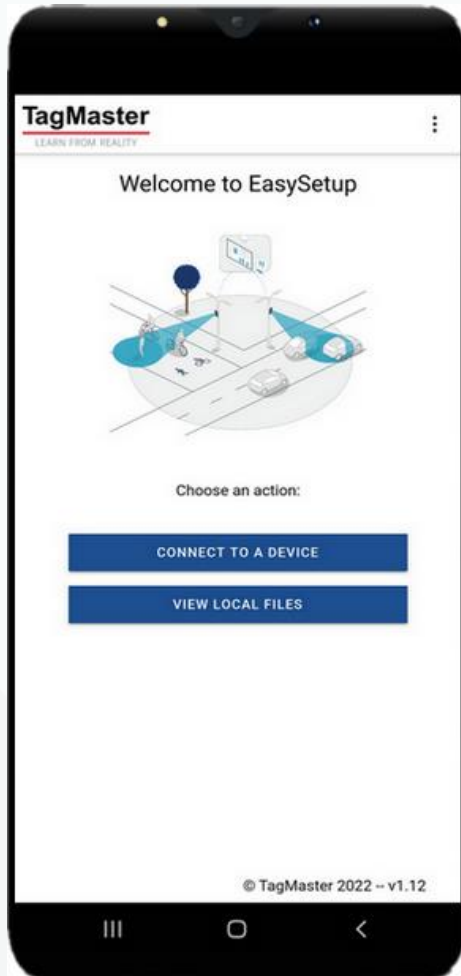
Start-up @ 11.8V

When the unit is powered up the initial battery voltage is read. This is checked against the current setting for the MINIMUM STARTUP VOLTAGE. If the voltage is below this threshold, the Sensor Card is not turned on and the Survey will not be started (if one is configured).

If during normal operation the battery voltage \geq MINIMUM STARTUP VOLTAGE, then the survey will be started and approximately 10 seconds later the sensor card will be turned on. Once in this state, this parameter will have no further effect until the unit is restarted.

Easy Setup

Easy Setup is a Free Android, Bluetooth Setup application that can be downloaded from the Google Play Store. Search for “**TagMaster EasySetup**”



It uses Bluetooth to connect to the radar and is used for configuring and maintaining the equipment. The App also allows for retrieval of data files when local surveys are being performed.

Bluetooth Low Energy (BLE), aka Bluetooth Smart is supported. Main benefits being:

- ☐ Low Power Consumption (ideal for battery-operated devices)
- ☐ Security – BLE includes robust security features, such as encryption and authentication, to protect against eavesdropping / attacks.

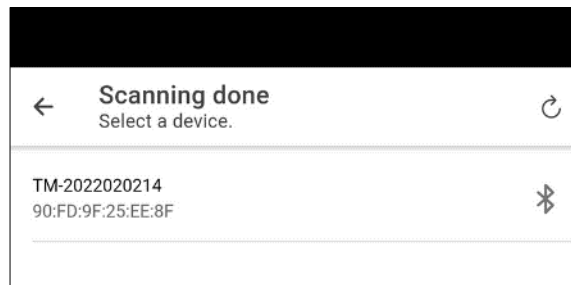
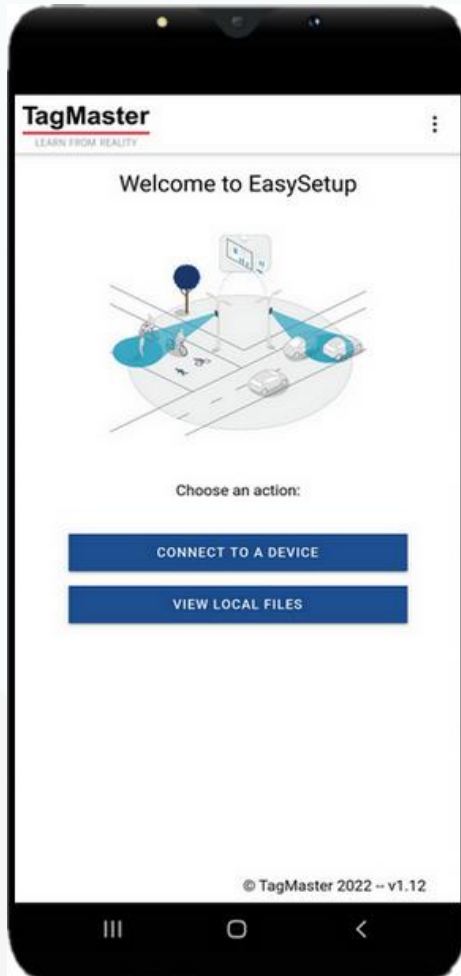
Connecting with Easy Setup

EasySetup requires both **Bluetooth** and **Location** services to be enabled on your device.

- 1) Launch the EasySetup application.
- 2) When connecting a new device for the very first time, for security reasons it will be necessary to press the '**View**' button on the radar head to wake the unit up, so that Bluetooth can be paired with your device. Once a device has been paired, this step can be skipped.

- 3) On the Home screen press: 

The application will now scan for TagMaster Bluetooth enabled devices and will provide a list of devices found. In this example a unit with the serial *TM-2022020214* has been found:



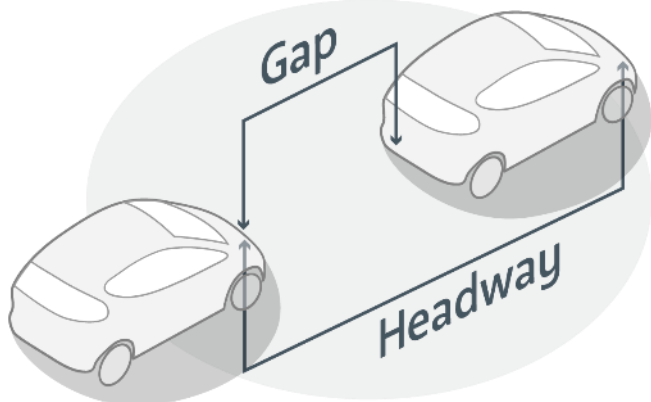
Survey Data Example

The Traffic Radar can provide several high granularity data insights such as:

- Speed vs. Vehicle classification
- Educational vs. Enforcement Speed Violations
- Unsafe Gap vs. High Speed
- Lane Discipline vs. Peak Traffic Flows






VBV (Vehicle By Vehicle) data generated from the Traffic Radar – Individual vehicle:

- Speed
- Direction
- Length
- Lane
- Gap
- Headway



Time Stamp		Speed (Mph)	Length (Meters)	Gap (Sec.)	Reverse
2022-05-14	12:42:44	41.2	4.60	3.0	False
2022-05-14	12:42:45	41.2	4.50	1.2	False
2022-05-14	12:42:58	48.9	4.50	12.9	False
2022-05-14	12:43:12	39.0	4.50	54.0	False
2022-05-14	12:43:14	34.3	4.90	2.0	False
2022-05-14	12:43:27	41.1	4.60	13.0	False
2022-05-14	12:43:27	45.5	1.60	29.0	True
2022-05-14	12:43:31	37.8	4.30	3.6	False
2022-05-14	12:43:31	39.5	4.50	8.2	False
2022-05-14	12:43:40	37.8	5.00	4.3	False

Radar Classification

1. Motorcycles (< 2.8 Metres)	2. Car or Light Van (2.8 to < 5.2 Metres)
	
3. Car + Trailer / Light Van + Trailer (5.2 - < 6.5 Metres)	4. Light Goods (6.5 - < 7.5 Metres)
	
5. Rigid (7.5 - < 11.5 Metres)	6. Artic / Rigid + Trailer / Bus / Coach (> 11.5 Metres)
	

Remember classification is purely based on length.

The radar splits length into 6 bins:

Bin 1) < 2.8 m

Bin 2) $2.8 - < 5.2$ m

Bin 3) $5.2 - < 6.5$ m

Bin 4) $6.5 - < 7.5$ m

Bin 5) $7.5 - < 11.5$ m

Bin 6) $\Rightarrow 11.5$ m

Radar Head

SIM Card Slot

Internal modem aerial,
external aerial connected
on rear of the Peli-case

Internal Power Connector.
Connected to the internal
battery and external
power connector

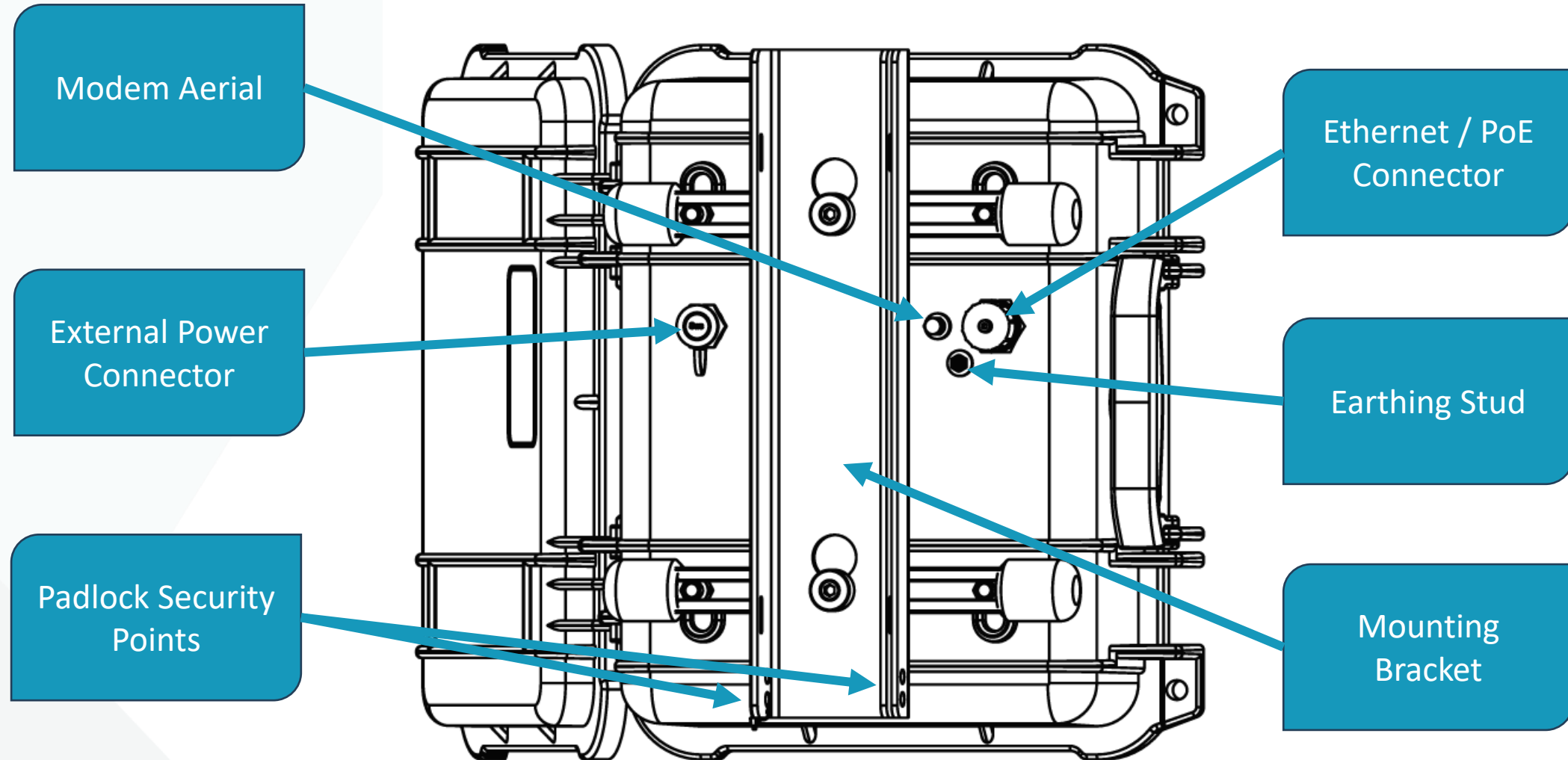
LED indicators

Ethernet
Connector
(RJ45 Type)

USB Connector
(Micro USB
Type)

On/View push
button

Peli-case rear



LED Guide

LED	Colour	Description
On/Error	OFF	Unit Off
	Flashing Blue	Unit is running normally (Flashes every 3 seconds)
	Fixed Blue	View Button is pressed (if held pressed the counter will shut down / all LEDs go out).
	Fixed Red	Unit is running but has a fault.
	Pulse Red	Indicate that the battery is empty
	Fixed Purple	Unit is booting
Modem	OFF	Unit Off / In low power mode
	Fixed Red	Device Error Detected
	Fixed Green	Device Powered
	Fixed Blue	Connection established (Network)
	Flashing Blue	Data transfer in progress
Bluetooth	OFF	Unit Off / In low power mode
	Fixed Red	Device Error Detected
	Fixed Green	Device Powered
	Fixed Blue	Connection established
	Flashing Blue	Data transfer in progress
USB	OFF	Unit Off / In low power mode
	Fixed Red	Device Error Detected
	Fixed Green	Device Powered
	Fixed Blue	Connection established
	Flashing Blue	Data transfer in progress
Detect	OFF	Unit Off / In low power mode
	Fixed Red	Device Error Detected
	Fixed Blue / Flash	Normally on, momentarily off for each vehicle detected
Battery	OFF	Unit Off / In low power mode
	Fixed Red	Low Battery Detected
	Fixed Green	Battery is charging
	Flashing Green	Battery OK, but not charging
	Fixed Blue	Battery is fully charged

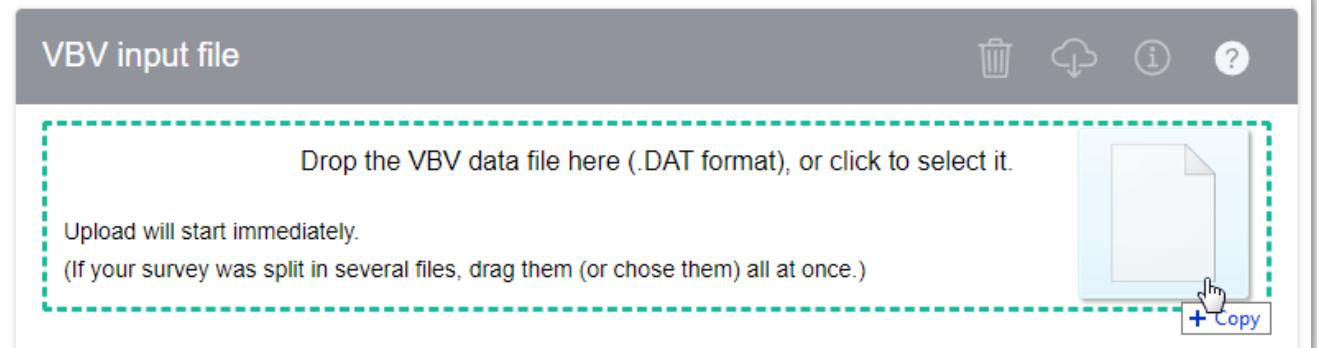


Easy Analysis

<https://ea.tagmaster.com/home>

Simply drag & drop your VBV file (or files) into the defined upload box.

The file(s) will be uploaded directly to the server for validation and file details parsing. Note that files are stored on the server for a limited duration (a couple of hours) to let the users process them. They are then deleted and never used by anyone else.



The screenshot shows the 'VBV input file' details interface. It displays the uploaded file 'Traffic_radar_data.dat' with a size of 93.84 kB. Below this, a table provides detailed information about the file.

Device Type	TMRadar	Serial Number	2022020131
Location	Brigg Road, Moor Town	GPS	52.660733, -0.429343
Site ID	23010406		
Survey Start	1/4/2023, 12:00:45 PM	Survey End	1/12/2023, 10:35:19 AM
Number of Lanes	2	Number of detections	9415

Traffic Radar - Limitations

- ❑ Side fire means obscuration may affect far lane results.
- ❑ If lanes are narrow, recommend configuring as one wider “Single Lane” (if total road width is less than 7 m this is advised. Note this will lose the ability to detect reverse direction vehicles).
- ❑ Distances greater than 15 m ATR can start to affect accuracy.
- ❑ Nearest lane offset less than 2 m can affect accuracy.
- ❑ Unit may detect objects beyond configured lanes.
- ❑ Smooth sided vehicles may get measured short.
- ❑ Vehicles travelling below 10mph may be missed, or poorly classified.
- ❑ For high accuracy, requires free flowing traffic with constant speed.

Support Contact / Useful

Support number:

01438 347555 (Option 2)

Website:

www.uk.tagmaster.com

Support email:

Support.uk@tagmaster.com

George.stavenson@tagmaster.com

Terry.Herridge@tagmaster.com

Thanks – Any Questions?

George Dyson
Town Clerk

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



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

Committee:	Policy & Finance	Agenda Item:	PF1126
Meeting date:	27 th May 2025	Authors:	Town Clerk
Subject:	Amending T&Cs to Community House		
Purpose:	To agree		

Recommendation(s):

To agree the addition of a condition to all Community House hires, that any building users must not park in the South Service Yard.

1. Background

At a recent informal Councillor meeting, there was a brief discussion about the ongoing issues with the Meridian Centre security, and in particular the increased need to keep the South Service Yard accessible at all times, which on days that Community House is particularly busy has not happened.

It was therefore suggested at the meeting that the recommendation come to the P&F Committee for discussion around whether all Community House T&Cs should include a condition for no parking in the South Service Yard.

2. Options for Council

- To agree to include a condition in all Community House T&Cs that there is to be no parking in the South Service Yard.
- To not make any amendments to the Community House T&Cs.

3. Reason for recommendation

In line with request at the recent informal Councillor meeting.

4. Expected benefits

Accessibility to Community House & Meridian Centre, protection of space in South Service Yard, maintaining good relationships with the Meridian Centre Managing Agents.

5. Implications

5.1 Legal	N/A
5.2 Risks	Service Yard could be closed off completely if current conditions continue.
5.3 Financial	N/A
5.4 Time scales	Immediately
5.5 Stakeholders & Social Value	Maintaining easy access to Community House
5.6 Contracts	N/A
5.7 Climate & Sustainability	Promoting other travel options where possible.
5.8 Crime & Disorder	Safety of security staff
5.9 Health & Safety	Access to security doors
5.10 Biodiversity	N/A
5.11 Privacy Impact	CCTV already installed by Meridian Centre Agents
5.12 Equality & Diversity	Ensuring accessibility for everyone.

6. Values & priorities alignment

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

6.7 Which business plan item(s) does the recommendation relate to? Early resolution of complaints Efficiency and sustainability of Town Council resources Community House 10-year plan
--

7. Appendices