

George Dyson
Town Clerk

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



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

Policy & Finance Committee

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

25th March 2026

Members of Peacehaven Town Council's **Policy & Finance Committee** are summoned to a meeting to be held in Community House on **Tuesday 31st March 2026 at 7.30 p.m.**

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

George Dyson, Town Clerk.

AGENDA

1. **PF1202** CHAIR'S ANNOUNCEMENTS
2. **PF1203** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*
3. **PF1204** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.
4. **PF1205** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.
5. **PF1206** TO ADOPT THE COMMITTEE'S MINUTES OF 10TH FEBRUARY 2026
6. **PF1207** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
 - a. Finance Officer's report.
 - b. Bank account & Bank Reconciliation statements (for signing).
 - c. Income & Expenditure report.
 - d. Balance Sheet.
 - e. CIL & S.106 report (income, expenditure & bids).
 - f. List of payments (for approval).
7. **PF1208** TO AGREE THE REPLACEMENT OPTION FOR THE FIELDS & ROBSON BOILER
8. **PF1209** TO AGREE TO REPLACE THE HUB FIRE ESCAPE DOORS
9. **PF1210** TO AGREE MONIES TO GO INTO EARMARKED RESERVES
10. **PF1211** TO AGREE A SERVICING CONTRACT FOR COMMUNITY HOUSE HEATING & COOLING
11. **PF1212** TO ADOPT THE FOLLOWING POLICIES
 - a. Volunteer Handbook
 - b. Equality & Diversity
 - c. Planning Code of Good Practice
12. **PF1213** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's
 - a. Audit Working Group
 - b. Community Buildings Working Group
 - c. Funding for Community House works including Air Source Heat Pumps
 - d. Business Plan Review
13. **PF1214** DATE OF NEXT MEETING – TUESDAY 5TH MAY 2026
14. **PF1215** 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.*

15. PF1216 UNPAID INVOICE REPORT

16. PF1217 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK

17. PF1218 TO AGREE A VARIATION TO COMMUNITY HOUSE T&CS OF HIRE

18. PF1219 TO AGREE TO OPT TO TAX AT THE HUB

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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 10th February 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Rosser, Cllr Donovan, Cllr Gallagher, Cllr Harman, Cllr Veck, Cllr Davies.

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

No members of the public were in attendance.

1. PF1185 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, and provided a brief update on the repairs to the Big Park public toilets following the arson damage, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. PF1186 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. PF1187 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Fabry, with Cllr Gallagher substituting, and Cllr Sharkey, with Cllr Rosser substituting.

4. PF1188 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1189 TO ADOPT THE COMMITTEE'S MINUTES OF 25TH NOVEMBER 2025

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
The minutes of 25th November 2025 were **agreed** and **adopted**

6. PF1190 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Gallagher asked about whether the RFO has any concerns with the budget now we're getting close to year end. The RFO responded that some analysis of this will take place over the next few weeks.

There was a brief discussion about the high expenditure on the monument and memorial this year.

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

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

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

c. Income & Expenditure report.

Cllr Gallagher asked about the professional fees budget being over, which a summary was given of the expenditure from this code.

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

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

It was proposed to approve the list of payments.

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

7. PF1191 TO AGREE RECOMMENDATIONS REGARDING LOCAL CONTROL TRANSFERS FROM LEWES DISTRICT COUNCIL

The Clerk introduced and summarised the report included in the papers.

Cllr Gallagher spoke about there being 2 plots of land in the Valley Road area, and only one appears in the papers, Cllr Gordon-Garrett confirmed this, and that the Clerk is awaiting a response from the research that Cllr Gordon-Garrett had done. Cllr Gallagher then also expressed a concern about taking on Lake Drive land.

Cllr Rosser expressed that long-term it would be beneficial to the town to take on as many assets as possible.

Cllr Veck agreed that Lake Drive Pond would be a significant risk to take on.

Cllr Davies expressed a concern about what could happen to the assets if Peacehaven Town Council does not take control of them, and expressed that it would be really important to put them forward for consideration.

It was proposed that the Committee recommend that Full Council submit all the sites included as nominations to the District Council.

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

8. PF1192 TO AGREE RECOMMENDATIONS ON COMMUNITY HOUSE WORKS

The RFO introduced and summarised the report.

Cllr Griffiths spoke about her opposition to replacing boilers with new gas ones and suggested separating the hot water system with more locally positioned instant hot water heaters, and that air source heat pumps be installed for the heating, and that a small TFG be formed to seek funding for the work.

Cllr Gallagher highlighted that there is a Working Group looking at this and gave some background, from the initial 10-year plan for Community House moving forward.

Cllr Veck spoke about the importance of balancing where money is spent against the priorities, and the possibilities of more local solutions such as electric heaters and hot water, but agreed that there was a need to replace the boilers.

Cllr Alexander spoke the additional costs of wiring relating to putting an electric boiler in, as well as the points on the 10-year plan the boilers would have been expected to be replaced.

Cllr Davies reinforced the importance of action, given that the building is in constant use by staff and members of the public.

It was proposed that Committee recommend to replace the heating system with air source heat pumps whilst separating out as much of the hot water system as possible with more locally positioned hot water heaters, and the Thursday Morning's Community Buildings Working Group meeting has a one item agenda to discuss this.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Rosser
Committee **resolved to not agree** to this proposal, with 3 Councillors in favour and 6 against.

It was proposed that Committee agree to recommend to replace the Gas Boilers with one new gas boiler, and that the Community Buildings working group work towards installing ASHP within the next 5-10 years, including financial planning and improvements to internal and external insulation.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Donovan
Committee **resolved to agree** to this proposal by a majority of 6 in favour and 3 against.

It was proposed that a TFG be set up specifically tasked with finding funding to install ASHP and associated works in Community House.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
Committee **resolved to agree** to this proposal by a majority of 8 in favour and 1 abstention.

The TFG will be set up at Full Council and will report back to this Committee.

9. PF1193 TO ADOPT A SUSTAINABLE PROCUREMENT POLICY

Cllr Griffiths introduced the item. It was proposed that Committee adopt the policy

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

10. PF1194 TO AGREE TERMS AND CONDITIONS FOR THE EASTER CRAFTS FAIR

Cllr Veck gave some background to the item. It was proposed that Committee agree the Easter Crafts Fair T&Cs.

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

11. PF1195 TO DISCUSS UPDATES TO THE COMMUNITY & BUSINESS PLAN

The Clerk summarised the report in the papers. Cllr Veck suggested that a Committee Chairs meeting could be sufficient rather than a full TFG.

Cllr Gallagher suggested that other Councillors who aren't Committee Chairs might want to be involved and Cllr Davies agreed that all Councillors need to be able to have a way of being involved with this.

It was proposed that an informal meeting be arranged to focus on the business plan for all Councillors to have input and then can be passed to a small TFG to finalise into a report for Council.

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

A TFG for this will be formed at Full Council

12. PF1196 TO ADOPT A REVISED GRANTS POLICY

The Chair outlined the report and the reasons behind the recommended revision.

It was proposed that Committee agree to adopt the revised policy as read.

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

13. PF1197 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG'S

a. Audit Working Group

Cllr Veck reported that the Group had completed an audit today, which went very well, and that the report will be going to the next Full Council meeting. The members advised that a new group of Councillors should be chosen to now take over this TFG.

b. Community Buildings Working Group

The RFO ran through the report in the papers, with recent recommendations from the Working Group.

Members of the Working Group added their comments to the report, which Committee briefly discussed.

Cllr Gallagher highlighted the importance of including the outcomes of the recent stakeholders meeting on phase 2 of The Hub project.

It was proposed that a recommendation goes to Full Council to put forward option 3 relating to The Hub, which is to extend and reconfigure.

Proposed by: Cllr Donovan **Seconded by:** Cllr Rosser
Committee **resolved to agree** to this proposal by majority vote, with one abstention.

It was proposed that Committee agree to recommend to Full Council that the Community House Main Hall Fire Exit doors and windows are replaced, that a contractor is engaged to develop a specification for the Fields & Robson Room roof replacement.

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

Additionally, Committee asked that Officers investigate alternatives to the current Pellet boiler at the Gateway Café.

14. PF1198 DATE OF NEXT MEETING – TUESDAY 31ST MARCH 2026

The date of the next meeting was confirmed as Tuesday 31st March 2026

15. PF1199 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett
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. PF1200 UNPAID INVOICE REPORT

Committee **noted** the report.

17. PF1201 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK

The Town Clerk introduced the report which the Committee briefly discussed.

It was proposed that Committee reject the profit share agreement and instead request a monthly ground rent figure.

Proposed by: Cllr Davies **Seconded by:** Cllr Gallagher

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

There being no further business, the meeting was closed at 21:56.



Committee:	P&F	Agenda Item:	PF1207a
Meeting date:	31 March 2026	Authors:	Zoe Malone
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 middle of **month 12 (March 2026)**. An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's **five bank accounts as at 31 January 2026 & 28 February 2026**. 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 **87.1% of the budgeted expenditure** has been spent so far, and **107% of the budgeted income** has been received as at the end of month 11 (February 2026)

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 January & February 2026**
- **Bank reconciliation statement for cashbook 1 – January & February 2026**
- **Bank reconciliation statement for cashbook 2 – January & February 2026**
- **Bank Reconciliation statement for Unity Trust Fixed Deposit Account – January & February 2026**
- **Bank Reconciliation statement for Unity Trust Instant Access Account – January & February 2026**
- **Credit Card reconciliation statement – December & January 2026**
- **Detailed income and expenditure month 12 (March 2026)**
- **Detailed balance sheet month 12 (March 2026)**

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	28/02/2026		-147.25
G Dyson CC	28/02/2026		-46.03
			<hr/> -193.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-193.28
<u>Unpresented Receipts (Plus)</u>			
23/02/2026 JANCC		193.28	
			<hr/> 193.28
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

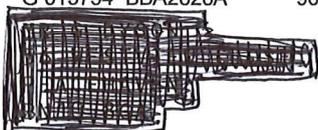
BARCLAYCARD COMMERCIAL
 PO BOX 4000
 SAFFRON ROAD
 WIGSTON, LE18 9EN

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

Company reference: 5476760307525801
 Card number: 5476760490508309
 Statement date: 28 January 2026
 Page number: 3 of 4
 Monthly spend limit: £1,000.00

Date	Description	Amount
12 Jan 2026	TOOLSTATION LTD Newhaven 001	11.03
130185481476	LUMBER AND BUILDING MATERIALS STORES	
21 Jan 2026	Arlettes Florist PEACEHAVEN GBR 001	35.00
220105371346	FLORISTS	
2 new purchases / cash advances.		
Total of spending.		£46.03

G 013754 BBA2828A 90427



C/H Maintenance

Invoice

Order No YHQ281803649
Placed on 2026-01-12 12:09:08
Completed on 2026-01-12 12:09:08
Total value 11.03
Operator Karen H
Payment type Card

Code	Name	Qty	Price	Totals	VAT Band
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Items for delivery - Y0128180364

10787	High Tensile Set Screw	1	1.48	1.48	5
00009	Next Business Day	1	0.00	0.00	5

Items for collection - Y0228180364

18236	MK Grid Plus 20A Switch Module	1	9.55	9.55	5
00006	Customer Collection	1	0.00	0.00	5

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	9.19	1.84	11.03
		£ 9.19	£ 1.84	£ 11.03

Company Information

Toolstation Ltd
www.toolstation.com
0808 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation
Express Park
Bridgwater
Somerset
TA6 4RN
United Kingdom

Registered in England: 4372131, Toolstation Ltd,
Ryehill House, Rye Hill Close, Lodge Farm Industrial
Estate, Northampton, NN5 7UA
VAT Number: 408 5567 37

Any questions? Check out
<https://www.toolstation.com/help-and-advice/faqs>
for answers, or visit
<https://www.toolstation.com/help-and-advice/returns>
to learn more about our 30-Day
Money Back Guarantee.

ARLETTES FLORIST
PEACEHAVEN
TERMINAL ID: ****5663
MERCHANT ID: *****20946

MASTERCARD
**** * * * * 8300
PAN SEQ NO: 01
AID: A000000041010

SALE
AMOUNT
TOTAL
£35.00
£35.00



Contactless

*** CARDHOLDER COPY ***
PLEASE RETAIN FOR YOUR RECORDS
C/HOLDER NOT VERIFIED
AUTH: 088247

RECEIPT: 000859
DATE: 21/01/2026 TIME: 14:02:17
Thank You

STATEMENT FOR Z MALONE

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

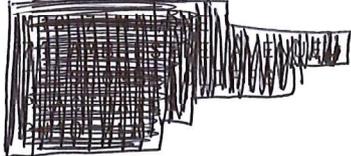
Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5476760307525801
5476760181944102
28 January 2026
4 of 4
£1,000.00

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

Date	Description	Amount
6 Jan 2026	WORLDPAY DASHBOARD - U MANCHESTER	55.30
070105272476	MEMBER FINANCIAL INSTITUTION-MERCHANDISE AND SERVICES	
20 Jan 2026	WWW.SOUTHCOASTFLAGPOLE RYDE	91.95
210105272466	MISCELLANEOUS AND RETAIL STORES	
2 new purchases / cash advances.		
Total of spending.		£147.25

G 013754 BBA2828A 90427



[skip to main content](#)

Confirmation of Order #63062

Billing Details:

Zoe Malone Peacehaven Town Council
Community House, Greenwich Way
PEACEHAVEN East Sussex BN10 8BB UK
Mainland

Delivery Details:

Zoe Malone Peacehaven Town Council
Community House, Greenwich Way
PEACEHAVEN East Sussex BN10 8BB UK
Mainland

Payment Details

Method: **Worldpay**

Status: **Paid**

Order Summary



Anti-Tamper Plastic Flagpole Lock

£85.00

×1

£85.00

Subtotal: £85.00

Standard Delivery: £6.95

Total: £91.95

[Print Home](#)

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 7 - Unity Trust Instant Access

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	28/02/2026		12.47
			<u>12.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.47
		Balance per Cash Book is :-	12.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 28/02/2026

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20529105

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



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

Contact Us

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

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£12.47

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 6 - Unity Trust Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	28/02/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Peacehaven Town Council

FT12

60 83 01 80186889

Balance	Available balance	Rate (rate of tax)	Term start	Term end
200,000.00	200,000.00	4.10% (4.10%)	13/05/25	13/05/26

Filter:

Transactions 

Balances are correct as of 11:25 on 10 Mar 2026.

There are no recent transactions to display.

**Bank Reconciliation Statement as at 27/02/2026
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	27/02/2026		994,574.56
Current Account	27/02/2026		50,000.00
			<u>1,044,574.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,044,574.56
<u>Unpresented Receipts (Plus)</u>			
15/12/2025		-12.00	
17/12/2025		-6.00	
24/02/2026		24.00	
27/02/2026		60.00	
			<u>66.00</u>
			1,044,640.56
		Balance per Cash Book is :-	1,044,640.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 27/02/2026
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	27/02/2026		605.64
			<u>605.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605.64
		Balance per Cash Book is :-	605.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 27 February 2026

Business Current Accounts

Business Current Account Statement	£50,000.00
------------------------------------	------------

Sort Code 20-49-76 • Account No 10701173

Business Savings Accounts

Business Premium Account	£994,574.56
--------------------------	-------------

Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£605.64
--------------------------	---------

Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/01/2026		0.00
G Dyson CC	31/01/2026		-78.00
			<hr/> -78.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-78.00
<u>Unpresented Receipts (Plus)</u>			
22/01/2026 DEC CC		78.00	
			<hr/> 78.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

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

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

Date	Description	Amount
9 Dec 2025	HSQE LTD CHELMSFORD GBR 101255184225 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	48.00
15 Dec 2025	HIGHFIELD* O #16034 DONCASTER LND 161285383905 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	30.00
2 new purchases / cash advances. Total of spending.		£78.00

G 008913 BBA2687A 53698



From: Vital Skills <no-reply@myvitalskills.co.uk>
Sent: 09 December 2025 10:36
To: townclerk@peacehaventowncouncil.gov.uk
Subject: HSQE Confirmation Email for order ref: #571195

VitalSkillsTM
by **HSQE**.co.uk

Invoice receipt for order #571195

HSQE Ltd Elrose, Mayes Lane, Sandon, Chelmsford, Essex, CM2 7RP

VAT number: 820593536

E: support@hsqe.co.uk T: 0333 733 1111

W: hsqe.co.uk W: vitalskills.co.uk



Billing Address

George Dyson
Peacehaven Town Council
Peacehaven Town Council, Greenwich
Way
Peacehaven
East Sussex
BN10 8BB
[01273585493](tel:01273585493)

Invoice Details

Invoice Number:
#571195
Invoice Date: **09-12-**
2025
Invoice Status: **Paid**

Highfield ELearning Limited

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

Tel: 01302 363277
Fax:

accounts@highfieldlearning.com
www.highfieldlearning.com

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB

Jessa



Invoice

Invoice Number 0003054428
Invoice Date 16/12/2025
Customer Ref 16034
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004054639

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

	Date	Councillor 1
		<i>SW</i>
Code	Finance Officer	Councillor 2
4011/100.	<i>SW</i>	<i>MC</i>

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

Code	Name	Net	VAT
1 20.00	Standard Rate	25.00	5.00

Total Net Amount £ 25.00
Total VAT Amount £ 5.00
Invoice Total £ 30.00

Delivery Address:

Peacehaven Town Council
Community House
Peacehaven
BN10 8BB
Great Britain

Payment Received with Thanks

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

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

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Bank Reconciliation Statement as at 30/01/2026
for Cashbook 7 - Unity Trust Instant Access

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	30/01/2026		12.47
			<u>12.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.47
		Balance per Cash Book is :-	12.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Peacehaven Town Council

Instant Access

60 83 01 20529105

Balance Available balance

£ 12.47 £ 12.47

Show:

Transactions 

Balances are correct as of 14:53 on 04 Feb 2026.

↓ Date	Description	Paid in	Paid out	Balance
31/12/25	Credit Interest	0.07		12.47

Bank Reconciliation Statement as at 30/01/2026
for Cashbook 6 - Unity Trust Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	30/01/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Peacehaven Town Council

FT12

60 83 01 80186889

Balance	Available balance	Gross interest rate	Term start	Term end
£ 200,000.00	£ 200,000.00	4.10 % (4.10 % AER)	13/05/25	13/05/26

Show:

Transactions ▼

Balances are correct as of 14:54 on 04 Feb 2026.

There are no recent transactions to display.

**Bank Reconciliation Statement as at 30/01/2026
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	30/01/2026		1,053,424.24
Current Account	30/01/2026		50,000.00
			<u>1,103,424.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
23/01/2026	121064 HMRC	11,142.06	
			<u>11,142.06</u>
			<u>1,092,282.18</u>
<u>Unpresented Receipts (Plus)</u>			
15/12/2025		-12.00	
17/12/2025		-6.00	
08/01/2026		30.00	
09/01/2026		30.00	
12/01/2026		30.00	
12/01/2026		30.00	
13/01/2026		30.00	
13/01/2026		40.00	
13/01/2026		40.00	
13/01/2026		60.00	
16/01/2026		30.00	
16/01/2026		30.00	
16/01/2026		1.00	
19/01/2026		73.31	
22/01/2026		121.50	
22/01/2026		26.30	
23/01/2026		30.00	
27/01/2026		24.00	
28/01/2026		466.00	
30/01/2026		30.00	
30/01/2026		123.50	
			<u>1,227.61</u>
			<u>1,093,509.79</u>
		Balance per Cash Book is :-	1,093,509.79
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/01/2026
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/01/2026		605.64
			<u>605.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605.64
		Balance per Cash Book is :-	605.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 January 2026

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,053,424.24
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£605.64
.....	
Sort Code 20-49-76 • Account No 83521656	

[This is the end of your account summary.](#)

STATEMENT FOR Z MALONE

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

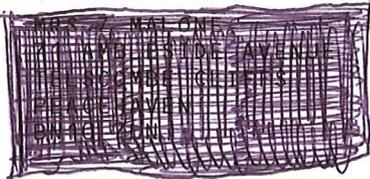
Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 November 2025
Page number: 4 of 4
Monthly spend limit: £1,000.00

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



Date	Description	Amount
29 Oct 2025	CARTRIDGEPEOPLE.COM 0203 001 0234ENG	174.90
301015122625	STATIONERY,OFFICE SUPPLIES,PRINTING AND WRITING PAPER	
31 Oct 2025	PGS GIFTS LTD WELLINGBOROUENG	23.97
031115122625	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
5 Nov 2025	YEOMANS TOYOTA BRIGHTON ENG	430.00
061155541965	AUTO AND TRUCK DEALERS-(NEW&USED)-SALES,SERV. REPAIRS,PARTLEASE	
7 Nov 2025	SAINSBURYS S/MKTS PEACEHAVEN	10.61
101185481475	GROCERY STORES, SUPERMARKETS	
25 Nov 2025	SP WELLBOX MANCHESTER LND	41.94
261185383905	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
5 new purchases / cash advances. Total of spending.		£681.42

G 016312 BBA2557A 21251





Return Address

Invoice Date: 29-10-2025
Invoice No: GB251029-LA6994226-1
Order No: GB251029-LA6994226
Payment Method: Braintree

Page Number: 2 of 2

Billing Address

Mrs Zoe Malone
 Peacehaven Town Council
 Meridian Centre, Greenwich Way
 Peacehaven
 East Sussex
 BN10 8BB
 01273585493

For Delivery To:

Mrs Zoe Malone
 Peacehaven Town Council
 Meridian Centre, Greenwich Way
 Peacehaven
 East Sussex
 BN10 8BB

Product Code	Component Code	Item Name	QTY	Unit Price	Net Amount	VAT Amount
41664		Cartridge People Pen 2023 Cartridge People Pen 2023	1	£0.00	£0.00	£0.00

If you have any queries please contact our customer service team at customerservice@cartridgepeople.com.

Total Net Amount £145.75
Total VAT Amount £29.15
Invoice Total £174.90

 Account Code 43081100	Date	Councillor 1
	Finance Officer [Signature]	Councillor 2

	Date	Councillor 1
Account Code 43351110	Finance Officer <i>[Signature]</i>	Councillor 2

personalised
GIFTS SHOP

INVOICE

PGS Gifts Ltd.
Unit A1 Baird Court
Park Farm Industrial Estate
Wellingborough
NN8 6QJ, GB
VAT No: 102595141
Company No: 07580950

Invoice #1001750497
Date : 31/10/2025 13:17
Amount : £23.97



Billing Address	Payment Method
-----------------	----------------

Zoe Malone
Peacehaven Town Council,
Community House
Greenwich Way
Peacehaven
East Sussex, bn10 8bb
United Kingdom
T: 01273 585493

Card Payment

Items	Qty	Price	Subtotal
-------	-----	-------	----------

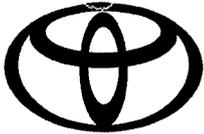
Personalised Pen Set & Gift Box - Message SKU: H-13396-2SILVERPEN-CASE Katelyn Harber Deputy and Youth Mayor Peacehaven 2024-2025	1	£9.99	£9.99
---	---	-------	-------



Personalised Pen Set & Gift Box - Message SKU: H-13396-2SILVERPEN-CASE Karina Gordon Deputy and Youth Mayor Peacehaven 2024-2025	1	£9.99	£9.99
--	---	-------	-------



[Handwritten Signature]



351 South Coast Road
Telscombe Cliffs, Brighton
East Sussex BN10 7HH
Tel: 01273 582428
Fax: 01273 580838
Website: www.yeomans.co.uk

Date	Councillor 1
4202/300	
Finance Officer	Councillor 2
YMM	

CASH SALE INVOICE

Invoice Name & Address
PEACEHAVN-Service Retail Cash Sales

Customer Name & Address
Mr Bray Peacehaven Town Council, Community House, Greenwich Way, BN10 8BB.

Account No.	Document Number	Date & Tax Point	Repair Date	Order Number	
z2221	21287127	05/11/2025			
Make & Model	Chassis No.	Engine No.	Mileage	Time	Page
Proace City EV L1 50kWh Icon A	053866		5558	10:58	1
Reference No.	Reg No.	Reg Date.	VSF No.	W.I.P. No.	Job No.
	GY73FWG	22/02/2024		W 59751	186801

You were assisted
By:- David Perry

Service plan now available
Prices are fixed

Spread Easy f Toyota GB may well contact you by email to ask how I served you today. If there is any reason that would prevent you from scoring me 10/10 or you could not recommend me to a friend or family even if in a few weeks time. Please do not hesitate to contact me so I can assist you further.

	Description of Goods / Services	Qty.	Unit Price	Unit Des.	Net Total	V
A	TSER20				256.45	S
	CARRY OUT 20000 MILE SERVICE					
X	T89745-AZC04 BATTERY, TRANSMITTER	2	4.99	EACH	9.98	S
X	T87139-YZZ91 CABIN AIR FILTER	1	29.92	EACH	29.92	S
X	TSU001-B0441 FLAT WIPER BLADE	1	17.43	EACH	17.43	S
X	TSU001-B4817 FLAT WIPER BLADE	1	21.84	EACH	21.84	S
X	T08808-80142 TWWF CONC -50 0.25L	1	1.76	EACH	1.76	S
X	T08823-80004 Brake Fluid Dot 5.1	1	6.31	EACH	6.31	S
X	TPZ447-00PA1-05 BRAKE CLEANER	1	6.31	EACH	6.31	S
Z	ENVI				8.33	S

To maintain our commitment to environmental sustainability, your invoice includes a modest contribution towards the cost we incur for the responsible disposal of waste products replaced for your vehicle. We appreciate your understanding and support in this essential eco-friendly practice.

	V	Rate	Service/Goods	V.A.T.	Net	
Parts	S	20.00	358.33	71.67	358.33	
Surcharge					71.67	
Labour					430.00	
Sublet					0.00	
Menus					430.00	
						Owing

Goods for Credit must be returned within 14 days. A 20% handling charge will be made where necessary. Goods obtained on special order cannot be returned. Title & Ownership of Goods shall not pass to the Purchaser until payment has been received in full and all cheques cleared and not upon collection or delivery. I hereby authorise the above described work to be done and the incorporation of necessary parts or other materials incidental thereto.

Received
Customer Signature

Sainsbury's

Good food for all of us
 PEACEHAVEN LOCAL - SOUTH COAST ROAD
 0330 013 7353

Sainsbury's Supermarkets Ltd
 33 Charterhouse Street London EC1M 6HA
 www.sainsburys.co.uk
 Vat Number : 660 4548 36

4332/1100

Date	Councillor 1
Finance Officer	Councillor 2

LM

BY JS CUSTARD CREAM	£0.30
BY JS CUSTARD CREAM	£0.30
JS S/SKIM MLK 2.272L	£1.75
BY JS MALTED MILK	£0.49
BY JS MALTED MILK	£0.49
BY JS MALTED MILK	£0.49
BY JS BOURBON 200G	£0.55
BY JS BOURBON 200G	£0.55
JS S/SKIM MLK 3.408L	£2.50
BY JS CUSTARD CREAM	£0.30
BY JS BOURBON 200G	£0.55
BY JS MALTED MILK	£0.49
BY JS BOURBON 200G	£0.55
*JS BAG FOR LIFE	£0.40

17 BALANCE DUE £10.61
 MASTERCARD £10.61

contactless)))

[ICC] *****4102
 AID: A0000000041010
 PAN SEQUENCE: 01
 MERCHANT: ****1467
 AUTH CODE: 082201
 TID: ****7373

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *8033
 POINTS EARNED ON £10.61
 PREVIOUS POINTS BALANCE 5084
 POINTS EARNED 10
 NEW POINTS BALANCE 5094
 YOUR POINTS ARE WORTH £25.47

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

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

PLEASE KEEP FOR YOUR RECORDS
 PUBLISHED TERMS AND CONDITIONS APPLY



6294491061933400071125

C #9334 09:03:19 07NOV2025
 S4491 R61

Thank you for your visit.

LM



Global Giving Solutions Ltd

Unit B Canalside, John Gilbert Way, Manchester, England M17 1UP GBR

T. 0161 524 5249 / E. office@wellbox.co.uk

VAT No: 425 687 665

Invoice / Tax Date: 2025-11-25 09:53:35 | **Date Due unless otherwise agreed:** Tue, Nov 25th

Invoice Ref: 4031125236298

Zoe Malone
Greenwich Way Community House
Peacehaven
East Sussex BN10 8BB

Item	Qty	Price
Breathe	1	£34.95
Free UK Shipping	1	£0.00
Sub Total		£34.95
VAT @ 20%		£6.99
Total		£41.94

Paying By BACS?

Account Name: Global Giving Solutions Ltd | **Account Number:** 30095168 | **Sort Code:** 30-90-16

Invoice Printed: Wed, Dec 10th 2025 - 2:13pm

4014/100	Date	Councillor 1
	Finance Officer	Councillor 2

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	963,719	963,719	0			100.0%	
1010 CIL Income	2,309	0	(2,309)			0.0%	2,309
1012 Football Foundation Fund	9,103	0	(9,103)			0.0%	9,103
1013 Income from Photocopying	335	400	65			83.7%	
1016 Housing Benefit Claims LDC	16,361	16,283	(78)			100.5%	
1100 Interest Received	16,224	4,000	(12,224)			405.6%	
1309 Other Income	216	500	284			43.3%	
General Administration :- Income	1,008,266	984,902	(23,364)			102.4%	11,412
4345 CTLA Large Grant	6,825	6,825	0		0	100.0%	
4346 CAB Large Grant	13,000	13,000	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Large Grant	3,340	3,340	(0)		(0)	100.0%	
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
General Administration :- Direct Expenditure	26,165	28,165	2,000	0	2,000	92.9%	0
4001 Salaries	472,333	530,494	58,161		58,161	89.0%	
4002 Employer N.I Contributions	60,309	57,000	(3,309)		(3,309)	105.8%	
4003 Employer Pension Contributions	93,201	93,000	(201)		(201)	100.2%	
4004 Overtime	2,305	4,000	1,695		1,695	57.6%	
4011 Training	906	2,500	1,594		1,594	36.2%	
4014 Staff Costs	200	750	550		550	26.7%	
4201 Purchase of Vehicles	6,378	5,000	(1,378)		(1,378)	127.6%	
4212 Mileage Costs	219	500	281		281	43.8%	
4301 Purchase of Furniture/Equipmen	986	1,500	514		514	65.7%	
4302 Purchase of Materials	245	500	255		255	49.0%	
4306 Printing	1,430	3,000	1,570		1,570	47.7%	
4307 Stationery	360	1,000	640		640	36.0%	
4308 Cllr Printing	486	1,500	1,014		1,014	32.4%	
4312 Professional Fees - Other	14,425	8,500	(5,925)		(5,925)	169.7%	9,047
4314 Audit Fees	2,444	3,000	556		556	81.5%	
4315 Insurance	14,192	13,500	(692)		(692)	105.1%	
4321 Bank Charges	957	1,150	193		193	83.2%	
4325 Postage	1,533	3,000	1,467		1,467	51.1%	
4326 Telephones	2,844	3,500	656		656	81.2%	
4327 Computers	20,454	20,000	(454)		(454)	102.3%	
4333 Members Allowance	4,500	8,500	4,000		4,000	52.9%	
4334 Members Training	227	1,500	1,273		1,273	15.1%	
4341 Grants	9,123	10,000	877		877	91.2%	
4342 Subscriptions	6,676	8,000	1,324		1,324	83.5%	
4356 EAP	550	600	50		50	91.7%	

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4900 Miscellaneous Expenses	23	0	(23)		(23)	0.0%	
4999 Write Off	(143)	0	143		143	0.0%	
General Administration :- Indirect Expenditure	717,162	791,994	74,833	0	74,833	90.6%	9,047
Net Income over Expenditure	264,940	164,743	(100,197)				
6000 plus Transfer from EMR	9,047	0	(9,047)				
6001 less Transfer to EMR	11,412	0	(11,412)				
Movement to/(from) Gen Reserve	262,574	164,743	(97,831)				
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	67	500	433		433	13.3%	
Civic Events :- Direct Expenditure	67	1,000	933	0	933	6.7%	0
4331 Mayor's Allowance	1,500	1,500	0		0	100.0%	
4332 Civic Events	1,229	2,700	1,471		1,471	45.5%	
4335 Civic Expenses	315	1,500	1,185		1,185	21.0%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	3,044	6,550	3,506	0	3,506	46.5%	0
Net Expenditure	(3,111)	(7,550)	(4,439)				
<u>120 Marketing</u>							
1047 Other Event Income	24	0	(24)			0.0%	
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	3,000	2,000	(1,000)			150.0%	
1051 A1 Boards	405	0	(405)			0.0%	
1301 Filming	2,440	1,000	(1,440)			244.0%	
Marketing :- Income	5,869	3,180	(2,689)			184.6%	0
4306 Printing	200	900	700		700	22.3%	45
4328 Website	540	1,500	960		960	36.0%	
4502 Events	452	500	48		48	90.4%	367
Marketing :- Indirect Expenditure	1,192	2,900	1,708	0	1,708	41.1%	412
Net Income over Expenditure	4,677	280	(4,397)				
6000 plus Transfer from EMR	412	0	(412)				
Movement to/(from) Gen Reserve	5,089	280	(4,809)				

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
1101 Neighbourhood Plan	577	0	(577)			0.0%	
Neighbourhood Plan :- Income	577	0	(577)				0
4337 Neighbourhood Plan	3,026	0	(3,026)		(3,026)	0.0%	3,026
Neighbourhood Plan :- Indirect Expenditure	3,026	0	(3,026)	0	(3,026)		3,026
Net Income over Expenditure	(2,449)	0	2,449				
6000 plus Transfer from EMR	3,026	0	(3,026)				
Movement to/(from) Gen Reserve	577	0	(577)				
200 Planning & Highways							
1022 Planter Advertising	467	1,100	633			42.4%	
1051 A1 Boards	60	1,100	1,040			5.5%	
Planning & Highways :- Income	527	2,200	1,673			23.9%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	3,653	600	(3,053)		(3,053)	608.8%	3,524
4853 Street Furniture	305	600	295		295	50.8%	
4854 Maps / Right of Way	599	500	(99)		(99)	119.8%	
Planning & Highways :- Direct Expenditure	4,557	2,350	(2,207)	0	(2,207)	193.9%	3,524
4101 Repair/Alteration of Premises	728	2,500	1,772		1,772	29.1%	
4111 Electricity	805	2,500	1,695		1,695	32.2%	
4171 Grounds Maintenance Costs	347	500	153		153	69.5%	
4850 Grass Cutting Contract	16,178	16,178	(0)		(0)	100.0%	
Planning & Highways :- Indirect Expenditure	18,059	21,678	3,619	0	3,619	83.3%	0
Net Income over Expenditure	(22,089)	(21,828)	261				
6000 plus Transfer from EMR	3,524	0	(3,524)				
Movement to/(from) Gen Reserve	(18,565)	(21,828)	(3,263)				
300 Grounds Team General Exp							
4011 Training	143	2,000	1,857		1,857	7.2%	
4202 Repairs/Maintenance of Vehicle	5,252	7,000	1,748		1,748	75.0%	
4203 Fuel	4,671	5,500	829		829	84.9%	796
4204 Road Fund License	345	600	255		255	57.5%	
4305 Uniform	550	1,000	450		450	55.0%	
Grounds Team General Exp :- Indirect Expenditure	10,961	16,100	5,139	0	5,139	68.1%	796
Net Expenditure	(10,961)	(16,100)	(5,139)				
6000 plus Transfer from EMR	796	0	(796)				
Movement to/(from) Gen Reserve	(10,164)	(16,100)	(5,936)				

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Sports Park							
1025 Rent & Service Football	9,114	3,645	(5,469)			250.0%	
1026 Rent & Service Bowls	1,724	0	(1,724)			0.0%	
1041 S/P Telephone Masts	7,672	6,383	(1,289)			120.2%	
1043 S/P Football Pitches	4,595	3,000	(1,595)			153.2%	
1060 Water Usage	1,022	0	(1,022)			0.0%	
1061 S/P Court Hire	1,261	740	(521)			170.4%	
1111 Electricity	367	0	(367)			0.0%	
Sports Park :- Income	25,755	13,768	(11,987)			187.1%	0
4101 Repair/Alteration of Premises	35	0	(35)		(35)	0.0%	
4111 Electricity	393	3,000	2,607		2,607	13.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4141 Water Services	11	0	(11)		(11)	0.0%	
4160 Changing Places Costs	714	600	(114)		(114)	119.0%	
4161 Cleaning Costs	14,118	11,500	(2,618)		(2,618)	122.8%	
4164 Trade Refuse	2,717	3,000	283		283	90.6%	
4171 Grounds Maintenance Costs	5,980	10,000	4,020		4,020	59.8%	
Sports Park :- Indirect Expenditure	26,063	30,445	4,382	0	4,382	85.6%	0
Net Income over Expenditure	(309)	(16,677)	(16,368)				
315 Big Park							
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	8,917	5,000	(3,917)		(3,917)	178.3%	7,480
4102 Maintenance of Buildings	425	500	75		75	84.9%	
4111 Electricity	877	1,000	123		123	87.7%	
4112 Gas	1,085	1,000	(85)		(85)	108.5%	448
4121 Rents	14,680	15,500	820		820	94.7%	
4131 Rates	13,810	6,052	(7,758)		(7,758)	228.2%	
4166 Skip Hire	610	1,000	390		390	61.0%	
4173 Fertilisers & Grass Seed	8,084	4,800	(3,284)		(3,284)	168.4%	8,084
4303 Machinery Mtce/Lease	1,796	4,000	2,204		2,204	44.9%	(556)
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	(40)	585	625		625	(6.9%)	
Big Park :- Indirect Expenditure	50,271	41,437	(8,834)	0	(8,834)	121.3%	15,456
Net Income over Expenditure	(50,271)	(39,437)	10,834				
6000 plus Transfer from EMR	15,456	0	(15,456)				
Movement to/(from) Gen Reserve	(34,815)	(39,437)	(4,622)				

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Football	8,338	9,363	1,025			89.1%	
1111 Electricity	6,761	10,000	3,239			67.6%	
Gateway Cafe :- Income	15,099	19,363	4,264			78.0%	0
4101 Repair/Alteration of Premises	859	3,500	2,641		2,641	24.6%	
4111 Electricity	6,761	10,000	3,239		3,239	67.6%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	199	1,500	1,301		1,301	13.3%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	81	540	459		459	15.0%	
Gateway Cafe :- Indirect Expenditure	7,901	18,012	10,111	0	10,111	43.9%	0
Net Income over Expenditure	7,199	1,351	(5,848)				
330 Parks & Open Spaces							
1025 Rent & Service Football	100	0	(100)			0.0%	
1044 Hire of the Dell	3,350	5,500	2,150			60.9%	
1050 Allotment Rent	2,829	2,650	(179)			106.8%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	6,379	8,150	1,771			78.3%	0
4050 Allotment Costs	1,448	1,000	(448)		(448)	144.8%	
4104 Vandalism Repairs	453	1,500	1,047		1,047	30.2%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	6,953	5,000	(1,953)		(1,953)	139.1%	1,734
Parks & Open Spaces :- Direct Expenditure	8,854	11,000	2,146	0	2,146	80.5%	1,734
4101 Repair/Alteration of Premises	2,458	5,000	2,542		2,542	49.2%	
4141 Water Services	6,272	5,000	(1,272)		(1,272)	125.4%	
4164 Trade Refuse	234	500	266		266	46.8%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,688	4,000	1,312		1,312	67.2%	
4301 Purchase of Furniture/Equipmen	726	2,500	1,774		1,774	29.0%	
Parks & Open Spaces :- Indirect Expenditure	12,378	22,000	9,622	0	9,622	56.3%	0
Net Income over Expenditure	(14,853)	(24,850)	(9,997)				
6000 plus Transfer from EMR	1,734	0	(1,734)				
Movement to/(from) Gen Reserve	(13,119)	(24,850)	(11,731)				

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	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	25,481	18,185	(7,296)			140.1%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	135	300	165			45.0%	
1303 Water Charges	138	160	23			85.9%	
1355 Wifi	158	210	53			75.0%	
	25,911	19,155	(6,756)			135.3%	0
The Hub :- Income							
4175 Music Licence	404	500	96		96	80.8%	
	404	500	96	0	96	80.8%	0
The Hub :- Direct Expenditure							
4103 Annual Servicing Costs	759	2,500	1,741		1,741	30.4%	
4111 Electricity	1,690	3,000	1,310		1,310	56.3%	267
4112 Gas	630	3,000	2,370		2,370	21.0%	21
4171 Grounds Maintenance Costs	1,005	2,000	995		995	50.3%	
4355 Wifi	265	420	155		155	63.0%	
	4,349	10,920	6,571	0	6,571	39.8%	288
The Hub :- Indirect Expenditure							
	21,157	7,735	(13,422)				
Net Income over Expenditure							
6000 plus Transfer from EMR	288	0	(288)				
	21,445	7,735	(13,710)				
Movement to/(from) Gen Reserve							
<u>360 Community House</u>							
1056 Equipment Hire	69	0	(69)			0.0%	
1069 C/H Police Room	2,585	2,557	(28)			101.1%	
1070 C/H Phoenix Room	7,596	4,589	(3,007)			165.5%	
1071 C/H Fields & Robson	11,550	12,600	1,050			91.7%	
1072 C/H Copper Room	6	0	(6)			0.0%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	5,020	5,719	699			87.8%	
1076 C/H Main Hall	14,879	12,358	(2,521)			120.4%	
1077 C/H Anzac Room	9,376	7,119	(2,257)			131.7%	
1078 C/H Main Kitchen	1,667	701	(966)			237.9%	
1079 C/H Anzac Kitchen	416	393	(23)			105.9%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	2,843	500	(2,343)			568.7%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1090 Storage Income	300	0	(300)			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	7,925	5,000	(2,925)			158.5%	
1102 106 Receipts	41,528	0	(41,528)			0.0%	

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Water Charges	200	0	(200)			0.0%	
Community House :- Income	105,961	64,183	(41,778)			165.1%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	282	900	618		618	31.4%	
Community House :- Direct Expenditure	282	3,900	3,618	0	3,618	7.2%	0
4101 Repair/Alteration of Premises	8,785	10,000	1,215		1,215	87.9%	
4102 Maintenance of Buildings	8,801	7,000	(1,801)		(1,801)	125.7%	
4111 Electricity	12,295	15,000	2,706		2,706	82.0%	
4112 Gas	2,436	7,500	5,064		5,064	32.5%	
4122 Service Charge	31,671	0	(31,671)		(31,671)	0.0%	28,647
4131 Rates	13,099	13,100	1		1	100.0%	
4141 Water Services	3,436	5,000	1,564		1,564	68.7%	
4151 Fixtures & Fittings	253	2,000	1,747		1,747	12.6%	
4161 Cleaning Costs	931	1,500	569		569	62.1%	
4162 Cleaning Materials	313	1,000	687		687	31.3%	
4163 Personal Hygiene	1,871	2,700	829		829	69.3%	
4176 Community House Reserve	1,270	50,000	48,730		48,730	2.5%	
4305 Uniform	113	700	587		587	16.1%	
Community House :- Indirect Expenditure	85,273	115,500	30,227	0	30,227	73.8%	28,647
Net Income over Expenditure	20,406	(55,217)	(75,623)				
6000 plus Transfer from EMR	28,647	0	(28,647)				
Movement to/(from) Gen Reserve	49,053	(55,217)	(104,270)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	500	500	0			100.0%	
1046 Stall Income (Events)	1,550	1,050	(500)			147.6%	
1094 Other Customer & Client Receipt	600	500	(100)			120.0%	
Summer Fair :- Income	2,650	2,050	(600)			129.3%	0
4500 Event Staff Overtime	2,891	3,000	109		109	96.4%	
4502 Events	950	1,500	550		550	63.3%	521
Summer Fair :- Indirect Expenditure	3,841	4,500	659	0	659	85.4%	521
Net Income over Expenditure	(1,191)	(2,450)	(1,259)				
6000 plus Transfer from EMR	521	0	(521)				
Movement to/(from) Gen Reserve	(670)	(2,450)	(1,780)				

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,196,994	1,118,951	(78,043)			107.0%	
Expenditure	983,849	1,128,951	145,102	0	145,102	87.1%	
Net Income over Expenditure	213,145	(10,000)	(223,145)				
plus Transfer from EMR	63,449	0	(63,449)				
less Transfer to EMR	11,412	0	(11,412)				
Movement to/(from) Gen Reserve	265,182	(10,000)	(275,182)				

24/03/2026

Peacehaven Town Council

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Balance Sheet as at 24/03/2026

31/03/2025		31/03/2026
	Current Assets	
12,668	Debtors Control	9,307
5,079	VAT Control A/c	4,812
50	Deposit Aqua	50
959,966	Current Bank A/c	1,026,717
600	Reserve Account	607
0	Unity Trust Fixed Term Deposit	200,000
0	Unity Trust Instant Access	12
501	Credit Card Creditors	0
0	Pension Control	150
<u>978,863</u>		<u>1,241,655</u>
978,863	Total Assets	1,241,655
	Current Liabilities	
690	Credit Card A/c	0
5,376	Creditors	8,782
6,238	Mayor's Appeal	2,606
4,265	Accruals	0
231	Pension Control	0
4,994	Deposits Received	5,490
<u>21,794</u>		<u>16,878</u>
957,069	Total Assets Less Current Liabilities	1,224,777
	Represented By	
262,618	General Reserves	582,364
614	Events	738
375	Meridian Walk	25
212	D-Day Grant	0
2,241	Repairs & Alterations P&H	0
5,000	Play Equipment	5,000
1,806	Purchase Of Equipment	72
27,102	Community House Reserve	27,102
13,334	Vehicle Reserve	13,334
655	Tree Works	655
1,950	Staff training	1,950
23,971	Elections	23,971
1,467	Members Training	1,467
28,647	Service Charges	0

24/03/2026

Peacehaven Town Council

09:10

Balance Sheet as at 24/03/2026

31/03/2025		31/03/2026
	500 National Mourning	500
	1,240 Noticeboards	1,240
	750 Town Crier Outfit	750
	1,830 Monument & War Memorial	548
	11,732 Football Foundation Fund	13,306
	1,016 Fuel	220
	468 Gas for Hub	0
	660 P/H Youth Task Group	660
	469,221 CIL	463,430
	46,587 Big Park	39,107
	3,100 Hub Improvements	3,100
	1,430 Climate Change	1,430
	1,428 Sponsorship	1,428
	450 Donations Received	0
	1,333 Professional Fees - Legal	74
	3,640 Neighbourhood Plan	614
	41,690 Capital Receipts Reserve	41,690
	<hr/>	<hr/>
	957,069	1,224,777
	<hr/>	<hr/>

The above statement represents fairly the financial position of the authority as at 24/03/2026 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:	PF1207e
Meeting date:	31 March 2026	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 **£463,429.94**

Supplier	Description	Amount	Comments
CIL Expenditure 2025/26			
Instant Print	Hub Consultation Banner	45.11	
SLCC	Hub Associate	2,310.00	
SLCC	Hub Associate	2,502.50	
UKPN	UKPN Quote for Hub	267.00	
Remedy	Hub Consultant	2,975.00	
		£8,099.61	

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

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2025/26			
Supplier	Description	Amount	Comments
N/A	Set aside for any expenses relating to further reporting for the Hub development	£1,550.39	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey & UKPN Fees
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25)
		£176,500	

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	<i>SI/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>
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The RFO is waiting for ESCC to come back on whether PTC have any influence on how this money is spent

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

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

5. Implications

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

6. Appendices

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2026	The Fuelcard People	DD1	30.32		HK66 WMJ FUEL
02/02/2026	EDF	DD3	113.33		DECEMBER ELECTRICITY
02/02/2026	world pay	WP0202	28.51		CHARD CHARGES
03/02/2026	WORLDPAY	WP0302	0.20		CARD CHARGES
04/02/2026	Barclays	DD2	21.00		BACS / COLLECT CHARGES
04/02/2026	02	DD4	93.79		MOBILE BILLING
04/02/2026	EDF	DD6	919.98		DECEMBER ELECITRICTY
04/02/2026	WORLDPAY	WP0402	0.20		CARD CHARGES
05/02/2026	WORLDPAY	WP0502	0.33		CARD CHARGES
05/02/2026	Rigby Taylor	BACS	360.00		MARKING OUT MACHINE
05/02/2026	SUSSEX MAYORS ASSOCIATION	BACS1	36.00		mayors luncheon
06/02/2026	JAX FIRST AID	BACS	49.21		FIRST AID SUPPLIES
06/02/2026	Society Of Local Council Clerk	BACS1	46.20		J/CHAPMAN LONDON BRIDGE
06/02/2026	Heatcraft And Ventilation ltd	BACS2	558.00		BOILER CALL OUT F&R
06/02/2026	HGS	BACS3	254.96		TOILET ROLL / HAND TOWELS ETC
06/02/2026	SUSSEX PAYROLL SERVICES ; T	BACS4	110.44		JAN PAYROLL SERVICES
06/02/2026	Peacehaven & District Chamber	BACS5	60.00		ANNUAL MEMBERSHIP
06/02/2026	AMAZON	BACS6	134.36		AIR FILTER
06/02/2026	UK TANK MASTERS	BACS7	796.24		TANK INSPECTION & REPAIR
06/02/2026	Trade UK	BACS8	32.99		WORK BOOTS
06/02/2026	CASTLE WATER	BACS9	416.18		SPORTS PARK JAN WATER
06/02/2026	COLLIER TURF CARE LTD	BACS10	2,626.08		FERTILISER
06/02/2026	KAITLYN REEVES	BACS11	50.00		K.REEVES REFUND
06/02/2026	MARTHA BAEZA	BACS12	50.00		M.BAEZA REFUND
06/02/2026	KINTO UK LTD	DD	345.00		VEHICLE TAX FOR VAN
06/02/2026	Northstar IT	DD5	1,600.46		MONTHLY SUPPORT - FEB
06/02/2026	Lewes District Council	121065	50.00		LOAN CONTRIBUTION THE PROMEND
09/02/2026	Spy AlarmsLtd	BACS2	168.00		MANUAL CALL POINT
09/02/2026	HSS PROSERVICE LTD	BACS3	44.02		INDOOR SCAFFOLD
09/02/2026	PRICEWATCH LIMITED T/A LOCAB	BACS4	1,575.94		ULTRA LOW SULPHUR
09/02/2026	The Fuelcard People	DD	13.20		FUEL CARD
09/02/2026	BT	DD2	65.94		JAN INTERNET SERVICES
12/02/2026	TOTAL GAS & POWER	DD1	450.98		DECEMBER GAS
13/02/2026	RHINOBYTES	BACS5	60.00		NO BBQ SIGNS
13/02/2026	AMAZON	BACS6	17.98		FOLDING SAW
16/02/2026	WORLD PAY	WP1602	0.73		CARD CHARGES
17/02/2026	CASTLE WATER	DD	52.82		JAN WATER
17/02/2026	CASTLE WATER	DD1	42.58		dell water - jan
17/02/2026	WORLDPAY	WP1702	0.15		CARD CHARGES
19/02/2026	WORLDPAY	WP1902	0.30		CARD CHARGES
23/02/2026	The Fuelcard People	DD	30.29		FUEL
23/02/2026	HEALTH ASSURED LTD	DD1	60.00		eap 19/02-18//03
23/02/2026	TOWER LEASING LIMITED	DD2	62.67		PHONE RENTAL
23/02/2026	KINTO UK LTD	DD3	499.74		VAN LEASE
23/02/2026	Credit Card A/c	JANCC	193.28		JANCC
23/02/2026	WORLD PAY	WP2302	0.34		CARD CHARGES
25/02/2026	PHS Group	DD4	680.82		PHS 28/02-27/05

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/02/2026	CITRUS HR	DD5	264.00		SAFE HR - 20/02-1903
25/02/2026	FEBRUARY SALARIES	FEB PAY	31,011.43		FEBRUARY SALARIES
25/02/2026	HMRC	121066	11,231.25		FEBRUARY SALARIES
26/02/2026	EAST SUSSEX PENSION FUND	BACS	11,264.63		FEBRUARY SALARIES
26/02/2026	ANGEL ADAMS	BACS1	50.00		A.ADAMS REFUND
26/02/2026	TRAVIS PERKINS Trading	BACS3	44.34		COLD LAY MACADAM
26/02/2026	NO BUTTS BIN CO. LTD	BACS4	366.00		TARMAC FITTING KIT FOR BENCH
26/02/2026	CONSULT CLEANING SERVICES	BACS5	1,388.63		TOILET CLEANING
26/02/2026	SIEMENS FINANCIAL SERVICES	BACS6	281.83		LEASE RENTAL FOR FRANKING MACH
26/02/2026	GASTON MALLIA	BACS7	625.00		DECEMBER 2023 SERVICES
26/02/2026	Tansleys Printers Limited	BACS8	57.60		FOAMEX BOARDS
26/02/2026	AMAZON	BACS9	158.61		CHOPPING BOARDS
26/02/2026	Trade UK	BACS10	39.17		BOLTS / WD40
26/02/2026	Your Franking Ltd	BACS11	84.00		FRANKING MACHINE INK
26/02/2026	R.J.Meaker Fencing Ltd	BACS12	33.37		GROUNDS MAINTENANCE
26/02/2026	ENVIROSHIELD SERVICES LIMITED	BACS13	827.27		CLADDING FOR ROOF AREA
26/02/2026	TOM JAMES	BACS14	11.70		T.JAMES MILEAGE
27/02/2026	FOCUS GROUP	DD6	110.53		HUB WIFI / IPECS
Total Payments			70,652.92		

George Dyson
Town Clerk

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



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

Committee:	Policy & Finance	Agenda Item:	PF1208
Meeting date:	31 st March 2026	Authors:	Town Clerk
Subject:	Fields & Robson Boiler Replacement		
Purpose:	To agree		

Recommendation(s):

To agree a replacement option for the Fields & Robson Boiler.

1. Background

The Fields & Robson Boiler has been condemned and is not repairable. There are 2 possible options for replacing the boiler.

Option 1: Electric Boiler

A local firm has confirmed that the gas boiler can be decommissioned and replaced with a like-for-like electric alternative. The total cost of this option would be £2740+VAT, which would retain the current radiators and hot water supplies.

Option 2: Localised on demand solutions

To decommission the gas boiler and replace with wall mounted electric heaters and under-sink water heaters, we can source under-sink water heaters and wall mounted radiators from Screwfix, and install in-house to keep costs down, the total cost of the parts to do this would be £494.94+VAT (plus an allowance for sundries). We would need to pay separately to decommission and dispose of the gas boiler, and may also need to consider removing some existing radiators and pipework – we would need to seek advice and quotes on this from a plumber & gas-safe registered engineer.

2. Options for Council

To agree whether Committee would like Officers to proceed with Option1 or Option 2.

3. Reason for recommendation

Boiler has now failed, and agreeing a replacement solution is becoming urgent.

4. Expected benefits

Providing heating and hot water for our hirers, ensuring hirers can be comfortable and sanitary.

5. Implications

5.1 Legal	Health, Safety, and Welfare Regulations 1992
5.2 Risks	
5.3 Financial	As laid out in section 1.
5.4 Time scales	Replacement is needed as soon as possible.
5.5 Stakeholders & Social Value	
5.6 Contracts	T&Cs with hirer of F&R room
5.7 Climate & Sustainability	Decarbonising, decommissioning of gas boiler
5.8 Crime & Disorder	
5.9 Health & Safety	Working temperature, sanitation.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input 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?	
Community House 10-year plan.	

7. Appendices

George Dyson
Town Clerk

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



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

Committee:	Policy & Finance	Agenda Item:	PF1209
Meeting date:	31 st March 2026	Authors:	Town Clerk
Subject:	Hub Fire Escape Doors		
Purpose:	To agree		

Recommendation(s):

To agree to proceed with replacing the Fire Escape Doors in the Hub Main Hall.

1. Background

The Fire Exit Doors at the Hub have been having regular problems for several years, and have undergone a lot of maintenance to keep them operational. Unfortunately they are now at the point where they have become exceedingly difficult to open, and there is a significant risk that someone may not be able to open them in the event of an emergency.

We have received a quote of £4390+VAT to replace both sets of escape doors.

Committee are asked to agree that this work happens as soon as possible.

2. Options for Council

- a. To agree to replace the Hub Fire Escape Doors.
- b. To discuss alternative options.

3. Reason for recommendation

Compliance with Fire Safety requirements, and our duty of care to Hub users.

4. Expected benefits

Safety of persons in the building.

5. Implications

5.1 Legal	Regulatory Reform (Fire Safety) Order 2005 Occupiers Liability Act(s)
5.2 Risks	Building users being able to escape in the event of an emergency.
5.3 Financial	£4390+VAT
5.4 Time scales	As soon as possible
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Significant implications
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Ensuring all persons can operate the doors.

6. Values & priorities alignment

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

<p>6.7 Which business plan item(s) does the recommendation relate to?</p> <p>The Hub</p>

7. Appendices

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Policy & Finance	Agenda Item:	PF1210
Meeting date:	31 March 2026	Authors:	RFO
Subject:	To note the earmarked reserves at year end		
Purpose:	To note		

Recommendation(s):

To note

1. Background

At the end of each financial year the Officers look at any accounting codes that may need earmarking for a specific purpose that will be carried to the next financial year. Below are the codes that will be earmarked.

2. Options for Council

Policy & Finance	
4011	Training
4334	Members Training
4444	Elections
1056	Equipment Hire
1081	Equipment Hire
4312	Professional Fees
4176	Community House Reserve
Community Engagement	
4357	Town Crier Outfit
4349	Civic Training
4328	Website
Planning (to be L&A)	
4851	Noticeboards
4852	Monument & War Memorial
Leisure & Amenities	
4011	Training
4105	Tree Works
4169	Play Equipment Reserve
4171	Grounds Maintenance
4173	Fertiliser & Grass Seed
4301	Purchase of Equipment

3. Reason for recommendation

Allows ongoing projects to be financed.

4. Expected benefits

Helps prevent misallocation and ensuring funds are used as intended.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Unsure of value as the codes are constantly changing.
5.4 Time scales	End of Financial Year
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

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

7. Appendices

Commercial Service Contract



This serves as a contract agreement between the Client (Peacehaven Town Council, Community House, Meridian Way, Peacehaven, BN10 8BB) and Abacus Flame Ltd. For the agreed sum below we will supply a **labour only** contract. This will include a service and gas safety inspection every 6 months to all appliances listed below. Service kits and other materials will be charged accordingly.

Appliances included:	2x 90kw boilers 1x unvented cylinder 2x AAU's 3x ceiling recessed air conditioning units
Annual call out limit:	10 per annum during normal working hours, Monday – Friday 8am – 5pm.
Cost:	£315 + VAT per month (£378 including VAT per month).

As part of the monthly cost, we will be available 24 hours a day for emergencies in relation to the heating and hot water system. The labour will be included in the cost, but the inclusive call outs will be limited to 10 in addition to annual maintenance per annum. Any additional callouts to heating and hot water faults in the 12-month period will be charged at our normal call out charge.

There will be a call out charge for any call outs over the weekend, evenings or bank holidays. Our normal working hours, which will not be subject to a call out charge for the first 10 call outs, are Monday – Friday, 8am – 5pm.

We can offer the above service contract for £315 + VAT per month.

The contract must run for a minimum of the term chosen at which point we will review the costs and confirm in writing of an increase in costs.

We will require 3 months' notice at any point after the contract term to terminate the agreement.

Plumbing

We also offer a 24-hour plumbing call out service which will be separate from the contract. This would be charged at our normal hourly rate.

To initiate this contract proposal please complete the details on the second page and choose your preferred options and return via post or email.

Commercial Service Contract



Please tick your preferred option:

- 1 Year Option** Rates may change upon renewal of contract
- 3 Year Option** Fixed price for length of contract
- 5 Year Option** Fix price for length of contract

Please tick if you are happy for parts to be installed without quotation up to the value of:

- Parts supplied and installed** up to the value of £250.00
- Parts supplied and installed** up to the value of £350.00
- Parts supplied and installed** up to the value of £500.00

I accept the proposal as detailed in this document and acknowledge the terms and conditions stated within this contract.

On behalf of: Abacus Flame Ltd

On behalf of: Peacehaven Town Council

Print Name: Rob Jarvis

Print Name:

Signature: 

Signature:

Date: 12/03/2026

Date:



Peacehaven Town Council



Volunteer Handbook

Welcome!

Thank you for volunteering your time to support Peacehaven Town Council.

Peacehaven Town Council is committed to using community volunteers to support with leisure, amenities and civic events in the town.

Peacehaven Town Council is committed to treating everyone with dignity and respect, will ensure the safety and wellbeing of all volunteers and abides by the legal requirements of the Equality Act 2010.

This document sets out how we work with volunteers around the town, how they will be kept safe and other useful information for volunteers.

We also value feedback, so please do let us know your experiences with Peacehaven Town Council.



Contacting us

By phone: 01273 585493

By email: info@peacehaventowncouncil.gov.uk

By post: Community House, Meridian Way, Peacehaven. BN10 8BB

Introduction

Peacehaven Town Council has many opportunities to volunteer both in our green spaces and at community events.

There are a number of community groups in Peacehaven who can assist the Town Council in the care of our parks and open areas. This can include litter picking, tree planting and maintaining the Community Garden.

Peacehaven Town Council organises a number of civic events throughout the year which provide many volunteering opportunities to ensure their success such the Summer Fair held in Centenary Park.

Volunteers may be supervised on occasions by Council Officers or by experienced volunteers from Community Groups and Organisations. On such occasions a Team Leader will be identified. Each Team Leader will be approved by an Officer of Town Council and will have the necessary training, experience or expertise to fulfil the role. The Team Leader is responsible for ensuring that Health and Safety Policy is followed.

Health and Safety

1. A risk assessment will be provided for all volunteer activities to ensure adequate control of the health and safety risks.
2. Each volunteer will receive health and safety information at the start of each activity.
3. To ensure that volunteers are competent to complete their tasks and where necessary to provide information, supervision or training to allow this.

Responsibilities of Volunteers

1. A Team Leader or Council Officer will be identified for each volunteering activity.
2. Volunteers remain responsible for their own safety within direction, supervision and guidance given by Team Leaders or PTC Officers. Volunteers will
 - Cooperate with colleagues and team leaders.
 - Not interfere with anything provided to safeguard health and safety.
 - Take reasonable care of their own and others health and safety.
 - Report all concerns in relation to health and safety to the team leaders.
3. Volunteers will adhere to Health and Safety Policies and direction given by Team leaders or PTC Officers.
4. Whilst PTC has a duty of care to those volunteering to complete activities on behalf of the Council it remains the responsibility of each volunteer to act in a way that ensures their safety and the safety of those around them. PTC reserves the right to remove volunteers from specific tasks, areas or situations where it is felt necessary for safety reasons.

Arrangements

1. Risk assessments will be completed and agreed prior to volunteering activities around the Town.
2. Risk assessments will include
 - Area in which the work is to be completed.
 - Activities to be completed by the volunteers.
 - Risks posed to the volunteers and the public both during and after the activity.
 - Precautions and Control Measures to be put in place
3. Volunteers are responsible for identifying any maintenance requirements of equipment they are using.
4. Team Leaders are responsible for ensuring that equipment is maintained and safe to use before commencement of the work. Any problems are reported to PTC as appropriate.
5. Accidents and illness will be reported to Team Leaders as soon as is practicable. Accidents and illness are to be reported to Officers of PTC. Accidents and illness should be reported to HSE in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Volunteers must complete a volunteer application form. When possible, this should be completed before work is commenced. Team leaders should have blank copies available.

Agreement

By completing the attached form "Peacehaven Town Council Volunteer Application Form" you agree to abide by the information in this Handbook.

Peacehaven Town Council also reserves the right to remove a volunteer during an activity at any time should the Volunteer not conform to the standards set by the Town Council policies or procedures – all of which are available on the Peacehaven Town Council website.

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council. The Councils' Privacy Policy sets out how we collect, use, and securely hold your data, and can be viewed on the Council website.



Peacehaven Town Council Volunteer Application Form

Your Details

Your Name:			
Your Address:			
	Postcode:		
Your Phone Number:			
Your Email Address:			

Emergency Contact Details

Emergency Contact Name:			
Relationship:			
Phone Number:			

Consent

I would like to be registered as a Volunteer of Peacehaven Town Council	YES / NO
I would like to Volunteer for one event only and then be removed as a Volunteer	YES / NO
If yes, name of Event Volunteering for:	
Are you happy for us to publish any photos/video taken on the day that might include you?	YES / NO
Are there any physical or mental health issues we should be aware of? Please list below.	YES / NO
I would like to be contacted when Volunteering opportunities arise	YES / NO
I would like to be added to the email distribution list for the monthly eNews	YES / NO

I agree that subject to the above stated conditions, Peacehaven Town Council may register me as a Volunteer until such time as I request to be removed as a Volunteer, which can be done at any time by writing to the Town Clerk.

I agree to represent Peacehaven Town Council to the best of my ability, not for political or financial gain, and will adhere to the conditions set out in the Volunteer Handbook.

Signature:		Date:	
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Office Use Only

Date Received:		Form Checked By:	
Added to database:		Added to eNews:	
Volunteer Badge Issued:		Badge Returned:	



Peacehaven Town Council

Equality and diversity policy statement

Everyone is different, everyone should be treated equally, everyone should be listened to.

1. Peacehaven Town Council:

- ✓ Treats everyone well and with respect.
- ✓ Ensures the safety and wellbeing of all employees and volunteers
- ✓ Abides by the legal requirements of the Equality Act 2010 and will not treat anyone unfairly or differently because of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation

2. Employees and Volunteers of Peacehaven Town Council are expected to:

- ✓ Challenge discrimination
- ✓ Promote equal opportunities
- ✓ Encourage good relationships.
- ✓ Co-operate with the Council in ensuring compliance with this policy.

3. When Dealing with members of the public

- ✓ Employees and Volunteers are expected to treat any members of the public with the same respect and rights as detailed in this policy.
- ✓ Likewise, Employees and Volunteers should expect that same respect back from members of the public.
- ✓ It is unacceptable for anyone to not be treated fairly and respectfully.

4. Peacehaven Town Council accepts the following organisational responsibilities:

- ✓ The Council's Personnel Committee is responsible for overseeing the implementation, monitoring, and review of the Equal Opportunities Statement.
- ✓ The Town Clerk will implement, communicate, and monitor the Equal Opportunities Statement.
- ✓ Intentional breaches of the provision or spirit of this statement will be regarded as misconduct and could lead to disciplinary action.

5. To ensure the success of this statement, Peacehaven Town Council will:

- ✓ Create an environment where Employees and Volunteers feel empowered to call out discriminatory behaviour.
- ✓ Work to understand and support the diverse needs of our community.
- ✓ Promote equality, diversity, and inclusion at every opportunity.
- ✓ Ensure all information and services are accessible for everyone.
- ✓ Support the development of all Employees to achieve their full potential and talents.



Peacehaven Town Council

Planning & Highways Committee – Code of good practice.

Introduction

This Planning & Highways Code of Good Practice has been produced to provide practical advice relevant to the consideration of local planning applications. Members are advised to use this guidance in conjunction with:

- Peacehaven Town Council's Standing Orders
- Peacehaven Town Council Members' Code of Conduct
- Peacehaven Town Councils Planning Committee Terms of Reference

The Town Council has a statutory right to be consulted on planning matters and Lewes District Council invites the Town Council to comment on relevant planning applications. Comments submitted by Town and Parish Councils are displayed with the appropriate application on the Lewes District Council (LDC) website and provide planning officers with a local view. Members of the public are able to make representations to the Town Council but should be encouraged to also participate in the Planning Authority's public engagement methods and make direct representations.

Members are always bound by the commitment to uphold the Peacehaven Town Council Members Code of Conduct whenever contributing to the decision-making of the Council or of the Planning Committee.

Members of Peacehaven Town Council (PTC) shall act in the public interest of the whole town when considering any items of business, including local planning applications. Members should always act impartially in reaching decisions and avoid taking account of personal feelings or those of a planning applicant. Members should not favour improperly any person, company, group, or locality. Councillors must not pre-determine decisions. Decisions can only be made in the Planning Committee.

Expectation of Councillors on the Planning & Highways Committee

Members of the Planning & Highways Committee are expected to be able to discuss planning applications in their ward and share their thoughts and insights with the Committee, members should therefore be familiar with the details of the application on the LDC Planning Portal and the proposed site of development.

Members are encouraged to gain knowledge of the proposed site for development by making a visual inspection from the public highway, footpath or other vantage point accessible to the public or by arranging a site visit with the owner or agent with at least one other member of the Committee and advice from the Town Clerk. Remember that entry onto private property without permission could be viewed as trespassing.

Should an individual applicant invite a member of the Planning Committee onto their property, consideration must be given to personal safety, public perception, openness, and transparency, again advice should be sought from the Town Clerk and at least one other Committee member should ideally attend.

Should applicants, developers or groups of objectors wish to seek to lobby or request a private meeting about planning applications, they should be advised to make contact with the Town Council Office to arrange for their representations to be made during the “public questions” sessions provided at the start of all meetings held by the Town Council. Such written comments can be submitted to the office 3 clear days prior to a Planning Committee meeting, to be circulated to all Planning Committee members.

All pecuniary or non-pecuniary declarations in any application should be disclosed at the appropriate time at Planning Meetings, this includes any member of the Planning Committee who is also a member of LDC Planning Committee. Guidelines on disclosable pecuniary or non-pecuniary interests can be found in the Peacehaven Town Council Members Code of Conduct, but additional advice in relation to any matter under consideration at a Council or Planning Committee meeting can be gained from the Monitoring Officer at LDC or the Town Clerk.

Members are expected to be able to explain the Town Council Planning Committees consultative role in contributing to the LDC’s decision making process on planning applications; this will promote a greater understanding of the planning process.

Members will also be given the opportunity to attend planning training sessions to further their knowledge of the planning process.

When considering planning applications, the Planning Committee will consider statements on duties related to climate change, biodiversity, crime and disorder, the Neighbourhood Development Plan and other statements adopted by the Town Council.

Councillors may be asked to speak at meetings of LDC’s Planning Committee. Comments should be agreed by the Chairman and Vice Chairman of the Planning Committee prior to public speaking.

Public Engagement

Members of the public have the opportunity to engage with the planning process in Peacehaven by:-

1. Viewing plans at the local Library or on-line
2. Attending Planning Committee meetings, all of which are held in public. Advance notice of Town Council Planning and Highways Committee meetings is available on the public notice boards around the town, on the Town Council website page, or in hard copy from the Information office at Community House, Meridian Centre
3. Addressing the Planning Committee during the allocated public speaking time which is at the beginning of every meeting
4. Contacting the Town Council Office or individual Councillors

In addition, local residents must also make direct contact with the relevant Planning Authority and submit comments in writing, copied to the Town Council.

Policy for discussions with developers

The Council has taken advice given by ESCC, LDC and SSALC regarding meetings with developers and agreed that, as far as possible, discussions with developers should include members of the public. There will be occasions where this will not be possible due to commercially confidential reasons.

Council will appoint and authorise Councillors to liaise with developers

The onus should be on the developers to arrange the venue and time of a meeting and that it need not always coincide with a Town Council Meeting.

The Planning & Highways Committee

All members of Peacehaven Town Council are able to be part of the Planning Committee should they wish. The terms of reference for the Planning Committee is part of the Town Council's Standing Orders.

The Planning Committee have been given delegated responsibility for supporting or objecting to planning applications on behalf of the Council. These recommendations are submitted to the Planning Officers at LDC within the set deadlines.

'Calling in' an application is outside the remit of PTC, and can only be done by a District Councillor of the ward the application is in. This has to be done within 2 weeks of the application appearing on the weekly list of planning applications. The request has to be in writing and the Councillor has to provide a valid planning reason. The request is then considered by Officers, in consultation with the Chair of Planning if necessary.

In reaching its decisions, the Planning Committee must only take into account material considerations i.e. issues that are in law, material or relevant to a planning application. Defining a material consideration can be a grey area, however there are some generally accepted principles as follows:

Material considerations include:-

- Government Policy e.g. the National Planning Policy Framework
- Lewes District Council's Planning Policies contained in retained policies or the Local Plan
- The designated status of a site or its surroundings e.g. Area of Outstanding Natural Beauty, SSSI, National Park, etc
- A site's planning history (including existing planning permissions, previous applications, refusals and appeals)
- The effect on a conservation area or listed building
- Peacehaven and Telscombe Neighbourhood Development Plan

They can also include: -

- Backland (Back garden) development - building another property within the confines of the existing one or large extension to property. This could be a material consideration if it results in overlooking, loss or privacy, or parking issues.
- Out of keeping with street scene - impairment of street scene, changing the character and appearance, detrimental to it, will spoil the ambience of Road/Avenue
- Blind or blocking corners - either with fence, bushes or trees causing hazard to drivers and pedestrians, health and safety
- Design – does not fit in with local surroundings or the Peacehaven and Telscombe Neighbourhood Development Plan Design Guide.
- Inadequate local infrastructure - including A259, surgeries, school
- Detrimental effect on local character - surrounding area included – ecological/trees/habitats
- Density of layout & over development - too large for plot/overbearing
- Absence of car parking facilities - provision for pedestrians, wheelchairs and prams
- Increase of traffic & congestion - is there an alternative
- Noise, disturbance and smell generated from development once complete
- Exacerbate existing parking problems
- Accessibility, traffic, roads, adequate parking and servicing
- Access, parking & highways safety - turning space if applicable
- Listed building, Conservation Areas and trees with Protection Orders
- Flood risk at site and whether local drainage needs to be improved - not really for us, but sometimes there is problem if the drain goes under the neighbour's garden or path
- Could prejudice further development
- Visual effect on neighbouring properties
- Loss of employment premises affecting economic impact and viability.

Please note however, that the following issues are not material considerations and cannot be considered:

- loss of view

- devaluation of property
- business competition
- damage to property
- consent required under other legislation (such as building regulations)
- boundary disputes, rights of access, covenants and other private rights
- disturbance during development
- maintenance of property

When making recommendations for approving a planning application, it is also helpful for the reasons to be stated to the Planning Authority along with suggested appropriate Conditions, for example: -

- Site hours limited to Monday-Friday 08:00 to 18:00 and Saturday 08:00 to 13:00, no working on Sundays or Bank Holidays, no plant and equipment to be started up outside of these hours, no loud music to be played.
- Sympathetic materials to be used.
- Require a Waste Minimisation Plan
- Vehicles belonging to construction staff should not block access for other residents and should not be parked on grass verges or at junctions.
- Any damage to the grass verges during construction must be repaired by the developer.
- All construction equipment and supplies to be delivered between the hours of 09:30 and 14:30 to avoid 'rush hour' on the A259 and ease congestion
- If parking at the front of property required, recommend that the grass verge located between the two crossovers is removed and replaced by tarmac as adopted at other recent similar developments.
- An asbestos survey should be carried out prior to demolition.
- With large sites a vehicle wheel wash system to be used to stop contamination of the public highway

When objecting to a planning application, it is also helpful supply the Planning Authority with suggested appropriate Conditions '*should the Planning Authority be minded to approve the application*'.

Sustainability

A Sustainability Statement is a report demonstrating how an application will meet core policies set by the local authority regarding sustainability. Lewes District Council local plan includes policies on sustainability including:

Core Policy 8 - (Green Infrastructure)

Core Policy 9 - (Air Quality)

Core Policy 10 - (Natural Environment and Landscape)

Core Policy 12 - (Flood Risk, Coastal Erosion & Drainage)

Core Policy 13 - (Sustainable Travel)

Core Policy 14 - (Renewable and Low Carbon Energy)

Policy DM19 – (Protection of Agricultural Land)

Policy DM20 – (Pollution Management)

Policy DM21 – (Land Contamination)

Policy DM22 - Water Resources and Water Quality)

Policy DM23 – (Noise)

Policy DM24 – (Protection of Biodiversity and Geodiversity)

Policy DM26 - (Refuse and Recycling)

Applications outside of the area and ESCC Applications

East Sussex County Council (ESCC) is the Planning Authority for some issues such as schools, libraries, minerals extraction or waste disposal. The Committee may also wish to comment occasionally on planning applications submitted to neighbouring Planning Authorities e.g. Telscombe, Newhaven, Seaford and Piddinghoe Councils, as well as South Downs National Park land, if it is considered there will be material impact on Peacehaven.

Issue V2

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To be reviewed by 1st November 2025.