

George Dyson
Town Clerk

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



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

6th May 2026

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 12th May 2026 at 7.30pm.

A handwritten signature in black ink, appearing to read "George Dyson".

George Dyson
Town Clerk

A G E N D A

C1547 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS

C1548 ELECTION OF MAYOR FOR 2026-2027 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Mayor

C1549 TO AGREE THE NEW MAYOR'S CHARITIES FOR 2026-2027

C1550 TO AGREE MAYOR'S CONSORT

C1551 ELECTION OF THE DEPUTY MAYOR FOR 2026-2027 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Deputy Mayor

C1552 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

- a. Public Questions
- b. Updates from District & County Councillors

C1553 TO APPROVE APOLOGIES FOR ABSENCE

C1554 TO RECEIVE DECLARATIONS OF INTERESTS

C1555 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21ST APRIL 2026

C1556 TO ADOPT STANDING ORDERS

C1557 TO ADOPT FINANCIAL REGULATIONS

C1558 TO ADOPT TERMS OF REFERENCE AND SCHEME OF DELEGATION

C1559 TO AGREE THE MEMBERS ALLOWANCE

C1560 TO ADOPT THE FOLLOWING POLICIES

- a. Complaints Policy
- b. Data Protection Policy
- c. Health & Safety Policy
- d. Freedom of Information Policy
- e. Social Media & Communications Policy
- f. Community Engagement Policy
- g. Planning Code of Good Practice

h. Biodiversity Policy

C1561 TO REVIEW COMMITTEE MEMBERSHIP & APPOINT CHAIRS OF STANDING COMMITTEES

- a. Community Engagement Committee
- b. Environment & Sustainability Committee
- c. Leisure & Amenities Committee
- d. Personnel Committee
- e. Planning Committee
- f. Policy & Finance Committee

C1562 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS

C1563 TO NOTE THE ASSET REGISTER

C1564 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

C1565 TO APPROVE THE CORPORATE RISK ASSESSMENT

C1566 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

C1567 TO APPROVE BANKING SIGNATORIES & BACS WORKING

C1568 TO NOTE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

C1569 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. **Planning Committee:-**
 - i. To receive the meeting minutes of the 7th April 2026
 - ii. To note the draft meeting minutes of the 28th April 2026
- b. **Policy & Finance Committee:-**
 - i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
 - ii. To receive the meeting minutes of the 31st March 2026
 - iii. To note the draft meeting minutes of the 5th May 2026
 - iv. To note and approve the 2025/26 end of year Internal Audit report
 - v. To approve 2025/26 Annual Governance Statement
 - vi. To approve 2025/26 Annual Accounting Statement
- c. **Personnel Committee.**
 - i. To note the draft meeting minutes of the 14th April 2026
- d. **Leisure & Amenities Committee:-**
 - i. To note the draft meeting minutes of the 24th March 2026
- e. **Community Engagement Committee:-**
 - i. To note the draft meeting minutes of the 7th April 2026
- f. **Environment & Sustainability Committee:-**
 - i. To note the draft meeting minutes of the 10th March 2026

C1570 TO AGREE REINVESTMENT OF FIXED TERM SAVINGS

C1571 TO REVIEW MEMBERSHIP OF & RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:

- a. Meridian Centre Liaison
- b. Public Rights of Way
- c. Public Safety

C1572 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1573 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED

C1574 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1575 DATE OF NEXT MEETING - TUESDAY 7th JULY 2026 AT 7.30PM.



My Reflections on Two Years of Service to Peacehaven

Over the past two years, it has been a profound honour to serve the people of Peacehaven. My term has been defined by a commitment to visibility, community cohesion and the celebration of our town's unique character. By visiting numerous local organisations, schools, and businesses, I have witnessed firsthand the vibrant spirit that makes Peacehaven so special.

Community Spirit and Charitable Impact

The kindness of our residents was most evident in their support for my chosen charity, Seahaven Community Food (Providers of the Peacehaven Community Supermarket). Together, we raised vital funds and awareness through a diverse calendar of events, including:

- Monthly Bingo Sessions and competitive Quiz and Race Nights
- Festive Easter Craft Fairs that showcased local creativity
- The Christmas Sizzler, a reimagined event, where our local churches came together with our community, to celebrate festive music, carols and songs

Civic Duty and Local Partnerships

I have been proud to represent the town at all Royal British Legion civic occasions, ensuring we continue to honour those who served. My work alongside the Horticultural Society aimed to raise their profile and the work they achieve, while my regular attendance at Chamber of Commerce breakfasts and committee meetings allowed me to advocate for and support our local business economy.

The Muslim community in Peacehaven is a growing and resilient part of the town's fabric, with the Peacehaven Mosque (also known as the Peace Community Centre) serving as a central hub for worship, youth education, and community outreach. Despite recent challenges, including a suspected arson attack in October 2025, the community has seen an outpouring of local solidarity and has actively worked to build "sound relations with all communities".

We enjoyed a community gathering at the Meridian Centre in January 2026, featuring a selection of food to foster mutual understanding.

Leaving a Lasting Legacy

I am particularly proud of two initiatives designed to celebrate Peacehaven's heritage and future:

- **The Meridian Line Meander:** A now-established three-mile walk that invites residents and visitors to explore the town's most significant landmarks. A beautifully designed map can be found at the council offices.
- **The Community Wall:** Currently in development with the young people at the Joff Youth Centre, this mural will feature the iconic Peacehaven ammonite, blending local history with the voices of our youth and will be displayed at Community House.

It was a deeply moving experience to lead the community in honouring the 80th anniversary of VJ Day on 15th August 2025. During the commemorations at Centenary Park (The Big Park), I had the honour of planting a memorial tree and burying a time capsule filled with "Letters to Loved Ones" to ensure the bravery of the Second World War generation is never forgotten. A commemorative plaque marking this site can now be found within the park.

As I look back on these two years, I am filled with gratitude for the "amazing" community that supported these endeavours. It has been a privilege to work alongside you.

During my term, I was consistently inspired by the promising young leaders who supported our civic life. My sincere thanks go to Sea Cadet Zack, whose unwavering dedication during civic duties was exemplary. I also celebrate the growth and leadership shown by our Youth Mayors—Amber, Katelyn, Karena, and Ruby—and their deputies, Jacob and Daniel, all of whom served with distinction.

It has been an absolute joy to serve as your Mayor, but I couldn't have done it without my wonderful daughter, Rhiannon, by my side. As Mayor's Consort over these past two years, Rhiannon has provided enormous support, balancing the role with grace and dedication. Not only has she been a constant source of strength, but she has also been the eye behind the lens—capturing those special moments and sharing the stories of our community through her photography.

Rhiannon, thank you for being there for every ribbon-cutting, tea party, and community milestone. I am so proud to have shared this journey with you.

I am also deeply grateful to Councillor Members, the Deputy Mayors and staff for their steadfast support.

I must also pay tribute to my chosen charity, the Seahaven Community Supermarket. The selfless volunteers and dedicated support staff are the heart of this part of SCDA, an organisation, providing vital, unwavering care to our community.

It has been a privilege to recently mark several milestones for our town. I was honoured to unveil a new defibrillator at the Peacehaven Evangelical Church, made possible through the generous donation of Ross Patrick and Port Manor Care Home in Seaford. This life-saving equipment is a vital addition to our community's safety.

I also had the pleasure of officially reopening the Peacehaven Stonehouse Pizza & Carvery following its recent refurbishment. It was wonderful to see the fresh new look and celebrate this local business's investment in our town.

Looking ahead, I hope you can join me for these upcoming events:

- **Easter Craft Fair:** Saturday 28th March 11am – 3pm at Community House (BN10 8BB). There will be local crafts, homemade cakes, and a tombola, with proceeds supporting the Peacehaven Community Supermarket.
- **Charity Quiz Night & Raffle:** Saturday 11th April 7pm – 9pm at Community House. Only a few tables remain, so please book soon to support my chosen charity.
- **Queen Elizabeth II Birthday Celebration:** Friday 17th April 3.30pm – 5.30pm at Community House. Join us for "Tea, Cake, and Cha-cha-cha" to commemorate the birth date of Her Late Majesty. Tickets are available now from the Peacehaven Town Council Information Office.
- **Wellness Fair:** Saturday 2nd May at the Meridian Park outside gym. One of my final events as Mayor, this fair will focus on health and activity. Keep an eye on the council's social media for full details.
- **Peacehaven WI Birthday:** Wednesday 6th May. I am very much looking forward to celebrating with the Peacehaven Women's Institute at their birthday party.
- **Seahaven Business Awards:** Friday 8th May. I will be attending this prestigious ceremony, which is always a breathtaking event celebrating the best of our local business community.

As my term comes to a close on 12th May, serving as your Mayor has been a true privilege, but the highlight has undoubtedly been the time spent meeting the incredible, kind-hearted people who make our community so special.

While I bid you a formal farewell in my official capacity, I take with me wonderful memories of the spirit and resilience of Peacehaven. I will however, remain as a West Ward Councillor for the rest of my term.

Thank you for welcoming me so warmly. Take care of yourselves and stay safe.

Debbie



Statement of proposal for Mayor Peacehaven Town Council

I am writing to express my interest in running for the position of Mayor of Peacehaven this coming year 2026.

Having been a town councillor for the last three years and the deputy mayor for the last year, I have had a lot of involvement within the community as a result of being on different committees. I support the community orchard, and taken a short course to advance my knowledge with the tree cutting, and supported fund raising events to enable us to grow by planting more shrubs and fruit trees amongst the apple trees, the community garden is another area I have a keen interest in supporting, creating a wonderful space to visit surrounded by nature, as I am passionate about the non use of chemicals in growing food or using it to kill weeds.

I chair the small grants committee, so I get to read about all the charities and worthy causes that the town supports, and see how important this money is to maintain good community spirit. I volunteer my time helping at every community event I can, whether it's dressing up as Elsa to do face painting, or attending a Christmas concert, I'm always happy to get involved and help in any way and offer my skills as an artist or organiser.

As Deputy Mayor I have thoroughly enjoyed carrying out official duties in the mayors absence. Although there were not many, (as Cllr Donovan was a very busy and committed mayor) I would like to say with kindness, I really appreciated going to the Christmas carol concerts Cllr Donovan was unable to attend, I was able to experience the bonds of friendships between the dignitaries, it was very uplifting and I was always made to feel welcome. I particularly liked the dynamic between the Newhaven mayor and her deputy, I hope to re create the same sense of fun and collaboration in our town with my deputy mayor, whoever it may be.

Throughout the 34 years living in Peacehaven, I've always felt dedicated to my town, creating public art on the roundabout, and working in local schools to pass on my mosaic skills and involve children in bringing out their creative sides, it's a town to be proud of despite having no supermarket and the looming devolution plans going on in the background, I have witnessed the incredible sense of community and the potential we possess as a united town.

I envision our town to become a place with a good reputation for integrating our communities from all walks of life, no matter how diverse, that we support the

vulnerable , the elderly, low income families, and individuals with disabilities, and we support cultural initiatives that will enrich the community too , to carry on the good work that Cllr Donavon has contributed with supporting the mosque women and also the bingo afternoons which really make a difference to our older residents.

My commitment to transparency and accountability will guide me and the decisions I make as your mayor, I believe in an open dialogue with our residents , and will always welcome input and ideas into shaping the future of our town of Peacehaven, your voices matter , and I'm here to listen ,

Thank you

Aimee Harman

PEACEHAVEN TOWN COUNCIL



MAYORS' HANDBOOK May 2026 - 2027

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The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their civic duties. It does not supersede or take preference over Peacehaven Town Council's standing orders.

1 Introduction

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Mayor guides activities by managing the meetings of the council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Mayor when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the council and may be invited to official functions, where they must represent views of the council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the council's objectives in the local community. In turn, the people of the town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town.

2 Election of Mayor and Deputy Mayor

The Mayor and Deputy Mayor must be members of the council.

The election of Mayor is the first item of business at the annual council meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Section 15, Local Government Act 1972).

Unless they have resigned or been disqualified, the outgoing Mayor continues in the post until their successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the Annual Council Meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor nor Deputy Mayor is present, the members present shall elect another member of the council to preside.

The person presiding at the annual council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

3 Mayor's Role

The Mayor and Deputy Mayor will be elected by the council annually. The Mayor shall be available for an official photograph within 2 weeks of being elected.

The Mayor and, in their absence, the Deputy Mayor will have the following responsibilities:

- To chair council meetings.
- To focus his/her activities on the communities of the town and, by focusing on the council's priorities, strengthen its links between those local communities and the council.
- To act as an enabler and ambassador by arranging meetings between the council and other parties for the benefit of the town, coordinated for them by the Civic Officer.

The Mayor may call an extraordinary meeting of the council, subject to provisions in the council's standing orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 2 members of the Council, those 2 members may call an extraordinary meeting.

The Mayor's **Consort** must be over 18 years of age.

The Mayor/Deputy Mayor is required to attend events organised by Peacehaven Town Council.

When the Mayor attends an event to which they have been invited they may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Members' Code of Conduct, any such gifts must be reported to the Civic Officer in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the civic budget.

The Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

Outgoing Mayors will be presented with a Past Mayors Badge, and Deputy Mayors will be presented with a gift as a token of appreciation on completion of a full term of office.

4 Deputy Mayor's Role

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in their own right but only when deputising for the Mayor. The Deputy Mayor does not wear their chain of office when the Mayor is attending the same function.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Civic Officer). If the Mayor cannot attend, it may be appropriate to pass on the invitation to the Deputy Mayor, at the discretion of the Civic Officer.

On the rare occasions when the Deputy Mayor is invited to a function in their own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor will undertake an accredited chairmanship course as soon as possible after being elected to office.

5 Written and Verbal Protocol

The full title of the Mayor is **The Worshipful the Mayor of Peacehaven** or **the Mayor of Peacehaven**.

The Mayor shall be addressed as: **Dear Mr Mayor** or **Dear Madam Mayor**

6 Chain of Office

The chain of office was designed and made by a local company Studio Crafts in 2003, which is no longer trading, however the jeweller remains local. Each of the links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the chain of office is a unique piece of regalia.

Any alterations or additions will need to be ratified by Full Council.

The chain of office should only be worn when the Mayor is undertaking official duties in their capacity as Mayor.

The chain of office may be worn where an official invitation has been received for events within the town where the Mayor and Civic Officer considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the chain, **and it shall be worn only when invited to do so**. If this permission is not forthcoming, the chain of office cannot be worn, nor badge of office.

The Mayor enjoys precedence in their own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the chain during their term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

The Deputy Mayor will wear their chain of office whilst deputising for the Mayor.

7 Individual Requirements

The Mayor and Deputy Mayor should inform the Civic Officer and the Town Clerk of any health condition or disability at the start of their term, for which the Civic Officer will arrange any reasonable adjustments.

The Mayor and Deputy Mayor should inform the Civic Officer of any dietary requirements at the start of their term.

8 Dress Code

The Mayor and Deputy Mayor should look smart and well-groomed at all engagements.

9 Social Media

The Civic Officer will manage the Mayor's twitter account and will promote Mayoral events on Peacehaven Town Council's website, Facebook, Instagram and LinkedIn accounts, in co-ordination with the Communications Officer.

It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.

10 Political Activities

The Mayor's role is **apolitical; political points should not be made**. The Mayor should not attend any political gatherings in their capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet drop or conduct electioneering during their entire term of office.

11 Conduct

The Mayor, when performing official duties, is the visible presence of the council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a consort should be discussed by the Civic Officer with the Mayor, to ensure the consort has adequate understanding of the conduct expected by the council.

In the event of misconduct by the Mayor or Deputy Mayor, the Civic Officer or Town Clerk will seek advice from ESALC (East Sussex Association of Local Councils) and NACO (National Association of Civic Officers) and report to the relevant Committee.

Any misconduct by the Mayor or Deputy Mayor which constitutes a breach of the Members' Code of Conduct should also be reported to the Monitoring Officer at Lewes District Council.

12 Promotion of the Council

The Mayor has a key role in acting as ambassador, promoting the town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the council's official representative, hosting events that recognise achievement and/or service by members of the community, promoting the town or their charity on social media (via the Civic Officer) by video or helping achieve a closer relationship or understanding with organisations in the town.

If two invitations are received at the same time and the dates coincide, then the one concerning Peacehaven should take precedence over any invitation coming from outside the town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the county of Sussex are to be approved by the Mayor and Civic Officer, at the discretion of the Civic Officer.

All overseas visits are to be approved by Full Council.

13 Christmas Cards

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's allowance, or as an alternative an e-card can be sent.

14 Mayor's Allowance

The council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Finance Officer within 28 days.

15 Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political, non-discriminatory and should benefit residents of the town. Monies must not be donated to profit making businesses established for that purpose.

16 Mayor's Charity Administrative Arrangements

To clarify the relationship between the Mayor's charity appeal and the council's accounts and to give Officers clear direction ~~as to~~ regarding their role, the following provisions are suggested.

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominately from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community of Peacehaven.

A separate cost centre (on the integral RBS accounting system) will be used for the Mayor's Appeal, run by and overseen by the Finance Officer.

Where more than one charity is nominated it will be assumed that all monies received will be divided equally, unless specified by the current Mayor and confirmed by resolution of the Policy and Finance Committee.

Income generated will be assumed to be for the Mayor's Appeal as a whole and divided equally. If one of the nominated organisations puts on a specific event (publicised clearly for their benefit with the support of the Mayor) income received at that event may be allocated specifically to that particular charity. Such arrangements will be reported to the Policy and Finance Committee at the earliest opportunity.

The total income collected (and how it has been divided between the nominated charities) will be reported to the Policy and Finance Committee at the end of the Mayoral year. Cheques to the nominated charities will be presented to representatives at the Mayor's Reception. If the nominated charity is unable to send a representative to the Mayor's Reception, arrangements will be made to send the cheques by 31st May at the latest.

The council's internal auditor will be asked to include a review of management of the Mayor's charity and of the close accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm acceptance of these arrangements.

17 Engagements and Diary

On receipt of an invitation for the Mayor, the Civic Officer will forward the Mayor a copy at the earliest opportunity, including details of whether a speech is required. The Mayor must inform the Civic Officer of whether they wish to accept the invitation as soon as possible, and within 7 days at the latest.

The Mayor should keep a record of engagements and also inform the Civic Officer of dates and times that they are unavailable for Mayoral duties, to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic Officer will confirm the Mayor's/Deputy Mayor's attendance. If the Mayor and Deputy Mayor are unavailable, the invitation is to be declined. A

Mayoral engagement form for all events should be completed and sent to the Mayor with the invitations, along with the scoring Civic invitation form (see attached copies).

If the Civic Officer has confirmed acceptance and the Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Officer to ensure an apology to be sent on the following working day. Following the attendance at any engagements, a 'thank you' email will be drafted by the Mayor and sent by the Civic Officer, on Mayoral headed paper.

18 Mayor's Events

The Civic and Mayor's events are organised by the Civic Officer with the help from other Council Officers. There are to be fixed Mayoral events during each year. Other events can be organised by the Civic and Community Events Task & Finish Group; The main fixed events are:

- Mayoral Reception – April (or March in a year of elections)
- Civic Service - prior to 1 July each year
- Remembrance Day - November
- Winter Event – December

At the beginning of the Mayor's term of office, the Mayor must nominate a team of up to 10 volunteers to help support the Town Council office staff with the preparation, running and clearing up at Mayoral events. This support will be co-ordinated with the Civic Officer 5 volunteers should attend each event.

Sponsorship for the events will be sought by the Mayor and Civic Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Participation in events within and beyond the town shall be co-ordinated by the Civic Officer on behalf of the Mayor.

To ensure that an imbalance is not created between attendees at events, the Civic Officer will manage the guest list, limiting dignitaries to adjoining towns only.

The Civic Officer will issue press releases relating to any events organised on behalf of the Mayor.

18.1 Mayoral Reception

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals and businesses that support community life in the town. Appropriate food and drink shall be provided from the Mayor's reception budget. At an appropriate time during the event, the Mayor shall make a short speech to those present.

The event will be hosted by the outgoing Mayor towards the end of the Civic year, at a date to be agreed by the Mayor and Civic Officer. It will be held in the Main Hall of Community House.

Invitations to be sent to all Peacehaven Town Councillors, all Peacehaven Town Council staff, local dignitaries (i.e., local Mayors of Lewes, Seaford, Newhaven and Telscombe) local organisations,

individuals and local businesses that support community life in the town. Entertainment will be sourced, and a price negotiated by the Civic Officer.

Catering is to be organised and booked by the Civic Officer within the civic budget. All endeavours will be made to keep the cost to a minimum for both entertainment and refreshments, with the total cost to come from the Mayor's reception budget.

18.2 Civic Service

The Civic service is to be held before 1 July each year. The Civic Officer will organise the details. It will be held at a venue of the Mayor's choosing.

18.3 Remembrance Day

The Remembrance Day event will be held at the War Memorial in Meridian Park on the second Sunday of November each year. The Civic Officer will organise the details, working in association with local churches & schools and the Royal British Legion. Refreshments will be served afterwards in Community House.

The Mayor is expected to attend the Remembrance Day Parade & Service. The Deputy Mayor will be expected to attend if the Mayor is unavailable but can attend in the role of Councillor.

18.4 Winter Event

A winter event, such as a Carol concert, Christmas Market, Frost fair, or other winter time celebratory event is customary. The nature of the event should be discussed by the Civic and Community Events Task & Finish Group and agreed at Committee.

18.6 Other events

In addition to the fixed events detailed above the office will be able to support a maximum of three other events during the year. These events will be decided by the Mayor in discussion with the Civic Officer at a meeting each year before the end of June, to ensure that there is sufficient time to plan and organise the events.

19 Declaration

I Cllr _____ as **Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor’s Handbook.

SIGNED: _____ **DATED:** _____

I Cllr _____ as **Deputy Mayor** of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor’s Handbook.

SIGNED: _____ **DATED:** _____

Sources of Reference used: Civic Ceremonial – Paul Millward

Formal Request to Be Considered for Deputy Mayor

For Council Meeting: 12th May

I wish to formally express my interest in being considered for the position of **Deputy Mayor for the 2026/27 civic year**.

Over the past year, I have demonstrated consistent commitment to the Council's work, with a particular focus on strengthening community engagement, improving communication, and supporting inclusive events across Peacehaven. I chair the Community Engagement Committee and have successfully run the Welcome Café during the winter months, which is now in its third year and continues to provide a valued space for residents. I have also contributed to progressing the Hub project and supporting long-overdue improvements to Community House, ensuring these important community assets continue to move forward.

Alongside this, I have worked closely with the office to progress various isolation projects and youth initiatives, including reshaping the way we select our Youth Mayor. It has been refreshing to see younger residents becoming genuinely excited about how the Council works and how they can be part of it.

In addition, I currently serve as Vice Chair of Personnel, working effectively and collaboratively with Cllr Nikki Fabri, who chairs the committee.

I believe the Deputy Mayor role would allow me to continue contributing positively to the Council's objectives and to support the Mayor in representing our town with professionalism and civic pride

Cllr. Wendy Veck

C1535 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1536 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE 14TH APRIL 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
The minutes of the extraordinary meeting of 14th April 2026 were **agreed** and **adopted**.

C1537 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD

It was proposed to Suspend Standing Orders.

Proposed by: Cllr Davies **Seconded by:** Cllr Wood
Council **resolved** to **agree** to suspend Standing Orders.

Standing Orders were suspended at this point. (19:51)

Amber Hart introduced herself to the Council and explained why she wanted to become a Town Councillor.

Councillors posed some questions to Ms. Hart, which she provided responses to.

Standing Orders were reinstated at this point (19:58)

It was proposed to co-opt Amber Hart as a Town Councillor to fill the casual vacancy in West Ward.

Proposed by: Cllr Davies **Seconded by:** Cllr Mills
Council **resolved** to **agree** to this proposal.

Cllr Hart joined the table, and signed the declaration of acceptance of office and members code of conduct.

C1538 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning Committee:-

- i. To receive the meeting minutes of the 3rd February 2026**
- ii. To receive the meeting minutes of the 24th February 2026**
- iii. To receive the meeting minutes of the 17th March 2026**

Proposed by: Cllr Wood **Seconded by:** Cllr Davies
The meeting minutes were **agreed** and **adopted**.

iv. To note the draft meeting minutes of the 7th April 2026

The draft meeting minutes were **noted**.

b. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements**

Proposed by: Cllr Griffiths **Seconded by:** Cllr Mills
Council **resolved** to **agree** the financial report, to authorise payments and signing of bank reconciliation statements.

ii. To receive the meeting minutes of the 10th February 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

iii. To note the draft meeting minutes of the 31st March 2026

The draft meeting minutes were **noted**.

c. Personnel Committee:-

i. To receive the meeting minutes of the 20th January 2026

Proposed by: Cllr Gallagher **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of 14th April 2026

The draft meeting minutes were **noted**.

d. Leisure & Amenities Committee:-

i. To receive the meeting minutes of the 13th January 2026

Proposed by: Cllr Studd **Seconded by:** Cllr Mills
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 24th March 2026

The draft meeting minutes were **noted**.

e. Community Engagement Committee:-

i. To receive the meeting minutes of the 27th January 2026

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 7th April 2026

The draft meeting minutes were **noted**.

iii. To agree a new process for electing a Youth Mayor

The Clerk summarised the proposal as laid out in the report included in the papers.

Cllr Davies expressed support for the proposal, but concern over the work required to implement the proposal.

Cllr Wood highlighted that the new proposal is fairer as it includes children who live in Peacehaven but do not go to PCS.

The Mayor's Cadet highlighted that the Youth are more interested in these sort of roles and taking a more active interest in politics and local government.

The Youth Mayor spoke about the School's involvement already being limited, and supported the Joff being more involved in the process.

Cllr Davies suggested that a poster could be put together highlighting who the Youth Mayor & Deputies are to go up in local youth provisions.

It was proposed that Council agree for the C&E Committee to progress this.

Proposed by: Cllr Mills **Seconded by:** Cllr Griffiths
Council **resolved** to **agree** to this proposal.

f. **Environment & Sustainability Committee:-**

i. **To receive the meeting minutes of the 18th November 2025**

Proposed by: Cllr Griffiths **Seconded by:** Cllr Rosser
The meeting minutes were **agreed** and **adopted**.

ii. **To note the draft meeting minutes of the 10th March 2026**

The draft meeting minutes were **noted**.

C1539 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE

Cllr Griffiths spoke about the meeting and the process of the applications.

There was some discussion about how room hire grants are administrated, the Clerk confirmed that no money is released to applicants for room hire and is just transferred internally.

It was proposed to ratify the recommendations as read.

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

C1540 TO AGREE TO SUBMIT THE CIL EXPRESSION OF INTEREST FOR EPINAY PARK PLAYGROUND

Cllr Gallagher raised a concern about the process that this CIL Expression of Interest form has been through.

The Clerk confirmed the process for the current CIL bidding window.

It was proposed to form a TFG to work on the CIL bid and bring forward a firm proposal with sufficient detail as an EOI and a bid.

Proposed by: Cllr Mills **Seconded by:** Cllr Cheta
Council **resolved** to **agree** to this proposal.

TFG members to be Cllr Gallagher, Cllr Griffiths, and that all absent Councillors be offered the opportunity to join.

C1541 TO REVIEW COMMITTEE MEMBERSHIP AND AGREE ANY CHANGES

Council **noted** the committee membership.

C1542 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES AND REVIEW OUTSIDE BODY REPRESENTATION

Cllr Mills gave an oral update that the residents association are raising concerns about Morrisons, potholes, speeding traffic, and a lack of information being disseminated from PTC.

Cllr Mills also spoke about an event this morning for the CTLA, which was very positive for the CTLA working with the Council.

Cllr Gallagher spoke about upcoming changes to Havens Community Hub.

Cllr Gallagher also highlighted key points from her report included in the papers with regard to a recent ESALC meeting.

Council **noted** the outside body reports.

C1543 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

The Clerk highlighted some key points on the complaints log.

Cllr Wood spoke about some recent problems at the allotments, including some which have resulted in police reports being made. Cllr Gallagher also spoke about the current problems at the allotments.

Cllr Davies asked about whether Officers can make contact with the Police to get more of a presence around the allotments, and that allotment plot holders are kept informed of further developments.

Council **noted** the complaints overview.

C1544 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

Council **noted** the attendance record.

C1545 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Meridian Centre Liaison

No further information on this Working Group at this stage.

b. Public Rights of Way

This group has not met recently.

C1546 DATE OF NEXT MEETING - TUESDAY 12TH MAY 2026 AT 7.30PM.

The next meeting was confirmed as Tuesday 12th May 2026 at 7.30pm.

There being no further business, the meeting was closed at 21:08.



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Adopted by Council on
Next review due 2027 Annual Council Meeting

INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chair" and "vice-chair" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor".

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

i. Voting on an item may be by signed ballot if Council resolves to do so prior to a motion being proposed. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent, noting those that have given apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee

meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

- x A meeting shall not exceed a period of three hours.

- y Apologies for absence must be received by the Proper Officer, or other nominated Officer, prior to the start of the meeting for which apologies are being given.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend, substitute members shall have full rights for voting;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Proper Officer of the nomination.
 - f All Councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but shall not have a vote. Non committee or sub-committee members shall be excluded for confidential items, unless the chair grants express permission to remain.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee[or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least fourteen clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on

the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d If any member is aware of a pecuniary or non-pecuniary interest which another member has failed to declare, they should inform the meeting Chair during the agenda item for declaring interests. The Chair will then give the member with the possible interest the opportunity to reconsider whether they wish to declare it or not.
- e When applying Standing Order 13d, care should be taken to not publically state details of another members interests, which may be sensitive. In applying this standing order the member should only make reference to the item on the agenda which the other member may have failed to make a declaration about.
- f **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- g A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- h A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- i Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- j **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email to an email address set up specifically for tender submissions;
 - v. tenders shall be opened by an Officer of the Council in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel committee or, if they are not available, the vice-chair (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of the Personnel committee or in their absence, the vice-chair and the chair of Council or in their absence, the vice-chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The targets set shall be reported to Council at the next suitable meeting.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chair or vice-chair of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors will, where possible, attend all training delivered by, or on behalf of, Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.
- f Councillors who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.

PEACHEHAVEN TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

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

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO/Clerk will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance committee no later than the end of November each year.

- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £10,000 excluding VAT the Clerk or RFO shall try to seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £10,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. No individual member or group of members outside of a committee or council meeting is authorised to purchase any goods on behalf of the council.
- 5.12. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk, under delegated authority, for any items below £7,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £10,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £15,000 excluding VAT
 - in respect of grants/SLA's, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £15,000
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO
- 5.22. Purchase orders should be provided for all orders.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) will be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Policy & Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance committee.
- 6.9. The RFO shall present invoices requiring authorisation to two authorised signatories for signing. The Policy & Finance committee shall be informed of the payments list retrospectively.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. Copies of the relevant invoices, shall be presented to two authorised signatories for payment authorisation
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors and or the Clerk who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next Policy & Finance meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised

members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a credit limit of £1,000.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card account opened by the council will be specifically restricted to use by the Clerk and RFO. Any Trade Card can be used by any

employee of council only with line manager approval and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff should not be used under any circumstances

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals

banking such cash. Cash should be banked using a secure cash collection service wherever possible.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets over £100 and all Investments are kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £5000. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Peacehaven Town Council

Terms of Reference & Schemes of Delegation

- 1. Introduction**
- 2. Standing Committees**
 - 2.1. Community Engagement**
 - 2.2. Environment and Sustainability**
 - 2.3. Leisure and Amenities**
 - 2.4. Personnel**
 - 2.5. Planning**
 - 2.6. Policy and Finance**
- 3. Officers**
 - 3.1. Town Clerk**
 - 3.2. Responsible Financial Officer**
- 4. Civic**
 - 4.1. Mayor of Peacehaven**

1. Introduction

Local Councils may do only what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities. Authority to make decisions cannot be delegated to an individual Councillor or group of Councillors outside of a committee.

In addition to legislation, the business of Peacehaven Town Council (PTC) is governed by its adopted Standing Orders and Financial Regulations.

The Chair and Vice Chair of Council will also be ex-officio members with full voting rights of every Committee.

The Council cannot delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement).
- Approving the Annual Governance Statement.
- Approving the Annual Accounting Statements.
- Borrowing.
- Writing off bad debts.
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

2. Standing Committees

2.1. Community Engagement

Membership

The Community Engagement Committee (CEC) shall have a maximum of nine (9) members.

The Chair or Vice-Chair of Council shall not be Chair or Vice-Chair of this Committee.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Community Engagement Committee shall meet at least five (5) times per year.

Terms of Reference

- Public communications of the Council, including through the website, Peacehaven News, Social Media channels, printed media, and any other Council publicity.
- Increasing income streams, including for fundraising purposes and sponsorship, within areas under the Committee's terms of reference
- Increasing the Council's public engagement with the Peacehaven community, including charitable organisations, businesses and schools/nurseries.
- Supporting the Civic Office in the organisation of agreed events.
- Management, organisation, and facilitation of civic and Council-led community events.
- Facilitation of Mayoral charitable events and Council-supported events.
- Oversight of the Council's civic responsibilities and Mayoral functions.
- To form and appoint members to the Mayor's Working Group.
- To form and appoint members to the Events Working Group.
- To monitor and promote filming opportunities within Peacehaven.

Scheme of Delegation

- To **review** and strengthen communications with the Community, including charitable organisations, businesses and schools/nurseries.
- To **agree** and regularly review the Council's publications and public relations strategy.
- To **ensure** adequate risk assessments are completed for all events.
- To **receive** reports and **consider** recommendations from the Events Working Group.
- To **receive** reports and **consider** recommendations from the Mayoral Working Group.
- To **prepare** the Committee's annual budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the Committee.
- To **decide** the number and type of civic and Council-led community events to be held during the year.
- To **decide** the number and type of Mayoral fund-raising events to be held during the year.
- To **consider** proposals for Council-supported events (which may also be fund-raising events for the Mayor's charities).
- To **assess** the success (or otherwise) of events, including attendance, Council input (effort/costs) and funds raised for charity.
- To **consider** the environmental implications of Committee decisions.

2.2. Environment and Sustainability

Membership

The Environment and Sustainability Committee (ESC) shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Environment and Sustainability Committee shall meet at least three (3) times per year.

Terms of Reference

Making decisions in line with Council policies, in particular those relating to climate change, biodiversity, nature recovery, and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Reviewing, advising on, and proposing changes to policies and procedures relating to the environmental management and sustainability practices of the Council.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

Scheme of Delegation

- To **advise** on environmental and sustainability implications of tenders and contracts in accordance with PTC's Financial Regulations and with reference to its Policy and Finance Committee.
- To **report** progress against the Council's Community & Business Plans.
- To **recommend** actions to promote nature recovery and biodiversity.
- To **recommend** targets relating to climate change and sustainability for Council to consider.
- To **develop** action plans for environmental and sustainability management.

- To **report** progress towards the Council's agreed targets for climate change and sustainability.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **consider** the environmental implications of Committee decisions, including for biodiversity and nature recovery.
- To **submit** reports with recommendations to other Standing Committees for items under their delegated authority, including the bi-annual climate event.

2.3. Leisure and Amenities

Membership

The Leisure and Amenities Committee (LA) shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Leisure and Amenities Committee shall meet at least five (5) times per year.

Terms of Reference

The maintenance, management, and improvement of outdoor facilities. This includes:

- Parks and PTC-owned or managed greenspaces throughout Peacehaven.
- PTC-owned bus shelters.
- PTC-owned planters.
- Playgrounds and play equipment.
- Recreation grounds and sports pitches and facilities.
- Benches and litter bins.
- Car parking provision at Centenary Park.
- Grass verge cutting arrangements.

Making decisions in line with Council policies, in particular those relating to the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

Scheme of Delegation

- To **create and monitor** a management plan for each of PTC's green spaces and public amenities (excluding any Community Buildings and LDC amenities) and to ensure they are maintained and enhanced in line with Council policies.
- To **manage** the provision, maintenance and upgrading of PTC's vehicles and equipment.
- To **manage** the provision of recreational facilities.
- To **monitor** safety checks and maintenance of all playground equipment owned by PTC and to keep records of this for seven (7) years.
- To **recommend** to the Personnel Committee matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.

- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **agree** the frequency and the contractor for highway grass verge cutting on an annual basis.
- Be **responsible** for the provision and maintenance of PTC owned bus shelters, street/footpath lighting and shrub/flower planters.
- To **advise** on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with PTC's financial regulations and with reference to its P&F Committee.
- To **recommend** to the P&F Committee on matters relating to leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- To **report** progress against the Council's Community & Business Plan.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

2.4. Personnel

Membership

The Personnel Committee (Personnel) shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Personnel Committee shall meet at least three (3) times per year.

Terms of Reference

Overseeing matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Dealing with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees.

Scheme of Delegation

- To **approve** adverts, job descriptions, personnel specifications, and salary terms for staff vacancies.
- To **agree** interview panels **or delegate** authorisation to senior employees (as appropriate) in accordance with agreed Council policy.
- To **review** the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary.
- To **assess** and act where necessary in respect of staff grievances in accordance with agreed Council policy.
- To **assess** and act where necessary in respect of staff disciplinary in accordance with agreed Council policy.
- To **approve** annual salary increases in accordance with the requirements of Financial Regulations.
- To **recommend** to Full Council the appointment or dismissal of Council employees.
- To **recommend** to the Policy and Finance Committee updates to personnel-related policies or procedures.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.

2.5. Planning

Membership

The Planning Committee (Planning) shall have a maximum of nine (9) members, where possible this should include at least one member from each ward.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Planning Committee shall meet at least once per month, except where there are no new planning applications or other business to be transacted.

Terms of Reference

To consider and comment on every planning application and other relevant planning issue affecting Peacehaven. This includes:

- Planning applications including tree works.
- Highways & infrastructure matters & issues.
- Public transport.

Applications of a large or contentious nature may be referred to an extraordinary meeting of Full Council at the Discretion of the Chair of Council, Chair of Planning Committee, or Town Clerk.

Scheme of Delegation

- To **comment** to the Local Planning Authority on applications for planning permission.
- To **comment** in respect of appeals against the refusal of planning permissions.
- To **agree** recommendations regarding street names.
- To **monitor** development plans, other plans relevant to Peacehaven, and to make representations to the appropriate authority.
- To **facilitate** economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies.
- To **comment** to the appropriate Planning Authority in respect of other planning matters not otherwise referred to.
- To **comment** to the appropriate authority in respect of highway matters and public transport services.
- To **comment** to the appropriate authority regarding Public Entertainment Licensing and Licensed Premises generally.
- To be **receive updates and reports** on the Neighbourhood Plan.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

2.6. Policy and Finance

Membership

The Policy and Finance Committee (P&F) shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council and Chairs of the other Standing Committees.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The P&F Committee shall meet at least five (5) times per year.

Terms of Reference

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/ setting of fees & charges
- Premises & Capital Assets, including all PTC owned buildings and their operation
- Capital projects and spend
- Licences, leases and agreements (other than Allotments)
- Monitoring and overseeing Corporate Governance arrangements
- Grant requests

Scheme of Delegation

- To **recommend** on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference).
- To **review** and **adopt** appropriate policies to support the day-to-day administration of the Council.
- To be **responsible** for matters not specifically delegated to any other standing committee.
- To **ensure** risk assessments are undertaken as appropriate.
- To **ensure** the council has adequate insurance.
- To **review** and update the Council's Asset register.
- To **agree** the Council's insurance requirements.
- To **be lead committee** in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- To **review** annual committee budget estimates on all Terms of Reference referred to above not later than November.
- To **manage** and **monitor** at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the committee and monitor all other Standing Committees
- To **prepare** annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and Council as a whole.
- To **consider** and **decide** on grant applications, at least one of its meetings each year will be devoted to the consideration of grant applications funded out of the grants budget; applications for funding from this budget may, however, be considered at other times of the year too.

- To **support, monitor** and **implement** the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- To **oversee** all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
- To be **responsible** for Community House and the Hub.
- To actively **seek** external funding where possible to support Town Council functions.
- To **monitor** general reserves to ensure that they remain in line with national guidance and audit requirements.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

3. Officers

Terms of Reference for Officers are as laid out in job descriptions and statements of particulars.

3.1. Town Clerk

Scheme of Delegation

- To **act** as the Proper Officer¹ of the Council in carrying out all of its functions and to issue all notifications required by law.
- To be **responsible** for giving clear and accurate guidance to Councillors, including the Chair, to enable legal and considered decisions to be made.
- To be **responsible** for receiving correspondence on behalf of the Council and responding to, dealing with, or bringing communication to the attention of the Council as required.
- To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.
- To **make orders and incur expenditure** within authorised budgets.
- To **be accountable** for the effective management of all of the Council's resources.
- To have **overall responsibility for the Council's administrative service**.
- To **act as a general manager** in respect of all of the Council's services, projects and initiatives.
- To **assume overall responsibility for the supervision of the Council's staff**, in line with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.
- To **ensure** that the contractual arrangements with the Council's contractors are organised on an acceptable basis.
- To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.
- To be **responsible** for the Health, Safety, and Welfare of persons affected by the Council's undertakings.
- To **approve** details of Council events
- To **act** as the representative of the Council as required.
- To be **responsible** for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council.

¹ The responsibilities delegated by Council to the Proper Officer are as defined in Standing Order 15b.

3.2. Responsible Financial Officer

Scheme of Delegation

- To **act** as the Council's Responsible Financial Officer as defined by the Local Government Act 1972 in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.
- To **make orders, incur expenditure and process payments** within authorised budgets.
- To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.
- To **act** as the representative of the Council as required.
- To be **responsible** for preparing financial forecasts for the Council and making recommendations to the Council regarding the required precept in the following year.
- To be **responsible** for assisting the Council to secure economy, efficiency and effectiveness in the use of resources.
- To **ensure** that the Council has a sound system of internal control and management of risks.
- To **ensure** that financial control systems are observed, and that the Council's accounting records are kept up to date.
- To be **responsible** for all matters relating to internal or external audits.

4. Civic

4.1. Mayor of Peacehaven

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the Council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Chair of Council guides activities by managing the meetings of the council, ensuring that all councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Chair of Council when chairing a meeting.

Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.

The Mayor is the public face of the Council and may be invited to official functions, where they must represent views of the Council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the Council's objectives in the local community. In turn, the people of Peacehaven will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town and to represent them in the wider Community.

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1559
Meeting date:	12 th May 2026	Authors:	Town Clerk
Subject:	Members Allowance		
Purpose:	To agree		

Recommendation(s):

To agree the members allowance for 2026-27 as £500.

1. Background

The Local Authorities (Members Allowances) (England) Regulations 2003 allows Town & Parish Councils to pay an allowance to elected members. When setting the allowance, the Town Council should take into consideration the guidance of the remuneration panel when setting this.

Council last reviewed the members allowance in October 2024, and subsequently budgeted £500 per member per year for the members allowance. This now needs to be ratified ready for this years payments.

Councillors do not have to accept the allowance and can forgo all, or part, of the allowance by informing the RFO.

2. Options for Council

- a. To agree the members basic allowance of £500 for 2025-26, as per the budget.

3. Reason for recommendation

In line with required procedure.

4. Expected benefits

Helping to make being a Councillor accessible to everyone.

5. Implications

5.1 Legal	The Local Authorities (Members Allowances) (England) Regulations 2003
5.2 Risks	Public perception of precept increase to cover cost. Ensuring that councillors are not out of pocket carrying out their roles
5.3 Financial	£8500 per year.
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	In line with publication scheme.
5.12 Equality & Diversity	Allowance available to all elected members.

6. Values & priorities alignment

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

<p>6.7 Which business plan item(s) does the recommendation relate to? Efficiency and sustainability of Town Council resources</p>

7. Appendices



Peacehaven Town Council

Peacehaven Town Council - Complaints Procedure

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (December 2018) for local councils. This policy is based on that guidance.

2. Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a Councillor's failure to comply with the Code of Conduct must be submitted to the District Council Monitoring Officer.
Employee conduct	Dealt with by internal disciplinary procedure

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the Council's action or lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council. The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 In the first instance it is generally in the interests of the complainant and the Council to try to resolve the matter informally through the normal channels of communication. This code of practice is designed for those complaints that cannot be satisfied by less formal measures. Appendix 1 details the process that all complaints should follow (other than those specifically mentioned under 2.1) and what those informal steps should be.

3. The code of practice

3.1 The aims of the code of practice are:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply:
 - i. That every person whose civil rights are affected, must have a reasonable notice of the case they have to meet.
 - ii. That they must have reasonable opportunity of being heard in their defence.
 - iii. That the hearing must be by an impartial tribunal.
 - iv. That the authority must act in good faith and not arbitrarily.
 - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

4. Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within ten (10) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant will be asked if they want the complaint to be treated confidentially. If the complainant waives confidentiality, the Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 4.5 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.6 Within ten (10) working days, if thought necessary, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.
- 4.7 The meeting will be arranged within ten (10) working days of the invitation letter.
- 4.8 Within five (5) working days of the meeting the complainant shall provide the Clerk/Chair of Council with any new information or other evidence relevant to the complaint and the Clerk/ Chair shall provide the complainant with new information or evidence relevant to the complaint.

5. At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The Complaints Panel will appoint a Chairman from one of its members.
- 5.3 The panel chairman to introduce everyone and explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.
- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of having a final word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Chair of the panel and the complainant will have the opportunity of summarising their respective positions.
- 5.10 The Chair will inform the complainant that they will receive the decision and the panel's reasons, in writing, within five (5) working days of the complaints meeting (hearing).

6. After the meeting

- 6.1 Decision confirmed in writing within five (5) working days giving reasons for the decision, together with details of any action to be taken by the Council if appropriate. If the complainant is not happy with the decision they should be informed they have the right to appeal the decision in writing within ten (10) working days of the date of the decision letter.

7. Appeal Process

- 7.1 An appeal will be heard by an Appeal Panel consisting of three (3) appointed Councillors who have not been involved in the case. The appeal panel will appoint a Chairman from one of its members.
- 7.2 Generally, within a reasonable period of time, e.g., five (5) working days of receipt of a written appeal, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.

8. Appeal Meeting

- 8.1 The Chair of the panel will introduce everyone and explain how the meeting will proceed.
- 8.2 The complainant (or representative) will outline the grounds for appealing against the decision of the Complaints Panel.
- 8.3 Panel members may ask questions of the complainant.
- 8.4 The Chairman will inform the complainant that they will receive the decision and the panel's reasons, in writing, within five (5) working days of the appeal meeting.
- 8.5 The Appeal Panel may decide to uphold the decision of the Complaints Panel or substitute its own decision.
- 8.6 The decision of the Appeal Panel is final.

APPENDIX 1: INITIAL STEPS FOR MANAGING A COMPLAINT AGAINST COUNCIL





Peacehaven Town Council

Peacehaven Town Council – Data Protection Policy

1. Introduction

2. Scope

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Appendix 1 – Subject Access Request Procedure

1. Introduction

Peacehaven Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.

2. Scope

This Data Protection Policy applies to all Council employees, Councillors, volunteers, and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

3. Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

4. Data Protection Legislation

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

4.1 Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

4.1.1. Lawfulness, Fairness & Transparency – processed lawfully, fairly and in a transparent manner in relation to the data subject.

4.1.2. Purpose – Collected for specified, explicit and legitimate purposes and not further pro-cessed in a manner that is incompatible with those purposes.

4.1.3. Data Minimisation – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4.1.4. Accuracy – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

4.1.5. Storage Limitation – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

4.1.6. Integrity and Confidentiality – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up as specified with the Council's contract with Northstar IT, including on and offsite back-ups.

4.2 Lawfulness of Processing

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

4.2.1. Consent

i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.

ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

4.2.2. Legitimate interests

i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.

ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.

4.2.3. Contractual necessity

Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

4.2.4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

4.2.5. Vital Interests

Personal data may be processed to protect the 'vital interests' of the data subject e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

4.2.6. Public Interest

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.3 Individual Rights

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below:

4.3.1. Right to access personal data the Council holds on you – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.

4.3.2. Right to correct and update the personal data the Council holds on you – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.

4.3.3. Right to have your personal data erased – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.

4.3.4. Right to object to processing of your personal data or to restrict it to certain purposes only – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.

4.3.5. Right to data portability (personal data transferred from one data controller to another) – You have the right to request that the Council transfer some of your data to another controller.

4.3.6. Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained – You can withdraw your consent easily by telephone, email or by post.

4.3.7. Right to lodge a complaint with the Information Commissioner's Office – You can contact the Information Commissioner's Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a 'Subject Access Request') or any similar requests as above is set out as an addendum to this policy.

5. Roles & Responsibilities

5.1. Data Protection Officer

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

The Council does however have an internally appointed Data Protection Officer, the Proper Officer, who is responsible for the following tasks:

5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person's obligations under the legislation.

5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.

5.1.3. Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.

5.1.4. Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

5.1 Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

5.2 All Staff & Councillors

All staff and councillors will ensure that:

5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.

5.3.2. The rights of data subjects are respected at all times.

5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.

5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.

5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.

5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.

5.3.7. Personal information is recorded accurately and is kept up to date.

5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.

5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.

5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

5.4. Contractors and Employment Agencies

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

5.5. Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

6. Data Protection Legislation

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

7. Information Requests

7.1. Personal Data

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally.

The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

7.2. Non-Personal Data

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at www.peacehaventowncouncil.gov.uk and individuals are encouraged to first look on the website for the information they seek.

8. Complaints

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.

APPENDIX 1: Subject Access Request Procedure

1. What is a Subject Access Request?

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

2. How do I submit a SAR?

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as 'subject access' or 'data protection legislation'.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to townclerk@peacehaventowncouncil.gov.uk, requests may however also be submitted via the Council's website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the 'data subject')
- b. The information/data you are requesting (the 'personal data')
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc.

3. What process will the Council follow to respond?

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject's personal data that is being re-requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are request-ing? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.
- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.
- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data can-not be filtered, the

Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

Responding to a SAR

h. Respond to a SAR within one month after receipt of the request:

(i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month

(ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.

i. Where possible, the Council will include the following in its response:

(i) The purpose for processing this data;

(ii) The categories of personal data concerned;

(iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed;

(iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;

(v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;

(vi) The right to lodge a complaint with the Information Commissioner's Office;

(vii) If the data has not been collected from the data subject, the source of such data;

j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.

k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.

l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.

m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.

n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

4. How will I receive the information?

Wherever possible, the Council will provide the information in the requested format.

The Council may decline to supply information via the requested format if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

5. Will there be a cost?

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

6. Can the Council refuse to comply with a request?

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

7. What data is exempt from a SAR?

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

8. What if I am unhappy with the response received?

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>.



Peacehaven Town Council

Health & Safety policy statement

The Health & Safety Policy of Peacehaven Town Council is to:

- Ensure that its staff and employees are trained and fully conversant with regard to the appropriate health and safety legislation and the Council's own Health & Safety Policies and Procedures.
- Take all appropriate measures to safeguard the health and safety of members of the public that frequent the Council's premises.
- Ensure that any work undertaken by the Council's own staff and employees when carried out within the designated boundaries of Peacehaven is performed safely and members of the public are protected at all times when this work is executed.
- Ensure that when Contractors and Subcontractors are employed to carry out work for the Council that Section 3 of the Health & Safety at Work etc Act 1974 is adhered to, to ensure the protection of employees and members of the public and that the work is carried out safely.
- Every employee of the Council and elected Councillors must co-operate to enable all statutory duties be complied with. Each individual has a legal obligation to take reasonable care to their own health and safety when on Council premises or acting on behalf of the Council and for the safety of other people who may be affected by their acts or omissions.
- Ensure that health and safety within the remit of the Council is taken to the highest standard to ensure that it provides a safe service to the public, staff, and employees within the boundaries of Peacehaven.

Signed:

George Dyson, Town Clerk

Signed:

, Chair of Council

Date:

Date:

Responsibilities for Health & Safety

- 1.1. The Town Clerk has the overall and final responsibility for health and safety.
- 1.2. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to individual line managers, including:
 - The Town Clerk
 - The Meetings and Projects Officer
 - The Parks Officer
 - The Senior Caretaker
- 1.3. To ensure that health and safety standards are maintained and improved, the following People and Committees have responsibility in the following areas:
 - The Policy and Finance Committee are responsible for the regular review and monitoring of all Council policies, including that of health and safety.
 - The Personnel Committee are responsible for consulting with Employees and monitoring any work related ill health.
 - The Information and Bookings Officer is responsible for checking that all hirers complete suitable and sufficient risk assessments for the use of Peacehaven Town Council facilities.
 - Every Committee is responsible for considering the health and safety implications of the resolutions they make.
- 1.4. All Employees must:
 - Co-operate with supervisors and managers on health and safety matters.
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to the appropriate person as detailed above.

Arrangements for Health & Safety

2.1. Risk Assessments and Safe Systems of Work

- Risk assessments shall be completed for all facilities, events, and undertakings by Peacehaven Town Council.
- Safe systems of work will be in place and enforced for any activities identified as high risk.

- Risk assessments shall be reviewed regularly or following any changes to the activity or conditions.
- The significant findings of risks assessments shall be shared with relevant employees and made available to anyone upon request.
- Line managers shall ensure that risk assessments are completed for the undertakings of the staff for whom they are responsible.

2.2. Training

- Employees and sub-contractors shall be given a health and safety induction upon commencement of duties at Peacehaven Town Council.
- Employees will be provided with any personal protective equipment necessary to carry out their duties safely.
- Remote and lone working policies are in place to ensure the health and safety of all employees, whether working from Community House or elsewhere.
- Sufficient employees shall be trained as First Aiders and Fire Marshals.
- Manual Handling Training will be given to any employees whose job roles include any form of manual handling.
- Staff with responsibilities for undertaking risk assessments shall receive suitable training in risk assessing.
- Other appropriate training shall be provided in line with the Council's Training Plan.

2.3. Consultation

- Employees will be consulted on any changes to health and safety that are relevant to their undertakings.
- Line managers will discuss any health and safety concerns or changes with the staff for whom they are responsible on a regular basis.

2.4. Evacuation

- Signage around the building shall show clearly the designated escape routes.
- Emergency lighting ensures that escape routes remain lit in the event of a power failure.
- All escape routes are to be kept clear at all times and regular checks are made to ensure this.
- Evacuation plans are tested at least once annually and updated where necessary.



Peacehaven Town Council

Peacehaven Town Council – Freedom of Information Policy & Model Publication Scheme

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme.
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales.
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale.
- Apply exemptions appropriately and consistently.
- Ensure that any fees charged are calculated appropriately and consistently.

2. How to make a request

2.1 A large amount of information is freely available on the Council's website, which can be found at www.peacehaventowncouncil.gov.uk.

2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to The Clerk, Peacehaven Town Council, Community House, Peacehaven, East Sussex. BN10 8BB.

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named Officer to understand what information you have asked for and be able to tell you where you can find it. If the information

you received is not what you asked for or need, you should contact the Clerk or named Officer to clarify your requirements.

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

4. Charges

4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the Council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

Information available from Peacehaven Town Council under the FOI model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy	Disbursement cost

	Website	
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Responses to consultation papers	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost

Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Web site	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge
Burial grounds and closed churchyards	Available for inspection	Free of charge
Community centres and village halls	Hard copy booking form	Free of charge
Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Web Site E-Distribution to subscribers	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	Disbursement cost



Peacehaven Town Council

Peacehaven Town Council – Social Media & Communications Policy

1. Introduction

- 1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.
- 1.2 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.
- 1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

- 2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.
- 2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

- 3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:
 - Is lawful
 - Is cost effective
 - Is objective
 - Is even-handed
 - Is appropriate
 - Has regard to equality and diversity
 - Is issued with care during periods of heightened sensitivity

4. Official Council press releases

- 4.1 The Council recognises that the use of press releases is a key technique for publicising Council activities, decisions, and achievements.

- 4.2 An official Council press release is made on behalf of the Council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor, or committee Chairman) to draft the press release, but the Town Clerk (or other nominated Officer) will be responsible for checking and subsequently issuing any official Council press release.
- 4.3 All press releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version may be available via the Council's social media platforms, with a link to the full story available.

5. Requests for interview

- 5.1 Any request for an interview with a Councillor or Officer should be referred to the Town Clerk (or other nominated Officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or Officer to be put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.
- 5.3 Where an Officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the Council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (pre-election period), all proactive publicity about candidates is halted.
- 6.2 During the pre-election period, all council publicity shall be managed by the Town Clerk (or other nominated Officer), and any quotes provided in support of press releases will be given by authorised Officers.

7. Social media

- 7.1 The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the Council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

7.2 Peacehaven Town Council will use social media for the following purposes to:

- Communicate key messages and news in a timely way and raise awareness of services provided by Peacehaven Town Council.
- Engage and communicate with our residents, to pass on information and to collect their views, using social media to start a conversation and seek opinions.
- Advertise to specific audiences in a targeted, measurable and cost-effective way.

7.3 Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Town Clerk (or other nominated Officer).

7.4 Where Officers and Councillors use social media in a professional capacity to represent the Council, the Council's corporate identity will be used and not that of any individual Councillor or Officer.

7.5 Officers and Councillors using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

7.6 Peacehaven Town Council employees and Councillors must apply the same safeguards whilst communicating on social media as they would with any other form of communication. These safeguards are as follows:

- Any social media account set up by Peacehaven Town Council should be politically neutral in relation to content and any information which is shared.
- Do not post personal data about an individual who can be identified.
- Do not post anything that could be considered discriminatory, offensive, or illegal.
- If you are in any doubt do not post and speak to your line manager or the Town Clerk for advice.

7.7 To make sure the reputation of Peacehaven Town Council is maintained, it is the expectation that all social media accounts set up on behalf of Peacehaven Town Council will:

- Provide regular and accurate updates / posts to followers.
- Reply to messages and comments as appropriate (within 1 working day).
- Continue to engage and build audiences.
- Use PTC imagery and branding.
- Have a purpose i.e. informs /generates conversation / or call to action and provides added value to PTC or individual services within the organisation.
- Consider the timing and appropriateness of posts in relation to what is going on locally / nationally especially during times of celebration or mourning.

7.8 Negative comments on social media cannot be avoided and should be responded to unless:

- It is a rhetorical question.
- It repeats an earlier post which has already been responded to.
- When responding to negative posts please ensure you only reply once. If comments continue, offer to contact them offline to discuss in more detail.
- If you are concerned about any of your posts then please speak to your line manager or the Town Clerk for advice.

7.9 Peacehaven Town Council is not responsible for the comments posted by others on our social media accounts. We would not wish to restrict freedom of expression and generally we will not hide or remove posts. However, we will balance this approach by reporting (as a breach of The Malicious Communication Act 1988) and / or removing / hiding posts which we consider to be:

- Insulting, threatening or abusive.
- Offensive or of a sexual nature.
- Obscene content.
- Discriminatory (for example: homophobic, racist etc.).
- Illegal or promoting illegal activity.
- Deceptive or intended to deceive.

It is the responsibility of the person managing a social media account to remove any posts which breach the conditions listed above. If you have concerns or questions, then please speak to your line manager or the Town Clerk for advice.

7.10 Peacehaven Town Council will not accept payment for advertising on any of our social media platforms. We believe doing this could undermine the level of trust we want to build with residents on our social media channels.

7.11 Use of photography and video - Using images, videos, and Graphics Interchange Format (GIFs) (subject to copyright) can help tell a story, show personality, create better engagement, and is often more easily accessible than words. Peacehaven Town Council wants to embrace the most effective methods of communication; however we need to ensure this is done with consideration to the necessary permissions. If you are using photography, video or GIFs please ensure you:

- Use original images and obtain the relevant permission of anyone in the image being used.
- Use the option to share GIFs on social media and never copy and paste links.

7.12 Social media in your personal life – Peacehaven Town Council recognises that many employees and Councillors make use of social media in a personal capacity.

- Staff and Councillors must not suggest that they are representing official Council views and should explicitly state that the views posted are their own and not official views.
- Staff and Councillors must not use or display their Peacehaven Town Council corporate email address on their profile pages.
- They must not post any offensive or defamatory comments, or share information either pertaining to the Council, its members or Council staff.
- Any activity where staff and Councillors post defamatory, illegal, or offensive comments that is brought to the attention of the Council or where staff post information about Council related information when not authorised to do so, will be dealt with under disciplinary procedures.
- If your personal social media account is targeted for Peacehaven Town Council business, then please speak to your line manager or the Town Clerk for advice.

8. General guidance for Councillors and Officers

8.1 Councillors and Officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.

- 8.2 Councillors and Officers are expected to abide by their respective Code of Conduct and Handbooks, as well as the Data Protection Act 2018 in all their work on behalf of the Council.
- 8.3 As more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors and Officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of Council policies and will be dealt with through its prescribed procedures (which may also involve a criminal investigation).
- 8.4 Councillors and Officers should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed, if required. Additional information on the appropriate use of email is set out in the Email Policy Statement.
- 8.5 Councillors and Officers should act with integrity at all times when representing or acting on behalf of the Council.
- 8.6 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.
- 8.7 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.8 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

9. Email guidance

9.1 The Policy of Peacehaven Town Council is that emails sent by Officers & Councillors:-

- i. Are factual and to the point.
- ii. Are only copied to other people if absolutely necessary.
- iii. Are not used for matters that should be dealt with at Council or Committee meetings.
- iv. Are not used as technical or general discussions, which should be face-to-face.
- v. Are not used to complain or make a general point, instead of face-to-face resolution.
- vi. Are not used to overtly or subversively criticise, bully or intimidate another person.

9.2 Experience dictates that people tend to say things in an email that they would not say to a person's face and, even if you think that the wording of an email is fine, it can easily be misinterpreted by its recipient(s). Tone, body language, and other non-verbal cues are not conveyed in an email, so it is important to be careful when trying to include humour, emphasis, or slang, as no matter how innocent the intention, the receiver may read this differently – it is best to keep emails concise and to the point and avoid any unnecessary expansion.

9.3 Be careful and thoughtful with your emails.

9.4 If in doubt about whether an email should be sent, do not send it and seek advice.



Peacehaven Town Council

Peacehaven Town Council – Statement of intent as to community engagement

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies.
- Those who use the services provided by the council, whether residents or not.
- Non-residents working in the town.
- Visitors, whether tourists or those using the town's facilities and shops.
- Voluntary groups including church and youth organisations.
- Schools and other educational establishments.
- Other statutory bodies providing services within the council area.

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community.
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors.
- A monthly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.



Peacehaven Town Council

Planning Committee – Code of Good Practice

Introduction

This Planning Committee Code of Good Practice has been produced to provide practical advice relevant to the consideration of local planning applications. It is specific to Planning Committee's responses to Lewes District Council in its advisory role as a statutory consultee on planning applications. [See also [PTC Standing Orders](#), [PTC Members Code of Conduct](#) and [Planning Committee Terms of Reference](#).]

The Town Council has a statutory right to be consulted on planning matters and Lewes District Council (LDC) invites the Town Council to comment on relevant planning applications (which includes those on sites just across the PTC boundary, for example in Telscombe Cliffs and South Downs National Park). 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. They should be encouraged to also participate in the Planning Authority's (ie LDC's) public engagement methods and make direct representations since PTC does not forward their views to LDC.

Members are always bound by the commitment to uphold the PTC Members Code of Conduct whenever contributing to the decision-making of the Council or of the Planning Committee. In particular, Councillors should never meet or discuss planning applications with an Applicant (or potential applicant/developer) without a second councillor being present. A report of any such meeting or discussion should be sent to the Town Clerk or Committee Officer).

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 on responses can be made only in the Planning Committee.

Expectation of Councillors on the Planning & Highways Committee

Members of the Planning 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 after advice from the Town Clerk or Committee Officer). Entry onto private property without permission could be viewed as trespassing.

Should an individual applicant - or resident affected by an application - invite a member of the Planning Committee onto their property, consideration must be given to personal safety, public perception, openness, and transparency. Ideally, advice should be sought from the Town Clerk (or Committee Officer) and at least one other Committee member should attend. In the event of an impromptu interaction with

either an applicant or other resident affected by an application, the Town Clerk (or Committee Officer) should be informed after the event

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 three clear days prior to a Planning Committee meeting, to be circulated to all Planning Committee members, although this is not necessary.

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 PTC 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 Committee’s consultative role in contributing to LDC’s decision making process on planning applications; this will promote a greater understanding of the planning process.

Members will 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 Chair and Vice Chair 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 on-line
2. Attending Planning Committee meetings, all of which are held in public. Advance notice of Town Council Planning 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

However, local residents must also make direct contact with the relevant Planning Authority and submit comments in writing if they wish the decision-making body (Lewes DC) to take their views into account.

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.

No councillor should have meetings or discussions with developers alone or without informing the Town Clerk (or Committee Officer) in advance and reporting the discussion afterwards.

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 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 has been given delegated responsibility for supporting/objectioning to/deciding not to comment on 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 be done only by a District Councillor of the ward the application is in. **This has to be done within two 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 LDC Officers, in consultation with the relevant LDC Cabinet Member if necessary.

In reaching its decisions, the Planning Committee must take into account **only 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
- Within (or outside) the Settlement Boundary
- Impact on the South Downs National Park's dark skies and tranquillity

They can also include: -

- Backland (Back garden) development - building another property within the confines of the existing one or large extension to property which could be a material consideration if it results in overlooking, loss of 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/cycle parking facilities - provision for pedestrians, wheelchairs and prams
- Increase of traffic & congestion
- Noise, disturbance and smell generated from development once complete
- Exacerbating 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 or close to the site and whether local drainage needs to be improved - sometimes there is a 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 for other residents
- devaluation of property
- business competition
- damage to property
- consent required under other legislation (such as building regulations), although these can be alerted
- boundary disputes, rights of access (as opposed to availability of highways), 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*'.

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 V3 Adopted:

To be reviewed by May 2028

(Issue V2 Adopted: 1st November 2022)



Peacehaven Town Council

Biodiversity Policy

Contents

1. Background
2. Definitions
3. Aims and objectives
4. Actions
 - i. Planning applications
 - ii. Land and property management
 - iii. Local community
 - iv. Partners
5. Monitoring

Appendix 1: Action Plan

1. BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Peacehaven Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town councils can spend funds in conserving biodiversity.

2. DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Peacehaven area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

4. ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of

its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, composting, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).

- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider in general how it may become more involved in implementing the strategies' recommendations.

5. MONITORING

This policy was originally adopted on **10th December 2024** (Minute reference **C1309b(iv)**) and will be reviewed each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress. The policy was adopted again at the Annual Council Meeting on 20th May 2025, and will next be reviewed at the 2026 Annual Council Meeting.

Appendix 1: Action Plan

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation grounds	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		
Common / other open spaces	<p>Maintain and follow a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	

<p>Increase community awareness of biodiversity</p>	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the town.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the eNews.</p> <p>Have a page on the town council website for photographs / information / links</p> <p>Discourage light pollution.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Protect nocturnal animals.</p>	<p>Ongoing</p>	
<p>Support Community Projects</p>	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

George Dyson
Town Clerk

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



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

Committee membership

Full Council	Membership	17 members
Chair	Vice-Chair	
Members	Cllr Alexander, Cllr Campbell, Cllr Cheta, Cllr Davies, Cllr Donovan, Cllr Fabry, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Harman, Cllr Hart, Cllr Mills, Cllr Studd, Cllr Wood, Cllr Sharkey, Cllr Rosser, Cllr Veck.	

Community Engagement Committee	Membership	9 members
Chair	Vice-Chair	
Members		
Ex-officio		

Environment & Sustainability Committee	Membership	9 members
Chair	Vice-Chair	
Members		
Ex-officio		

Leisure & Amenities Committee	Membership	9 members
Chair	Vice-Chair	
Members		
Ex-officio		

Personnel Committee	Membership	9 members
Chair	Vice-Chair	
Members		

Planning Committee		Membership	9 members
Chair		Vice-Chair	
Members			
Ex-officio			

Policy & Finance Committee		Membership	9 members
Chair		Vice-Chair	
Members			

Grants Sub-Committee		Parent	Policy & Finance Committee
Chair		Vice-Chair	
Members			

Updated:

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Outside Body Representatives

Lewes District Citizens Advice

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	

Royal British Legion

Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	

The House Project

Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	

Sustrans	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	

Havens Hub & Community Cars	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	

Peacehaven Schools	
Purpose:	Schools in the Peacehaven Town area.
Representatives:	

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	

Friends of Peacehaven & Telscombe Library	
Purpose:	A residents' group dedicated to protecting the services provided to Peacehaven and Telscombe by the Peacehaven Library
Representatives:	

Allotment Councillor Liaisons	
Purpose:	Councillors to act as liaisons between the Council and Allotment tenants.
Representatives:	

Updated:

Land & Building	4,231,341.00
Street Furniture	137,807.00
Community House	187,010.99
Grounds Team	189,539.87
Parks	304,887.00
total	5,050,585.86

Explanation of Variances
Previous Year £5,030,950

Muga Court Refurn and valuation of £175,000
Signs & Bike Racks £3,907
Numatic Scrubber £2,100
Ride on Mower & Trailer £26,797

Asset Number	Item	Serial number	Item Type	Model	Location	Purchase Price	Acquired Date	Target Replacement Date	Photo
						4,231,341.00			
	Epinay Park	ESX 60704	Land		BN10 8DW	1.00	1981		
	Firle Road West Play Area	ESX 67202	Land		BN10 8EQ	1.00	2005		
	Mitcheldean	ESX 291299	Land		BN10 8EF	1.00	2005		
	Foxhill, Abbey Close	ESX 46829	Land		BN10 8SE	1.00	1989		
	Howard Park	ESX 296811	Land		BN10 8HW	1.00	2006		
	Crocks Dean / Coney Furlong	ESX 111461	Land		BN10 8JD	1.00	1985		
	Community House	ESX 263030	Land		BN10 8BB	1,977,723.00			
	Shepherds Down	ESX 12893	Land		BN10 8DA	1.00	1981		
	The Dell	ESX 83712	Land		BN10 8JD	1.00	1983		
	The Dell	ESX 69246	Land		BN10 8JD	5,190.00	1996		
	The Oval	ESX 28492	Land		BN10 8SJ	1.00	1978		
	Sports Park & Big Park	ESX 145121	Land		BN10 8RJ	710,226.00			
	Sports Park & Big Park	ESX 32253	Land		BN10 8RJ	1.00			
	The Café	ESX 361750	Land		BN10 8RJ	239,935.00			
	The Hub	ESX 361750	Land		BN10 8RJ	875,305.00			
	Cliff Top Land George V Memorial	ESX 320481	Land		BN10 8LN	20,698.00			
	Greenwich Way	ESX 160687	Land		BN10 8RB	1.00			
	Keymer Avenue	ESX 273853	Land		BN10 8EX	1.00			
	Flint Way	ESX 381213	Land		BN10 8GN	1.00			
	War Memorial		Structure			23,994.00			
	Obelisk		Structure			36,898.00			
	Adult Fresh Air Gym					23,185.00			
	Archeological Items					2,318.00			
	Skate Park					231,854.00			
	Cornwall Avenue Allotments	BN10 8SE				1.00			
	Container next to Gateway Café	BN10 8RJ				4,000.00			
	Changing Places Facility	Big Park				80,000.00	2022		
	MUGA Court	Big Park	Land		BN10 8RJ	1.00	Dec-25	Upgraded	

137,807.00

Asset Number	Item	Category	Manufacturer	Model	Location	Purchase Price
	Bench	PTC			CAVEL AVE	600.00
	Bench	PTC			EDITH AVE	600.00
	Bench	PTC			HORSHAM AVE	600.00
	Bench	PTC			BRAMBER AVE	600.00
	Bench	Memorial			STEYNING AVE	600.00
	Bench	PTC			VICTORIA AVE	600.00
	Bench	Memorial			BOLNEY AVENUE	600.00
	Bench	TBC			BOLNEY AVENUE	600.00
	Bench	PTC			CAPEL AVENUE	600.00
	Bench	Memorial			CAPEL AVENUE	600.00
	Bench	PTC			SLINDON AVNUE	600.00
	Bench	PTC			GLADYS AVENUE	600.00
	Bench	PTC			FRIARS AVENUE	600.00
	Bench	Memorial			CORNWALL AVENUE	600.00
	Bench	Memorial			SLINDON AVNUE	600.00
	Bench	PTC			DOROTHY AVENUE	600.00
	Bench	PTC			VICTORIA AVE	600.00
	Bench	TBC			EVANGELISTIC CHURCH	600.00
	Bench	Memorial			GLADYS AVENUE	600.00
	Bus Stop				SOUTH COAST ROAD	10,000.00
	Bus Stop				SOUTH COAST ROAD	10,000.00
	Bus Stop				SOUTH COAST ROAD	10,000.00
	Bus Stop				SUTTON AVENUE	10,000.00
	Bus Stop				RODERICK AVENUE	10,000.00
	Bus Stop				PELHAM RISE	10,000.00
	Bus Stop				PELHAM RISE	10,000.00
	Bus Stop				PELHAM RISE	10,000.00
	Bus Stop				PELHAM RISE	10,000.00
	Bus Stop				TELSCOMBE ROAD	10,000.00
	Bus Stop				GLYNN ROAD	10,000.00
	Noticeboards				COMMUNITY HOUSE	1,000.00
	Noticeboards				ALLOTMENTS	1,000.00
	Noticeboards				DELL EAST	1,000.00
	Noticeboards				DELL WEST	1,000.00
	Noticeboards				ASHINGTON GARDENS	1,000.00
	Noticeboards				COLLINGWOOD CLOSE	1,000.00
	Noticeboards				TELSCOMBE ROAD	1,000.00
	Noticeboards				GLADYS AVENUE	1,000.00
	Noticeboards				GATEWAY CAFÉ	1,000.00
	Noticeboards				THE ANNEXE	1,000.00
	Noticeboards				SOUTH COAST ROAD	1,000.00
	Sign				BIG PARK ENTRANCE	1,500.00
	Various H&S Signs				ALL	2,000.00
	Bike Racks				THE DELL	814.00

Monument Sign

MONUMENT

1,093.00

Acquired Date	Target Replacement Date	Photo
--------------------------	--	--------------

2015
2016
2019
1995
2000
2004

1991
1996
1997
2023

07/02/2025
Aug-25
Oct-25

Nov-25

£187,010.99

Asset Number	Item	Category	Manufacturer	Model	Location	Purchase Price	Acquired Date	Target Replacement Date	Photo
00001	Server	IT Equipment	Fujitsu	TX2550M7	Community House - Server Room	£7,829.00	04/12/2023	04/12/2031	#VALUE!
00002	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Information Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00003	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Information Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00004	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00005	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00006	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00007	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00008	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Back Office	£599.00	01/03/2020	01/03/2025	#VALUE!
00009	Computer	IT Equipment	Fujitsu	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	Community House - Caretakers Pod	£599.00	01/03/2020	01/03/2025	#VALUE!
00010	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020	05/11/2025	#VALUE!
00011	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020	05/11/2025	#VALUE!
00012	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020	05/11/2025	#VALUE!
00013	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020	05/11/2025	#VALUE!
00014	Laptop	IT Equipment	Dell	Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	Allocated to Staff	£699.00	05/11/2020	05/11/2025	#VALUE!
00015	Laptop	IT Equipment	Toshiba Dynabook	Intel®Core™ i7-10710U CPU @ 1.10GHz	Allocated to Staff	£839.00	05/11/2020	05/11/2023	#VALUE!
00016	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00			#VALUE!
00017	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00			#VALUE!
00018	monitor	IT Equipment	BenQ	ET-0027	Office	£120.00			#VALUE!
00019	monitor	IT Equipment	Iiyama	PL282HS	Office	£120.00			#VALUE!
00020	monitor	IT Equipment	BenQ	GL2450-T	Office	£120.00			#VALUE!
00021	monitor	IT Equipment	Iiyama	PL2783H	Office	£120.00			#VALUE!
00022	monitor	IT Equipment	Fujitsu	E19-5	Information Office	£120.00			#VALUE!
00023	monitor	IT Equipment	Iiyama	PL2483H	Information Office	£120.00			#VALUE!
00024	monitor	IT Equipment	Iiyama	PL2483H	Information Office	£120.00			#VALUE!
00025	Till	Office Equipment	Casio	TE-100	Information Office	£400.00			#VALUE!
00026	Safe	Office Equipment	Phoenix Safe Co.	Fire Chief 1600	Office	£2,500.00	Pre 2004		#VALUE!
00027	Desk	Office Equipment			Information Office	£300.00			#VALUE!
00028	Desk	Office Equipment			Information Office	£300.00			#VALUE!
00029	Desk	Office Equipment			Information Office	£300.00			#VALUE!
00030	Desk	Office Equipment			Information Office	£300.00			#VALUE!

00031	Desk	Office Equipment			Office	£300.00	#VALUE!
00032	Desk	Office Equipment			Office	£300.00	#VALUE!
00033	Desk	Office Equipment			Office	£300.00	#VALUE!
00034	Desk	Office Equipment			Office	£300.00	#VALUE!
00035	Desk	Office Equipment			Office	£300.00	#VALUE!
00036	Desk	Office Equipment			Office	£300.00	#VALUE!
00037	Printer	IT Equipment	Brother	DCP-L8910CDW	Office	£369.00	#VALUE!
00038	Office Cupboard	Storage			Office	£300.00	#VALUE!
00039	Office Cupboard	Storage			Office	£300.00	#VALUE!
00040	Office Cupboard	Storage			Office	£300.00	#VALUE!
00041	Filing Cabinet	Storage			Office	£300.00	#VALUE!
00042	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00043	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00044	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00045	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00046	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00047	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00048	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00049	Drawers Under Desk	Storage			Office	£130.00	#VALUE!
00050	Drawers Under Desk	Storage			Information Office	£130.00	#VALUE!
00051	Drawers Under Desk	Storage			Information Office	£130.00	#VALUE!
00052	Drawers Under Desk	Storage			Information Office	£130.00	#VALUE!
00053	Drawers Under Desk	Storage			Information Office	£130.00	#VALUE!
00054	Cabinet	Storage			Information Office	£300.00	#VALUE!
00055	Cabinet	Storage			Information Office	£300.00	#VALUE!
00056	Um	Kitchen Equipment	Cygnat	30-L	Information Office	£101.00	#VALUE!
00057	Cupboard	Storage			Office	£350.00	#VALUE!
00058	Laptop	IT Equipment	Fujitsu	526391	Anzac Room	£700.00	#VALUE!
00059	Screen	IT Equipment	Samsung	UE70A	Foyer	£800.00	#VALUE!
00060	Screen Stand	IT Equipment	Peerless	01	Foyer	£250.00	#VALUE!
00061	Shelving Unit	Storage			Information Office	£300.00	#VALUE!
00062	Fridge	Food	LG	GR-3595Q	Information Office Cupboard	£300.00	#VALUE!

00063	Shelving Unit	Storage		Information Office Cupboard	£300.00	#VALUE!
00064	Chair	Office Furniture	Black and Chrome	Information Office	£120.00	#VALUE!
00065	Chair	Office Furniture	Grey and Black	Information Office	£120.00	#VALUE!
00066	Chair	Office Furniture	Blue Fabric, Black Plastic	Information Office	£120.00	#VALUE!
00067	Chair	Office Furniture	Grey Fabric, Black plastic	Office	£120.00	#VALUE!
00068	Chair	Office Furniture	Black	Office	£120.00	#VALUE!
00069	Chair	Office Furniture	Grey	Office	£120.00	#VALUE!
00070	Chair	Office Furniture	Grey	Office	£120.00	#VALUE!
00071	Chair	Office Furniture	Purple	Office	£120.00	#VALUE!
00072	Chair	Office Furniture	Purple	Office	£120.00	#VALUE!
00073	Chair	Office Furniture	Purple	Office	£120.00	#VALUE!
00074	Chair	Office Furniture	Blue Fabric, Black Plastic	Office	£120.00	#VALUE!
00075	Cabinet	Storage		Office	£300.00	#VALUE!
00076	Aircon	Toshiba Aircon	Toshiba	Main Office	£4,000.00	
00077	Aircon	Toshiba Aircon	Toshiba	Front Office	£4,000.00	
00078	Aircon	Toshiba Aircon	Toshiba	Anzac Room	£4,000.00	
00079	Chairman Board	Office Furniture		Anzac Room	£1,000.00	
00080	Mayors Board	Office Furniture		Anzac Room	£1,000.00	
00081	Mayors Board	Office Furniture		Anzac Room	£1,000.00	
00082	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00083	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00084	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00085	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00086	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00087	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00088	Go Pak Table	Office Furniture	Go Pak - 6ft	Anzac Room	£130.00	
00089	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	
00090	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	
00091	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	
00092	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	
00093	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	
00094	Go Pak Table	Office Furniture	Go Pak 3ft	Anzac Room	£100.00	

00095	Go Pak Table	Office Furniture	Go Pak 3ft		Anzac Room	£100.00
00096	Clavinola			Yamaha	Anzac Cupboard	£1,000.00
00097	Behringer Mixer	Model No 2442FX			Anzac Cupboard	£277.00
00098	Tuga YTB Microphone system + 8 Mics	Tuga YTB			Anzac Cupboard	£289.99
00099	Standard Compact Disc Player	PNC615	Denon		Anzac Cupboard	£100.00
00100	Amp	AM112		RCP	Anzac Cupboard	£400.00
00101	Burgess Table 4ft				Anzac Room	£160.00
00102	Burgess Table 4ft				Anzac Room	£160.00
00103	Burgess Table 4ft				Anzac Room	£160.00
00104	Burgess Table 4ft				Anzac Room	£160.00
00105	Burgess Table 4ft				Anzac Room	£160.00
00106	Burgess Table 4ft				Anzac Room	£160.00
00107	Burgess Table 4ft				Anzac Room	£160.00
00108	Burgess Table 4ft				Anzac Room	£160.00
00109	Burgess Table 4ft				Anzac Room	£160.00
00110	Burgess Table 4ft				Anzac Room	£160.00
00111	Burgess Table 4ft				Anzac Room	£160.00
00112	Burgess Table 4ft				Anzac Room	£160.00
00113	Chair Trolley				Anzac Room	£100.00
00114	12 Way old Mic System				Anzac Cupboard	£500.00
00115	Large Filing Cupboard				POD	£400.00
00116	Under Desk Drawers				POD	£130.00
00117	Under Desk Drawers				POD	£130.00
00118	Under Desk Drawers				POD	£130.00
00119	Electrical Cable Cupboard				POD	£200.00
00120	Chair			Blue Chair	POD	£100.00
00121	Black Chair				POD	£100.00
00122	Key Cupboard				POD	£100.00
00123	PAT Test Equipment				POD / Andys Cupboard	£320.00
00124	Dishwasher				Anzac Kitchen	£416.00
00126	Under Counter Fridge			Electrolux	Anzac Kitchen	£200.00
00123	Yellow Bin			Rubbermaid	Anzac Kitchen	£220.00

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00129	Hoover			Cossh Cupboard in Hallway	£150.00
00130	Double Cupboard			Copper Room	£400.00
00131	Marquee			Copper Room	£4,000.00
00132	Under Counter Cupboard			Copper Room	£200.00
00133	Go Pak Table	Office Furniture	Go Pak - 6ft	Copper Room	£130.00
00134	Go Pak Table	Office Furniture	Go Pak - 6ft	Copper Room	£130.00
00135	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00136	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00137	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00138	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00139	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00140	Go Pak Table	Office Furniture	Go Pak - 3ft	Charles Neville	£100.00
00141	Go Pak Table	Office Furniture	Go Pak - 6ft	Charles Neville	£130.00
00142	Go Pak Table	Office Furniture	Go Pak - 6ft	Charles Neville	£130.00
00143	Steriliser		Nelson Wash	Main Kitchen	£1,600.00
00144	Tall Fridge		Gram	Main Kitchen	£150.00
00145	Extractor Hood			Main Kitchen	£1,500.00
00146	Oven / Hob		Dominator	Main Kitchen	£1,900.00
00147	Freezer		Fridge Master	Main Kitchen	£120.00
00148	Under Counter Fridge		Gram	Main Kitchen	£100.00
00149	Shutter			Main Kitchen	£1,000.00
00150	Shutter			Main Kitchen	£1,000.00
00151	Yellow Bin	Rubbermaid		Main Kitchen	£220.00
00152	Lincat Boiler	Lincat		Main Kitchen	£600.00
00153	Stainless Steel Triple Cupboard			Main Kitchen	£700.00
00154	Stainless Steel Double Cupboard			Main Kitchen	£600.00
00155	Stainless Steel Double Cupboard			Main Kitchen	£600.00
00156	Double Sink			Main Kitchen	£500.00
00157	Single Stainless Steel Top			Main Kitchen	£500.00
00158	Stainless Steel Shelf X5			Main Kitchen	£500.00
00159	Fly Zapper	Plus Zap		Main Kitchen	£100.00
00160	6ft Ladder	Yellow		Main Kitchen	£250.00

00161	3ft Ladder		Yellow	Main Kitchen	£180.00
00162	8ft Ladder		Yellow	Main Kitchen	£300.00
00163	Metal Cupboard			Andy Cupboard	£300.00
00164	Overhead heater fo door		Dimplex	Andy Cupboard	£300.00
00165	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00166	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00167	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00168	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00169	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00170	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00171	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00172	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00173	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00174	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00175	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00176	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00177	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00178	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00179	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00180	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00181	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00182	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00183	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00184	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00185	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00186	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00187	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00188	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00189	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00190	Go Pak Table	2ft	Go Pak	Main Hall	£100.00
00191	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00192	Go Pak Table	3ft	Go Pak	Main Hall	£100.00

00193	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00194	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00195	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00196	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00197	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00198	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00199	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00200	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00201	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00203	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00204	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00205	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00206	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00207	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00208	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00209	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00210	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00211	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00212	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00213	Go Pak Table	3ft	Go Pak	Main Hall	£100.00
00214	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00215	Go Pak Table	6ft	Go Pak	Main Hall	£130.00
00216	Vonyx Mixer & AMP			Sound Booth	£279.00
00217	Jexter Zero 88 Lighting Control			Sound Booth	£840.00
00218	Sound Craft EMP8 Mixer			Sound Booth	£300.00
00219	False Floor for Anzac			Sound Booth	£2,500.00
00220	Round Table			Sound Booth	£250.00
00221	Chair			Sound Booth	£65.00
00222	Denon Cassette Player			Sound Booth	£150.00
00223	Marantz CD Player			Sound Booth	£350.00
00224	Numark MP103 CD Player			Sound Booth	£200.00
00225	Sound Equipment Case			Sound Booth	£500.00

00226	Shure Wireless Microphone			Sound Booth	£150.00			
00227	Shure Wireless Microphone			Sound Booth	£150.00			
00228	Shure Wireless Microphone			Sound Booth	£150.00			
00229	Makita Cordless Drill			Andy Cupboard	£180.00			
00230	Dewalt Power Plane			Andy Cupboard	£200.00			
00231	Bosch Metal Detector			Andy Cupboard	£300.00			
	Various Stationary Items			Stationary Cupboard (info office)	£1,000.00			
00232	Walkie Talkies X20	Ostazt	BF-88E	Stationary Cupboard (info office)	£200.00			
	Various event items			Karens Cupboard (Opp Charles Nev)	£5,000.00			
00233	Projector				£700.00			
	Vertical Blinds			Copper/Charles/Front&back office / anzac / foyer	£3,000.00			
	Christmas Decs	Various		Main Hall	£3,000.00			
00234	Floor Cleaner			Main Hall	£3,500.00			
00235	Badminton Nets/stand			Main Hall	£1,000.00			
	Theatre seating			Main Hall	£30,000.00			
	Spot Lights & Rails			Main Hall	£17,000.00			
	Stage Curtains			Main Hall	£20,000.00			
00236	Display Screen	Advertising screen	Samsung	Foyer	£1,000.00			
00237	Mini Safe			Back Office	£1,500.00			
	Notebook			Office	£599.00			
	Mayors Chain		2003	Mayor	£6,000.00			
	Youth Mayors Chain			Youth Mayor	£2,000.00			
	Floor Mop	Numatic Scrubber	NCC44NOX	Community House	£2,100.00	01/01/2026		
	Stage Lights			Main Hall	£2,000.00	01/02/2026	01/02/2027	Purchase by Peacehaven Players from a successful CIL bid

Asset Number	Item	Category	Manufacturer	Model	Location	£189,539.87	Acquired Date	Target Replacement Date	Photo
						Purchase Price			
GT002	Mule vehicle	atv	Kawazaki	Mule 600	unit14	£9,000.00	03/05/2015	03/05/2025	
GT004	Tractor Box	tipping tractor box	flemming	HYDSC	unit14	£1,016.00	04/01/2024	04/01/2035	
GT005	Allet cartridge mower	bowling green mower	Allett	C24	unit14	£8,000.00	06/06/2010	06/06/2026	
GT007	spray marking machine	marking out machine	Bowcom	atom	unit14	£450.00	04/08/2016	04/08/2028	
GT009	water bowser	water tank	SCH supplies	270 litre skid mounted	unit14	£850.00	01/01/2001	01/01/2027	
GT010	generator	petrol generators	stephill	7KVA	unit14	£550.00	05/05/1998	05/05/2030	
GT011	battery hedge cutter	hand tools	Husqvana	520i hd 70	unit14	£374.24	16/03/2022	16/03/2027	
GT012	battery blower	hand tools	Husqvana	525i B	unit14	£299.25	17/03/2022	17/03/2027	
GT013	battery blower	hand tools	Husqvana	525i B	unit15	£299.25	17/03/2022	17/03/2027	
GT014	Battery chainsaw	hand tools	Husqvana	535i XP	unit14	£336.75	17/03/2022	17/03/2027	
GT015	Battery long handle hedgecutter	hand tools	Husqvana	520i HE3	unit14	£299.25	12/06/1900	17/03/2027	
GT016	Battery long reach chainsaw	hand tools	Husqvana	530i PT5	unit14	£449.25	17/03/2022	17/03/2027	
GT017	battery pedestrian mower	hand tools	Husqvana	LBS48i	unit14	£749.25	17/03/2022	17/03/2027	
GT018	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022	17/03/2027	
GT019	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022	17/03/2027	
GT020	Battery strimmer	hand tools	Husqvana	520i RX	unit 14	£284.24	17/03/2022	17/03/2027	
GT022	billygoat vacuum	leaf vacuum	billygoat	MV professional	unit 14	free	02/02/2024	02/02/2030	
GT023	cement mixer	Electric cement mixer	essentials	NBB553BEQ	unit 14	£279.99	28/11/2023	28/11/2033	
GT024	greens aerator	aerator	Groundsman industries	460HD	unit 14	£6,000.00	10/10/1997	10/10/2028	
GT025	battery for husqvana tools	battery	Husqvana	Bli 200	unit 14	£164.25	17/03/2022	17/03/2027	
GT026	battery for husqvana tools	battery	Husqvana	Bli 200	unit 14	£164.25	17/03/2022	17/03/2027	
GT027	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022	17/03/2027	
GT028	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022	17/03/2027	
GT029	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022	17/03/2027	
GT030	battery for husqvana tools	battery	Husqvana	BLi300	unit 14	£246.75	17/03/2022	17/03/2027	
GT031	generator	petrol generators	Kohler	3 KVA	unit14	£650.00	06/06/2018	06/06/2035	
GT032	compressor	air compressor	ABAC	200 komp kit	unit14		08/06/2009	08/06/2024	
GT033	3 stage ladder	ladders	youngman		unit14	£300.00	07/08/2012	07/08/2030	

GT034	kango	drills	titan	1700 w	unit14	£150.00	03/05/2023	03/05/2033	
GT035	leisure battery	battery	exipe	marine ER550	unit14	£120.00	05/05/2022	05/05/2025	
GT036	battery for husqvana tools	battery	Husqvana	BLI300	unit 14	£246.75	17/03/2022	17/03/2027	
GT037	battery for husqvana tools	battery	Husqvana	BLI300	unit 14	£246.75	17/03/2022	17/03/2027	
GT038	Battery Charger	battery	Husqvana	QC500	unit 14	£82.49	17/03/2022	17/03/2027	
GT039	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT040	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT041	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT042	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT043	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT044	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT045	Battery Charger	battery	Husqvana	QC501	unit 14	£82.49	17/03/2022	17/03/2027	
GT046	power washer	washer	Karcher	K2	unit 14	£75.00	14/09/2017	14/09/2024	
GT047	impact drill	drills	Makita	DTD156	unit 14	£130.00	12/12/2022	12/12/2026	
GT048	combi drill	drills	Makita	LXT DHP453	unit 14	£140.00	12/12/2022	12/12/2026	
GT049	jigsaw	saws	bosch	GST100 BCE PROFESSIONAL	unit 14	£100.00	03/04/2018	03/04/2028	
GT050	orbit sander	saws	pro	CLM45oros	unit 14	£100.00	04/04/2018	04/04/2028	
GT051	[REDACTED]								
GT052	tractor sliiter	aerator	Sisis	maxislit	unit 14	£6,000.00	18/08/2018	18/08/2028	
GT054	Equipment trailer	trailer	ifor williams	Knott GMBH	unit 14	£2,000.00	04/03/2012	04/03/2030	
GT055	sander	hand tools	ferm	FBS-800	unit 14	£100.00	03/03/2018	03/03/2028	
GT056	[REDACTED]								
GT057	tablet	computer	veidoo	T12	unit 14				
GT058	tablet	computer	samsung	galaxy TabA	unit 14	£350.00	14/06/2020	14/06/2024	
GT059	diesel tank	fuel tank	spillstop	panther s6	unit 14	£1,000.00	20/06/1998	20/06/2035	
GT060	pedestrian fertiliser spreader	spreader	rigby taylor		unit 14	£800.00	04/08/2020	04/08/2028	
GT061	6 sets of tennis free standing posts	goals and sundries	harrod sport			£6,000.00	05/06/2015	05/06/2030	not used currently
GT062	verti cutter cassett	allet C24 attachment	Allett	Allett C24B 24" Powered Brush Cartridge	unit 14	£1,000.00	06/06/2010	06/06/2026	
GT063	scarifier cassett	allet C24 attachment	Allett	Allett C24SC/TT 24" Powered Scarifier Cartridge with Tungsten Tipped Blades	unit 14	£1,000.00	06/06/2010	06/06/2026	

GT064	brush cassett	allet C24 attachment	Allett	Allett C24VC 24" Powered Verticutter Cartridge	unit 14	£1,000.00	06/06/2010	06/06/2026	
GT065	2 x gazebo 6m x6m	gazebo		6 metre by 6 metre	unit 14	£2,000.00	01/01/2021	01/01/2035	
GT066	transit tipper truck	vehicle	ford	tipper HK66 WMJ	unit 14	£18,000.00	06/06/2018	06/06/2028	
GT067	toyota van	vehicle	toyota	proace	unit 14	£40,000.00	12/12/2023	12/12/2027	lease hire
GT068	combi drill marking out	hand tools	makita		unit 14	£120.00	20/04/2018	20/04/2025	
GT069	Wessex RMX 180	tractor implement	Wessex	RMX 180	unit 14	£6,885.00	06/06/2024	06/06/2034	
GT070	Kubota L2-452-DC	Tractor	Kubota	L2-452-DC	unit 14	£32,981.00	19/07/2024	19/07/2034	
	Cramer zero turn Mower	Ride on mower	Cramer	CR7401686	Unit 14	£24,498.00	19/11/2025	19/11/2030	
	Bateson 1325 Trailer	Trailer	Bateson	BA1325TRAI	Unit 14	£2,299.00	19/11/2025	19/11/2030	
	Marking Out Machine				Unit 14	£300.00	05/02/2026		
GT109	Chipper		Eliet	Prof 6 on wheels V2	Unit 14	£9,167.00	06/05/2026	06/05/2031	

Item	Category	Manufacturer	Model	Location	Purchase Price	Acquired Date	Target Replacement Date
Activity Trail		Playsafe Playgrounds		Centenary Park and Skate Area	4,000.00		2024-26
Activity Trail		Playsafe Playgrounds		Centenary Park and Skate Area	4,000.00		2024-26
Balance Beam		Playsafe Playgrounds		Centenary Park and Skate Area	2,500.00		2024-26
Climbing Frame		Playsafe Playgrounds		Centenary Park and Skate Area	15,000.00		2024-26
Climbing Post		Not Identified		Centenary Park and Skate Area	4,000.00		2024-26
Log Climber		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Log Walk		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Log Walk		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Multi Play (Senior)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Playhouse		Playsafe Playgrounds		Centenary Park and Skate Area	3,000.00		2024-26
Toadstools		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Traverse Wall		Playsafe Playgrounds		Centenary Park and Skate Area	3,000.00		2024-26
Benches X		Not Identified		Centenary Park and Skate Area	1,200.00		
Boulders		Not Applicable		Centenary Park and Skate Area	1,500.00		
Litter Bins X4		Woodscaps		Centenary Park and Skate Area	2,400.00		
Willow Feature		Natural Feature		Centenary Park and Skate Area	500.00		
Fencing - Timber		Owner/Operator		Centenary Park and Skate Area	500.00		
Gate - Self Closing		Not Identified		Centenary Park and Skate Area	1,500.00		
Cable Runway		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00		2024-26
Embankment Slide		Playsafe Playgrounds		Centenary Park and Skate Area	10,000.00		2026-31
Free Standing Slide		Playsafe Playgrounds		Centenary Park and Skate Area	10,000.00		2024-26
Musical Instrument - Marimba		Playsafe Playgrounds		Centenary Park and Skate Area	3,500.00		2024-26
Sculpture		Natural Feature		Centenary Park and Skate Area	1,000.00		
Tunnel Mound		Not Identified		Centenary Park and Skate Area	1,000.00		2024-26
See Saw		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00		2024-26
Spinner Bowl		Sutcliffe Play Limited		Centenary Park and Skate Area	5,000.00		2026-31
1 Bay 2 Seat (Cradle)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
1 Bay 2 Seat (Flat)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
1 Bay 2 Seat (Flat)		Playsafe Playgrounds		Centenary Park and Skate Area	2,000.00		2024-26
Basket Swing - Type 1		Not Identified		Centenary Park and Skate Area	5,000.00		2024-26
Cantilever Swing - Type 3		Playsafe Playgrounds		Centenary Park and Skate Area	1,000.00		2024-26
Cheese Wedge		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Concrete Bowl		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Curved Ledge		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Curved Transition Bank		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Curved Transition Bank		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Grind Box		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Grind Box		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Grind Box with Steps		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Grind Box Ledge		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Grind Rail		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Jump Ramp		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Pole Jam		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Ramped Wall		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Roll Ramp		Not Identified		Centenary Park and Skate Area	1.00		2026-31
Activity Trail		Sovereign Leisure		Epiny Park Play Area	1,000.00		2026-31
Multi Play (Junior)		Sovereign Leisure		Epiny Park Play Area	3,000.00		2026-31
Multi Play (Junior)		Playworld Systems (Europe) Ltd		Epiny Park Play Area	5,000.00		2026-31
Multi Play (Junior)		Kompan Ltd		Epiny Park Play Area	5,000.00		2026-31
Bench		Not Identified		Epiny Park Play Area	600.00		
Litter Bin		Glasdon		Epiny Park Play Area	500.00		
Palisade Logs		Owner/Operator		Epiny Park Play Area	2,000.00		
Shelter		Sovereign Leisure		Epiny Park Play Area	2,000.00		
Goalmouth and Basketball Post		Kompan Ltd		Epiny Park Play Area	1,000.00		
Stand up SeeSaw		Kompan Ltd		Epiny Park Play Area	1,000.00		2026-31
Three Way Springer		Kompan Ltd		Epiny Park Play Area	1,000.00		2026-31
Spinner Bowl		Kompan Ltd		Epiny Park Play Area	2,000.00		2026-31
Supernova		Kompan Ltd		Epiny Park Play Area	1,000.00		2026-31
1 Bay 2 Seat (Cradle)		Playworld Systems (Europe) Ltd		Epiny Park Play Area	1,000.00		2026-31
1 Bay 2 Seat (Flat)		Lappset UK Ltd		Epiny Park Play Area	1,000.00		2026-31
Multi Play (Toddler)		Wicksteed Playgrounds		File Road Play Areas	3,000.00		2026-31
Spring Balance Beam		S M P (Playgrounds Ltd)		File Road Play Areas	2,000.00		2026-31
Benches X		Not Identified		File Road Play Areas	1,200.00		
Litter Bin		Earth Anchors		File Road Play Areas	500.00		
Fencing - Timber		Owner/Operator		File Road Play Areas	500.00		
Fencing - Timber		Owner/Operator		File Road Play Areas	500.00		
Gate - Self Closing		Not Identified		File Road Play Areas	1,500.00		
Free Standing Slide		Wicksteed Playgrounds		File Road Play Areas	5,000.00		2026-31
Free Standing Slide		Wicksteed Playgrounds		File Road Play Areas	5,000.00		2026-31
Misc Springer		Playdale Playgrounds Ltd		File Road Play Areas	2,000.00		
Spring Car		Protudic		File Road Play Areas	2,000.00		2026-31
Spring See-Saw		Wicksteed Playgrounds		File Road Play Areas	2,000.00		2026-31
Stand up SeeSaw		Hags		File Road Play Areas	2,000.00		2024-26
Three Way Springer		Sutcliffe Play Limited		File Road Play Areas	2,500.00		2026-31
Cone Climber		Taylapp Ltd		File Road Play Areas	1,000.00		2026-31
Roundabout		Wicksteed Playgrounds		File Road Play Areas	10,481.00	2022	2031
Spinning Pole		Sutcliffe Play Limited		File Road Play Areas	1,000.00		2026-31
1 Bay 2 Seat (Cradle)		Playdale Playgrounds Ltd		File Road Play Areas	1,000.00		2031
2 Bay 4 Seat (Flat)		Playdale Playgrounds Ltd		File Road Play Areas	1,000.00		2031
Basket Swing - Type 1		Not Identified		File Road Play Areas	1,000.00		2024-26
Bench		Not Identified		Meridian Park Outdoor Gym	600.00		
Litter Bin		Owner/Operator		Meridian Park Outdoor Gym	500.00		
Fence - Bow Top		Steelway/Fencecure		Meridian Park Outdoor Gym	1,500.00		
Gate - Self Closing		Steelway/Fencecure		Meridian Park Outdoor Gym	1,500.00		
Air Walker		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	978.00		2024-26
Chest Press		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	2,500.00		2024-26
Cross Trainer		The Great Outdoor Gym Company		Meridian Park Outdoor Gym	1,350.00		2026-31
Cycle		Fresh Air Fitness		Meridian Park Outdoor Gym	1,000.00		2024-26
Lateral Pull Down		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	2,500.00		2024-26
Leg Press		The Great Outdoor Gym Company		Meridian Park Outdoor Gym	1,700.00		2026-31
Parallel Bars		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	1,000.00		2024-26
Pull Up Station		The Great Outdoor Gym Company		Meridian Park Outdoor Gym	1,000.00		2026-31
Rower		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	1,400.00		2031
Skier		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	1,600.00		2024-26
Tai Chi Wheels		S M P (Playgrounds Ltd)		Meridian Park Outdoor Gym	1,200.00		2024-26
Boat		Protudic		The Dell Play Area	2,000.00		2024-26
Sand and Water Play Unit		Protudic		The Dell Play Area	2,000.00		2024-26
Water Play		Protudic		The Dell Play Area	2,000.00		2024-26
Litter Bin		Glasdon		The Dell Play Area	500.00		
Palisade Logs		Not Identified		The Dell Play Area	500.00		
Picnic Table		Marmax Products Ltd		The Dell Play Area	500.00		
Fence - Chainlink		Owner/Operator		The Dell Play Area	500.00		
Fencing - Timber		Owner/Operator		The Dell Play Area	500.00		
Gate		Not Identified		The Dell Play Area	1,500.00		
Boulders		Not Identified		The Dell Play Area	2,000.00		2031
Bouncing Facility		Eurotramp		The Dell Play Area	2,000.00		2024-26
Play Panel		Protudic		The Dell Play Area	2,000.00		2024-26
1 Bay 2 Seat (Cradle)		Protudic		The Dell Play Area	1,000.00		2026-31
1 Bay 2 Seat (Flat)		Protudic		The Dell Play Area	1,000.00		2026-31
1 Bay 2 Seat (Flat)		Protudic		The Dell Play Area	1,000.00		2026-31
Basket Swing - Type 1		Protudic		The Dell Play Area	5,000.00		2026-31
Wheelchair Swing		GL Jones		The Dell Play Area	50,000.00	2016	2026-31
Inclusive roundabout		Hags		The Dell Play Area	7,630.00	Sep-24	2034-37
play panel		Hags		The Dell Play Area	718.00	Sep-24	2034-37
spring sea saw		Hags		The Dell Play Area	951.00	Sep-24	2034-37
combination activity item		Hags		The Dell Play Area	32,365.00	Sep-24	2034-37

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1564
Meeting date:	12 May 2026	Authors:	Responsible Financial Officer
Subject:	Direct Debits & Subscriptions		
Purpose:	To note		

Recommendation(s):

To note Direct Debit commitments and annual/monthly subscriptions

1. Analysis

SUBSCRIPTIONS	
RIALTAS	ANNUAL SUPPORT - BOOKINGS
RIALTAS	ANNUAL SUPPORT - ALLOTMENTS
RIALTAS	ANNUAL SUPPORT / LICENCES
RIALTAS	MTD ANNUAL SUPPORT
ESALC / NALC	ESALC / NALC MEMBERSHIP 25/26
LDALC	LDALC SUBS
CHAMBER	X5 CHAMBER BREAKFASTS
FLIP BOOK	FLIP BOOK SOFTWARE
SLCC	G.DYSON SLCC MEMBERSHIP
ADOBE	ADOBE RENEWAL
CANVA	CANVA ANNUAL SUBS
ENVIRONMENT AGENCY	SUBSISTENCE FOR BOWLS
IOSH	G.DYSON IOSH REGISTRATION
PARISH ONLINE	ANNUAL SUBS
LEWES DC	LOAN CONTRIBUTION THE PROMENADE / ANNUAL PREMISES
CHAMBER	ANNUAL MEMBERSHIP
ICO	ICO registration
LE01	ANNUAL PREMISES LICENCE
HEALTH ASSURED	EMPLOYEE ASSISTANCE PROGRAMME
ESCC	STREETLIGHT MAINTENANCE

DIRECT DEBITS	
CASTLE WATER	WATER SUPPLIES
ENVIRONMENT AGENCY	SUBSISTENCE FOR BOWLS
TOTAL GAS & POWER	GAS SUPPLIES
EDF	ELECTRICITY SUPPLIES
KINTO	VEHICLE LEASE
BT	COMMUNITY HOUSE INTERNET
NORTHSTAR	COMPUTERS
BARCLAYS	BANK CHARGES
TOWER LEASING	HANDSET LEASE
PHS	SANITARY COLLECTIONS
PITNEY BOWES	FRANKING MACHINE POSTAGE
O2	MOBILES
FUEL CARD	FUEL
FOCUS GROUP	HUB INTERNET

2. Options for Council

To note the current Direct Debit and subscriptions

3. Reason for recommendation

To ensure transparency

Implications

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

3. 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?

4. Appendix



Peacehaven Town Council

Risk Management Policy

1. Introduction

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard employees and Councillors, the people it works with and provides services for; and to protect the environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that implements a hierarchy of control; a structured, systematic, and focused approach to managing risk.

2. Objectives

- 2.1 The objectives of the risk management policy are to:
 - Integrate risk management into the culture of the council
 - Manage risk in accordance with best practice and legislative requirements
 - Minimise loss, disruption, injury, and damages
 - Inform policy and operational decisions by identifying risks and their likely impact
 - Raise awareness of the need for risk management

3. Undertaking

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes specified.

General and Financial Risk Assessment

Area	Risk	Level	Controls	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H	Assets are insured through Zurich Municipal unless agreed by Full Council not to insure. As new assets are purchased over £100 in value, they are added to the asset register. The Town Clerk to be responsible, upon the completion of project, to take measures to ensure that it is insured where necessary.	As req'd
		M	All leases and land registration details that are in the Council possession and are kept in the safe.	12
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices locked overnight. All ground team assets are securely stored in a secure unit on the industrial estate. Planned programme of testing electrical and safety equipment in place.	Daily
Assets	Maintenance of buildings etc.	M	Planned ongoing maintenance schedule is worked to. Planned programme of testing electrical and safety equipment in place.	1
		M	Reactive repair allocations included in revenue budget, procurement procedure in place for appointing contractors to undertake works.	1
Finance	Banking.	M	All Council bank accounts are reconciled in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12

Area	Risk	Level	Controls	Frequency months
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves.	1
		H	General Reserves to be at least 50% of the precept. The Council is not quite at 50% yet but are gradually building up to this position.	Annually
		H	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed.	1
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	Finance Officer checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1
		H	All cash from the till at the Information Office is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines.	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card preferred.	1
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all forms of payment transactions including electronic, debit cards and cheques. Two Signatories as appointed by Council required to sign.	Daily

Area	Risk	Level	Controls	Frequency months
		L	Internal Audit 2 times per annum, External Audit annually.	6/12
		L	Audit Reports to be presented to the next available Policy & Finance Committee meeting, all recommendations acted upon as soon as practical and reported back to Policy & Finance Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the Finance Officer, quarterly.	3
		L	VAT reconciled and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		M	Carry out annual Partial Exemption Calculations.	12

Area	Risk	Level	Controls	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The Responsible Financial Officer (RFO) in consultation with Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to Policy & Finance Committee who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Finance Officer and Committees to ensure that spend does not go over budget	1
Finance	Complying with borrowing restrictions.	L	Any loans require Full Council approval after presenting a full business case.	As req'd
Liability	Risk to third party, property, or individuals.	M	Liability insurance in place with Zurich Municipal.	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	A suitably qualified officer routinely undertakes risk assessments of all individual events.	As req'd

Area	Risk	Level	Controls	Frequency months
Liability	Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned.	M	Officers suitably qualified in Safeguarding with a nationally recognised RQF qualification at level 2 or higher.	36 / As req'd
		M	Permissions sought from the Youth Mayor and Deputy Youth Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.	Annually
		M	A Safeguarding Policy adopted, addressing safeguarding arrangements across all of the Town Council's activities.	Annually
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal	12
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a suitably qualified Health and Safety Officer.	Weekly
		M	Annual checks of all play equipment takes place by a suitably qualified person and report is acted on.	12
		M	Play areas also inspected bi-weekly by grounds team.	2 weekly
Liability	Legal liability as consequence of personal data controlled / processed.	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities to be arranged.	12
		H	Adequate processes in place to ensure security of personal data being processed by both councillors and staff.	12

Area	Risk	Level	Controls	Frequency months
		L	Adequate process in place for handling Subject Access Requests	36
		M	Privacy notices displayed explaining why personal data is collected, how it is used and stored.	As req'd
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, to ensure Officers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees.	12
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet.	As req'd
		M	All digital records can only be accessed by necessary managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action	
		M	Ensure all staff and councillors involved with employment relations or processes have access to relevant training and resources. Relevant training will form part of the standard training plan for relevant councillors.	12

Area	Risk	Level	Controls	Frequency months
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by Town Clerk. Internal auditor undertakes regular review.	As req'd
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
Employer Liability	Loss of Key Staff, including Clerk and RFO.	M	Insurance in place for costs of locum cover where necessary. Officer responsibilities set out in job descriptions. Support available through East Sussex Association of Local Councils with arranging interim cover.	12
Legal Liability	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd
Legal Liability	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, notice boards and in the Information Office.	As req'd

Area	Risk	Level	Controls	Frequency months
Legal Liability	Proper document control.	M	Copies of documents retained within the Council Offices and stored within a fireproof safe. Document Retention policy adhered to.	36
Councillors	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website.	12

Assessment Adopted: 20th May 2025

Review date: May 2026

George Dyson
Town Clerk

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



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

Committee:	Full Council	Agenda Item:	C1566
Meeting date:	12 th May 2026	Authors:	Town Clerk
Subject:	Appointment of Internal Auditors		
Purpose:	To agree		

Recommendation(s):

To agree to appoint Mulberry LAS Ltd as Auditors for 2026/27.

1. Background

Mulberry have been providing PTC's Internal Audit services for several years now and provide a comprehensive service, they ensure that the auditor assigned to us changes periodically, they are very thorough and the reports and recommendations they provide are of a high standard.

The attached letter from Mulberry sets out more detail of their service, and the prices, as well as providing the option to fix into a 3-year term, ensuring no price increases for the duration.

2. Options for Council

- a. To agree to appoint Mulberry LAS Ltd as Internal Auditors for a 1-year term.
- b. To agree to appoint Mulberry LAS Ltd as Internal Auditors for a 3-year term.
- c. To not agree to appoint Mulberry LAS Ltd as Internal Auditors for 2026/27.

3. Reason for recommendation

It as a requirement for Council to appoint an Internal Auditor.

4. Expected benefits

Ensuring good governance, and protection of public money.

5. Implications

5.1 Legal	Local Government Act 1972 Local Government Finance Act 1982
5.2 Risks	Statutory Requirement, In line with Corporate & Financial Risk Assessment.
5.3 Financial	£85 per hour, in budget.
5.4 Time scales	1 or 3 year term.
5.5 Stakeholders & Social Value	Protection of public money
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	In line with policy

6. Values & priorities alignment

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

7. Appendices

Mulberry Letter



Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Zoe Malone
Responsible Finance Officer

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



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

Committee:	Full Council	Agenda Item:	C1567
Meeting date:	12 May 2026	Authors:	RFO
Subject:	To approve banking signatories		
Purpose:	To approve banking signatories		

Recommendation(s):

To approve

1. Background

It is necessary to note and agree the banking signatories for the Town Council. The banking signatories for the Town Council are as follows;

- Cllr Sue Griffiths
- Cllr Sherral Wood
- Cllr Mary Campbell
- Cllr Cathy Gallagher
- George Dyson – Town Clerk

The bank is set up for two person authentication to make payments and in addition to the above, the officers who have payment rights online are as follows

- George Dyson – Town Clerk
- Zoe Malone – Responsible Financial Officer
- Zoe Polydorou – Meetings & Projects Officer

2. Options for Council

To approve the signatories

3. Reason for recommendation

To keep in line with annual requirements for council

4. Expected benefits

To allow timely payments to be made to suppliers

5. Implications

5.1 Legal	
5.2 Risks	

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

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input 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? N/A</p>
--

7. Appendices

Ms Zoe Malone
Peacehaven Town Council
Town Council Office
Community House
Meridian Centre
PEACEHAVEN
East Sussex
BN10 8BB

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720437543
Insured	Peacehaven Town Council
Business	Parish / Town Council
Period of Insurance	
From	06 th June 2025
To	05 th June 2026
and any other period for which cover has been agreed.	

Renewal Premium	TBC
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	150539429
Long term agreement active until	TBC
Preparation Date	11 th May 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community House, Address, Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£3,224,694.23	£40,000.00	£313,714.14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Hub, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£1,158,029.69	N/A	£12,222.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cafe Building, Address, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£391,216.65	£18,000.00	£0.00	£47,865.87	£0.00	£0.00	£0.00	£0.00	£0.00
4. Changing Places Toilet Facility, Address, Centenary Park, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£105,840.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£100,000	24	N/A		£50,000	24
Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	N/A		N/A		N/A	

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Oil Tank Maintenance Yard	£2,820.03	£100
Street Furniture	£186,530.40	£100
War Memorial	£31,744.70	£100
Obelisk	£48,817.36	£100
Adult Fresh Air Gym in Meridian Park	£30,674.41	£100
Civic Regalia	£8,780.02	£100
Garden Machinery	£50,374.61	£100
Radio, TV & Audio Equipment	£5,420.02	£100
Office Equipment Lease # 22452043	£19,531.75	£100
Archaeological Items inc. Flint Pot & Stone Axes	£3,067.43	£100
Play Equipment & Surfacing	£766,859.80	£100
Skate Park	£306,743.91	£100
Kubota S/N12093	£23,005.80	£100
IT/PC Equipment	£52,161.48	£100
Grounds Maintenance Equipment	£132,114.57	£100
Gazebos	£4,233.60	£100
Gateway Cafe Container	£4,410.00	£100
IPECS 1030I Handset on lease from Tower Leasing under agreement number 381506 c/o Aquis Insurance, Integra House, Vaughan Court, Newport, NP10 8BD	£231.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£1,000,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 23 A. Comprehensive
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Excess : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party
Additional to any other excess which applies	

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Town Clerk/Manager, RFO, Parks Officer	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	4.00 times annual earnings	£100,000.00	£100,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	4.00 times annual earnings	£100,000.00	£100,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	4.00 times annual earnings	£100,000.00	£100,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A

4. Permanent Total Disablement	4.00 times annual earnings	£100,000.00	£100,000.00	£100,000
5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£125,000	£125,000	£125,000
8. Temporary Total Disablement	1.00 times weekly earnings	£200.00 per week	£200.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:		Endorsement wording:		
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	<p>Key Personnel Cover Extension.</p> <p>The following activities are excluded:</p> <ul style="list-style-type: none"> a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides 			

	g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus
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Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html
Business interruption		Tel: 0800 028 0336
Money		Email: farnboroughpropertyclaims@uk.zurich.com
Works in progress		Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html
Employers liability		Tel: 0800 783 0692
Personal assault under Money		Email: fnlc@uk.zurich.com
Personal accident		Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html
		Tel: 0800 916 8872
		Email: zmnewmotorclaims@uk.zurich.com
		Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

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George Dyson
Town Clerk

☎ (01273) 585483
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 7th April 2026 at 6:15pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Wood, Cllr Rosser, and Cllr Gallagher.

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees & Assistant Projects Officer)

One member of the public was in attendance.

1 PH2557 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:15, ran through the Civility and Respect statement, explained the fire-procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded and briefed members on the public question time.

2 PH2558 PUBLIC QUESTIONS

There was 1 public questioner for item **PH2563 LW/26/0091** 81 - 83 South Coast Road, who, as the developer, provided information on the background of the application and reasons why it should be supported, including that this was their second development; that there was a housing shortage; that it had no commercial viability; the financial need to have the property filled rather than being left vacant; and that it used the current space.

Discussion took place around the commercial viability of the building; the specifics of it being advertised as a business, including the duration; parking spaces; and concern around losing businesses along the coast road.

The questioner confirmed that the upstairs flats were marketed from £1,200/month - £1,600/month and that the commercial building had now been built as flats but would be easy to revert to commercial, would be happy to pay CIL, and raised the possibility of the building being used flexibly as a commercial space.

Cllr Campbell provided background to the application, including reference to the 2018 planning application, and the 2020 amendment, raised concern with the planning process, and echoed the view of other members that there should be an opportunity for it to be a commercial site.

The Chair thanked the questioner and commented that the item would be brought forward.

3 PH2559 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were two apologies for absence, one from Cllr Sharkey, and the other from Cllr Davies, whereby Cllr Gallagher substituted.

4 PH2560 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There was 1 declaration of interest from Cllr Gordon-Garrett.

5 PH2561 TO ADOPT THE MINUTES FROM THE 17TH MARCH 2026

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
Committee **agreed** to **adopt** the minutes.

6 TO COMMENT on the following Planning applications as follows:-

PH2563 LW/26/0091 81 - 83 South Coast Road Peacehaven

*M Campbell
20th April 2026*

It was proposed to **object** to the application based on the Neighbourhood Development Plan Area Wide Policies (page 18 of the NDP); the LDC core policy 6; the Neighbourhood Development Plan PT 23 (Employment); and P&T Design Code item 4.2 (Coastal Road).

Proposed by: Cllr Gallagher **Seconded by:** Cllr Gordon-Garrett
Committee resolved to **object** to the application.

18:52 - The member of public left the meeting

PH2564 LW/26/0072 86 South Coast Road Peacehaven

It was proposed to **support** the application on the grounds that the boundary is checked before works commence and that the grass verge remains, in relation to the query with the Highway Land Information Team (reference SLO003795).

Proposed by: Cllr Gallagher **Seconded by:** Cllr Gordon-Garrett.
Committee resolved to **support** the application.

19:05 - The Chair left the meeting

PH2562 SDNP/25/00228/FUL ESCC/2026/001/CB 66 The Lookout, Peacehaven, BN10 8AA

Committee requested that ESCC take account of all the comments lodged on previous applications for this site with LDC and the SDNP and to give them equal weight as if they had been lodged with ESCC.

After taking account of the written comments received from the Applicant on earlier objections to a similar Application, it was proposed to **object** to the application on the grounds of insufficient information; that the ESCC Public Rights of Way team should have been consulted; that Committee repeated most of its previous objections as made to earlier related Applications; it breached NPPF 109E&F(Traffic), NPPF115 B&D (safe & suitable access to the site), NPPF 7A,C,D (extra vehicular traffic), it contravened P&T NDP PT 4 (2) (3), PT 12 1,2&5, PT20, PT 21 (no provision for electric charging points), PT23, and the LDC local Plan DM12 (1,2 & 4), DM 13, DM 23, DM 35.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Committee resolved to **object** to the application.

19:20 – Cllr Gordon-Garrett, The Chair, rejoined the meeting.

7 **PH2565 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 28TH APRIL 2026 AT 7.30 PM**
The next meeting was **agreed**.

There being no further business, the meeting was closed at 19:21

*M/C
28/04/26*



Draft Minutes of the meeting of the Planning Committee meeting held in the Anzac Room, Community House on 28th April 2026 at 7:30pm.

Present: Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Wood and Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees & Assistant Projects Officer)

1 member of the public was in attendance.

1 PH2566 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, mentioned the Civility and Respect statement and the fire-procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded, of the public questions session and the 3-minute speaking rule.

2 PH2567 PUBLIC QUESTIONS

There were no public questions.

3 PH2568 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were the following apologies from members:-

- Cllr Sharkey
- Cllr Davies, with Cllr Gallagher substituting
- Cllr Gordon-Garrett

4 PH2569 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2570 TO ADOPT THE MINUTES FROM THE 7TH APRIL 2026

Cllrs Gallagher and Wood queried which comments in general were sent to LDC, whereby the Meetings & Projects Officer clarified they were the minuted ones against each agenda item, and that in connection with the last meeting, LDC were also asked to note the minutes under PH2558 Public Questions, in relation to item PH2563 LW/26/0091.

Cllr Gallagher raised that specifically for item PH2563 LW/26/0091 they would have liked for all comments to be provided to LDC, along with the resolution, as they were so crucial and relevant to the NDP, for instance that the development was all taken, and its marketing had taken place in Burgess Hill, and that it was in breach of the NDP.

Cllr Wood also emphasised the importance of providing comments made by members.

The Chair suggested that officers reiterate to the LDC officers that members had expressed that there had been insufficient emphasis on the issues relating to 81-83 South Coast Road item PH2563 LW/26/0091.

Proposed by: Cllr Wood **Seconded by:** Cllr Rosser
Committee **resolved to adopt** the minutes.

6 PH2571 TO NOTE AND REVIEW THE COMMITTEE'S BUDGETARY REPORT

The report was **noted**.

7 PH2572 TO NOTE SUBMISSION OF YELLOW LINE REQUESTS & POTHOLE REPORTING

The Chair thanked the Committees officer for the comprehensive report, and Cllrs Rosser and Gallagher agreed.

Clarification was made between the yearly submission to LDC for the new yellow lines submission and the ongoing rolling submissions to LDC for repainting of markings.

Cllr Campbell commented that for the refreshing of double yellow lines there would be a future programme.

The report was **noted**.

8 PH2573 TO AGREE AMENDMENTS TO THE PLANNING COMMITTEE – CODE OF GOOD PRACTICE

Cllr Gallagher commented that it was not clear what the amendments were.

It was proposed to agree the amendments to the Planning Committee Code of Good Practice.
Proposed by: Cllr Rosser Seconded by: Cllr Wood
All in **favour**.

9 PH2574 TO NOTE ESCC's NEWLY DEVELOPED TOWN AND PARISH COUNCIL ROAD SAFETY TOOL KIT

Cllr Gallagher commented that it was an excellent document that could be used by the Planning Committee, and the Meetings & Projects Officer confirmed it would be double checked that all members, including the public safety group, had received a copy. It was suggested that a colour paper copy be made available too.

The Road Safety Tool Kit was **noted**.

10 PH2575 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group – 23rd March 2026
No further updates were made.

b. Pedestrian Crossings & Islands TFG
No further updates were made.

c. Cycle route TFG
The Chair commented that preliminary discussions had taken place.

11 TO COMMENT on the following Planning applications as follows:-

Item **PH2576 LW/26/0165** 12 Jason Close and **PH2577 LW/26/0166** 14 Jason Close were taken together.

It was proposed to **support** the application

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Committee resolved to **support** the application.

PH2578 LW/26/0126 98 South Coast Road

Members discussed that a new vehicle crossover would exit onto the South Coast Road MRN; would be located near to a pedestrian crossing and a bus stop; already had sideroad crossover access; and biodiversity was located at the proposed crossover location. It was discussed that a neighbour's property had vehicle crossover onto the MRN as they did not have sideroad access, that Highways regulations stipulated a 50m clear view in both directions, that an aim of a MRN designation was to reduce stop-start traffic, and a member raised concern over potential future long-term development.

It was proposed to **object** to the application on the grounds that access would be straight onto the South Coast Road MRN, there was no Highways report on the issue of a new vehicle crossover onto

the MRN, there would be a loss of biodiversity, and there being concerns with the proposed high fencing.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Committee resolved to **object** to the application.
1 member abstained

PH2579 LW/26/0073 Sweetwater 26 Blakeney Avenue

It was commented that a lot of the proposed development had already gone ahead, that lorry loads of MOT had been dumped over the past few weeks, that strong light and noise were prevalent, and that stables were already there. A member clarified that the proposal had been worked on with LDC officers to an acceptable stage, and that there was recognition by LDC of the work that had already been carried out.

A member discussed there being no grazing area for the horses, no paddock and that it was all concrete.

It was proposed to support the application provided that enforcement and planning officers were satisfied that the works had been carried out in accordance with the policies set out in the letter dated 1st April.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Rosser
1 member objected to the application
1 member abstained
Committee resolved to **support** the application.

Members asked for it to be noted that enforcement had not been adequate in the past and lorry loads of MOT had been dumped.

PH2580 LW/26/0182 124 Hoddern Avenue

Members commented that the documents were confusing, and that there was insufficient information.

No comment was made.

12 PH2581 TO NOTE PLANNING COMPLAINTS

Committee **noted** the Planning complaints

13 PH2582 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

In relation to EV chargers and the Car Club space Cllr Gallagher queried whether anyone had noticed related markings in the Steyning Road car park, and it was suggested that an officer make an enquiry to LDC and enquire what speed the EV charger will be.

The Chair clarified that the black cat item was with P&F committee.

14 PH2583 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 19th May 2026 AT 6.15PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:38



Committee:	Full Council	Agenda Item:	C1569b(i)
Meeting date:	12 May 2026	Authors:	RFO
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 end of **month 1 (April 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 March 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 **1.1% of the budgeted expenditure** has been spent so far, and **0% of the budgeted income** has been received as at the end of month 1 (April 2026) **please note the RFO has been dealing with Year End April transactions have not been processed yet.**

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

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2026	WORLDPAY	WP0203	31.34		BANK CHARGES
03/03/2026	WORLDPAY	WP0306	0.13		BANK CHARGES
04/03/2026	EDF	DD	110.48		JAN ELECTRIC
05/03/2026	EDF	DD1	1,110.52		JAN ELECTRIC
05/03/2026	Northstar IT	DD3	1,603.46		MONTHLY SUPPORT
06/03/2026	REMEDY CONSULTING LIMITED	BACS	3,570.00		HUB CONSULTING
06/03/2026	STAGE SERVICES LTD	BACS1	2,100.00		STAGE LIGHTING SERVICE
06/03/2026	SIGN MANAGEMENT	BACS2	218.75		SIGNAGE
06/03/2026	TOTAL GAS & POWER	BACS3	75.05		JAN GAS
06/03/2026	TOTAL GAS & POWER	BACS4	35.91		JAN GAS
06/03/2026	SUSSEX PAYROLL SERVICES ;TDB	BACS5	110.44		FEB PAYROLL SERVICES
06/03/2026	SKYLINE ENERGY ASSESSORS	BACS6	354.00		EPC - COMM HOUSE
06/03/2026	WILLIAM HACKETT	BACS7	328.56		SWING SEAT / FLAT SEAT
06/03/2026	R.J.Meaker Fencing Ltd	BACS8	8.64		EYE BOLTS
06/03/2026	Acacia Groundcare Equipment Re	BACS9	310.50		CHIPPER HIRE
06/03/2026	SUE CLEMENTS	BACS10	100.00		S.CLEMENTS REFUND
06/03/2026	WORLDPAY	WP0603	0.57		CARD CHARGES
06/03/2026	EDF	DD4	89.08		UNIT 14 JAN ELECTRIC
09/03/2026	The Fuelcard People	DD	32.93		fuel
09/03/2026	BT	DD1	65.94		FEB INTERNET SERVICES
09/03/2026	02	DD3	93.79		MOBILE BILL
09/03/2026	Barclays	DD4	39.00		BACS / COLLECT CHARGES
09/03/2026	WORLDPAY	WP0903	0.51		CARD CHARGES
10/03/2026	WORLDPAY	WP1003	0.23		CARD CHARGES
13/03/2026	FLAGS4SALE.COM	BACS	35.00		TRIPLE LINE FLAG
13/03/2026	Spy AlarmsLtd	BACS1	578.40		QUARTERLY CONTRACT
13/03/2026	FILCRIS LTD	BACS2	24.97		ALLOTMENT POSTS
13/03/2026	Trade UK	BACS3	424.91		SHACKLES / GOGGLES
13/03/2026	CASTLE WATER	BACS4	373.69		FEB WATER SPORTS PARK
13/03/2026	CASTLE WATER	BACS5	13.25		FEB WATER
13/03/2026	ARUN PUMPS LTD	BACS6	187.80		ANNUAL SERVICE
13/03/2026	CLA FABRICATIONS LTD	BACS7	1,313.02		FENCING FOR BOWLS
13/03/2026	JACQUI JENNER	BACS8	100.00		J.JENNER REFUND
16/03/2026	TOTAL GAS & POWER	DD1	579.76		KEYED IN ERROR
16/03/2026	The Fuelcard People	DD2	28.75		FUEL
16/03/2026	worldpay	WP1603	0.75		CAHRD CHARGES
18/03/2026	CASTLE WATER	DD	34.88		FEB WATER
18/03/2026	Information Commissioner's Off	DD	47.00		ICO registration
18/03/2026	WORLDPAY	WP1803	0.39		CARD CHARGES
20/03/2026	Rigby Taylor	BACS	2,032.20		GRASS SEED
20/03/2026	NATIONAL ASSOCIATION OF	BACS1	42.00		S.G EVENT
20/03/2026	SCRIVENS LTD	BACS2	52.50		Z.MALONE EYE TEST
20/03/2026	TOTAL GAS & POWER	BACS3	29.39		FEB GAS
20/03/2026	TOTAL GAS & POWER	BACS5	63.59		FEB GAS
20/03/2026	AMAZON	BACS6	66.80		GUILLOTINE
23/03/2026	WORLDPAY	WP2303	0.34		CARD CHARGES
23/03/2026	HEALTH ASSURED LTD	DD	60.00		EAP 19/03-18/04

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2026	TOWER LEASING LIMITED	DD1	62.67		PHONE RENTAL
23/03/2026	KINTO UK LTD	DD2	499.74		LEASR HIRE FOR VAN
25/03/2026	HMRC	112070	11,886.05		MARCH SALARIES
25/03/2026	MARCH PAY	MAR PAY	33,336.41		MARCH SALARIES
25/03/2026	CITRUS HR	DD3	264.00		MONTHLY HR SUPPORT
25/03/2026	Credit Card A/c	FEB CC	525.48		FEB CC
27/03/2026	GEORGE DYSON	BACS	17.10		G.DYSON MILEAGE
27/03/2026	MAPS INTERNATIONAL LOVELL	BACS	718.80		STREET MAP OF PEACEHAVEN
27/03/2026	JAX FIRST AID	BACS1	277.03		UNIFORM
27/03/2026	Mailserv LTD	BACS2	180.00		POSTAL RATE
27/03/2026	R.J.Meaker Fencing Ltd	BACS3	33.28		SCREWS / WASHERS
27/03/2026	THOMAS DOOR & WINDOW	BACS4	277.73		PUSH BUTTON REPAIR
27/03/2026	Trade UK	BACS5	15.68		FLAT WASHER
27/03/2026	U-Benders	BACS6	125.00		CAFE TOILET SINK
27/03/2026	AMP Services	BACS7	153.36		SHAVER BLADE / SCREWS
27/03/2026	Business Sream	BACS8	90.12		12 DEC-11 MAR WASTE SERVICES
27/03/2026	AMAZON	BACS10	8.02		MERCHANT NAVY FLAG
27/03/2026	CHICHESTER DIOSCESAN	BACS11	25.00		A.HARMAN SEAFORD LUNCH
27/03/2026	ANIKA GAL	BACS12	50.00		R.GAL REFUND
27/03/2026	WORLDPAY	WP2703	0.11		CARD CHARGES
27/03/2026	EAST SUSSEX PENSION FUND	10882.29	10,882.29		MARCH SALARIES
30/03/2026	FOCUS GROUP	DD	118.30		INTERNET / IPECS
30/03/2026	Lewes District Council	BACS	468.00		ANNUAL ROSPA INSPECTIONS
30/03/2026	WORLD PAY	WP3003	1.21		CARD CHARGES
Total Payments			<u>76,494.60</u>		

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		12.53
			<u>12.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.53
		Balance per Cash Book is :-	12.53
		Difference is :-	0.00

Signatory 1:

Name Signat Date

Signatory 2:

Name Signat Date

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/03/2026

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20529105

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Contact Us

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



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

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£12.47
31/03/2026	Credit Interest	Credit Interest	£0.00	£0.06	£12.53

Page number 1 of 2

Statement number 012

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Ginnels Place, Birmingham, B1 2JB. Registered in England and Wales no. 1713424. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
An award in people GOLD



Bank Reconciliation Statement as at 31/03/2026
for Cashbook 8 - Unity Trust Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balance</u>
Unity Trust Fixed Term Deposit	31/03/2026		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

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		934,675.04
Current Account	31/03/2026		50,000.00
			<u>984,675.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
26/03/2026 112070 1-MRC		11,886.05	
			<u>11,886.05</u>
			972,788.99
<u>Unpresented Receipts (Plus)</u>			
15/12/2025		-12.00	
17/12/2025		-6.00	
19/03/2026		26.40	
19/03/2026		101.20	
30/03/2026		240.25	
			<u>349.85</u>
			973,138.84
		Balance per Cash Book is :-	973,138.84
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance	£48,310.18
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 2 transactions between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 30701211 TRANSFER 30701211		-£142.20	£50,000.00
31/03/2026	Counter Credit Little City East S 16769 BGC	£112.20		£50,142.20

Need to view older transactions?

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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 769676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

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Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,430,190.11
Last night's balance	£1,443,277.84
Overdraft limit	n/a

Showing 1 transaction between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 10701173 TRANSFER 10701173	£142.20		£934,675.04

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
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Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/03/2020		607.17
			<u>607.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607.17
<u>Unpresented Receipts (Plus)</u>		0.00	
			<u>0.00</u>
			607.17
		Balance per Cash Book is :-	607.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Recent transactions



Business Premium ME

20-49-76 83521656

£607.17

Last night's balance £607.17

Date	Description	Money in	Money out	Balance
------	-------------	----------	-----------	---------

No transactions were found for last 30 days.

[View all transactions](#)

George Dyson
Town Clerk

☎ (01273) 555483
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 31st March 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Donovan, Cllr Fabry, 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. PF1202 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, 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. PF1203 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. PF1204 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Sharkey.

4. PF1205 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1206 TO ADOPT THE COMMITTEE'S MINUTES OF 10TH FEBRUARY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Donovan

The minutes of 10th February 2026 were **agreed and adopted**.

6. PF1207 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The Responsible Financial Officer invited questions on the report, which the Chair asked a question about the investment account.

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

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

Proposed by: Cllr Donovan **Seconded by:** Cllr Gordon-Garrett

Committee **resolved to agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

The Chair highlighted that the income looks very positive.

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).

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

7. PF1208 TO AGREE THE REPLACEMENT OPTION FOR THE FIELDS & ROBSON BOILER

The Clerk summarised the report.

It was proposed that Committee proceed with option 2 in the report, to replace with localised solutions.

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

8. PF1209 TO AGREE TO REPLACE THE HUB FIRE ESCAPE DOORS

The Clerk introduced the report and the reasons for the recommendation. Cllr Davies spoke in support of replacing the doors now.

Cllr Veck asked that all other doors at the Hub also be checked, the Clerk confirmed he would do so this week.

It was proposed that Committee agree to proceed with replacing the doors.

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

9. PF1210 TO AGREE MONIES TO GO INTO EARMARKED RESERVES

The RFO introduced the report and gave some background to the item, briefly running through the recommendations.

The RFO was thanked for her work on this.

It was proposed that Committee agree to proceed with the recommended earmarked reserves.

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

10. PF1211 TO AGREE A SERVICING CONTRACT FOR COMMUNITY HOUSE HEATING & COOLING

The Clerk introduced the item and the reasons for the recommendation.

Cllr Fabry spoke in support of fixing for 3 or 5 years.

Cllr Gordon-Garrett asked about an appropriate limit for installation without quotation, which Committee discussed.

It was proposed that Committee agree to fix for 5-years, and to authorise works up to £500 subject to a Purchase Order number being obtained.

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

11. PF1212 TO ADOPT THE FOLLOWING POLICIES

The Chair introduced the item and explained that these policies are due a standard review.

a. Volunteer Handbook

There was a discussion surrounding including reference to the safeguarding policy within the handbook, the Clerk confirmed that this can be updated. It was further added that all volunteers should be issued with a copy of the Safeguarding policy and asked to sign to confirm that they have read and understood it.

It was proposed to readopt this policy subject to the above change.

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

b. Equality & Diversity

It was proposed to readopt this policy.

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

c. Planning Code of Good Practice

There was a discussion about the code of good practice needing review, this will be deferred back to the Planning Committee, with a view to be adopted at the next Policy & Finance Committee meeting.

12. PF1213 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck confirmed that an audit has been completed recently, Cllr Harman added how impressive the outcomes of the audit has been.

b. Community Buildings Working Group

The Clerk summarised some of the progress that has been made since the extraordinary Council meeting.

c. Funding for Community House works including Air Source Heat Pumps

The group has not met yet, but have shared some information by email.

d. Business Plan Review

The Clerk summarised the progress, and that another informal meeting will be called soon.

13. PF1214 DATE OF NEXT MEETING – TUESDAY 5TH MAY 2026

The next meeting was confirmed as Tuesday 5th May 2025.

5.9-

14. PF1215 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Donovan
Committee **resolved** to **exclude** press and public from the remaining 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

The RFO summarised the report and that there are no real concerns over the unpaid invoices.

Committee **noted** the unpaid invoice report.

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

It was proposed that Committee agree with the proposed terms.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal by majority with one abstention.

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

There was a lengthy discussion on the possible variation to Community House Terms & Conditions of hire.

It was discussed that a notice on the door would be needed, specifying loading/ unloading only

It was proposed that Committee agree to a variation to highlight that the South Service Yard is for loading/ unloading only and not for parking, and that hirers are responsible for enforcing this for their bookings, and that bookings could be terminated as a result of non-compliance, and additionally that PTC will put up signage to reflect this.

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

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

The RFO introduced the background to the report, which Committee discussed.

It was proposed to agree to Opt to Tax for the Hub

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

It was then discussed about how this would be applied.

It was proposed that PTC absorb the cost of the VAT for one-year and earmark £4000 income from the 2025/26 budget to offset the cost of doing this in the 2026/27 financial year, and that hirers are given notice that the full VAT will be applied from the 2027/28 financial year.

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

There being no further business, the meeting was closed at 21:33.

S. Griffiths 5/5/2026



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

22 April 2026

Dear George

Re: Peacehaven Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 22 April 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with our built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

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

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

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

Engagement Letter and inherent risk assessment

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

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

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site with the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the RFO and a review of the council website www.peacehaventowncouncil.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	<p>I recommend these are updated to include formal acceptance to receive information by electronic means in the form “As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time”</p> <p>The council may wish to consider increasing the Clerk’s authorisation limit within FR 5.16 to a higher figure based on the financial size of the council.</p>	<p>The Clerk confirmed that a separate declaration is completed by each councillor covering the electronic acceptance.</p> <p>The Financial Regulations have been updated and are due for review at the council meeting in May.</p>

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommended actions from the interim audit are included in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 108% of budget and expenditure at 89%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

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

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 16 December 2025 (minute ref C1477).

Reserves

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

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

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

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

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

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

At the year-end, the council held reserves, split between categories as below:

- Capital EMR £41,690
- CIL/s.106 EMR £502,537
- Earmarked EMR £188,530
- General Reserves £427,387

I checked the purpose of these earmarked reserves with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is which is within the recommended range as detailed in the Practitioner’s Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. PETTY CASH

Internal audit requirement

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

CONCLUSION

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

G. PAYROLL

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has no long-term investments.

The council has no borrowing through the PWLB.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.

7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	807,774	957,069	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	864,932	963,719	Figure confirmed to central precept record
3	Total other receipts	293,947	240,748	Agrees to underlying accounting records
4	Staff costs	586,325	630,361	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	423,259	371,031	Agrees to underlying accounting records
7	Balances carried forward	957,069	1,160,144	Casts correctly and agrees to balance sheet
Total				
8	Total value of cash and short- term investments	959,876	1,173,759	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	5,030,950	5,050,419	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
Total				
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows year-end total debtors of £20,444 and year-end total creditors of £34,058, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed, and, in my opinion, this requires some additional detail to provide sufficient financial and narrative information to explain the variances to the External Auditor.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

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

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

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

Audit findings

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

- 13(1)** An authority must publish (which must include publication on that authority’s website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

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

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

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

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	20 May 2025	12 May 2026
Date inspection notice issued	2 June 2025	2 June 2026
Inspection period begins	3 June 2025	3 June 2026
Inspection period ends	14 July 2025	14 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

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

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

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

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

Before 1 July 2025 authorities must publish:

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

Not later than 30 September 2025 authorities must publish:

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

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. **The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and this will need to be updated to refer to the current standard of WCAG 2.2 AA.**

The council has an IT Policy in place which was last reviewed and approved by the council at the meeting held in April 2024.

Email management and GDPR

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

I recommend the council completes a data audit during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

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

CONCLUSION

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

Achievement of control assertions at final internal audit date

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

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

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

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
<p>O. DIGITAL AND DATA COMPLIANCE</p>	<p>The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and this will need to be updated to refer to the current standard of WCAG 2.2 AA.</p> <p>I recommend the council completes a data audit during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.</p>	

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor,
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

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

Before 1 July 2026 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*For a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

Peacehaven Town Council

Peacehaventowncouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NO PETTY CASH.

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).
Date(s) internal audit undertaken: 15/10/2025 22/04/2026 Name of person who carried out the internal audit: A Beams Mulberry LAS Limited

Signature of person who carried out the internal audit



Date

22/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chair

Clerk

Section 2 – Accounting Statements 2025/26 for

Peacehaven Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	807,774	957,069	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	864,932	963,719	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	293,947	240,748	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	586,325	630,361	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	423,259	371,031	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	957,069	1,160,144	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	959,876	1,173,759	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,030,950	5,050,419	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Peacehaven Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 14th April 2026 at 7.30pm.

Present: Cllr Fabry, Cllr Veck, Cllr Harman, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Gordon-Garrett, Cllr Davies, Cllr Donovan.

Officers: George Dyson (Town Clerk)

1. E648 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

2. E649 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Campbell with Cllr Gordon-Garrett substituting.

3. E650 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E651 TO ADOPT THE MINUTES OF 20TH JANUARY 2026

It was proposed that the minutes be adopted as read.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Committee **resolved** to **adopt** the minutes of 20th January 2026.

5. E652 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Clerk summarised the year end budgetary position, and explained notable variances.

Committee **noted** the budgetary position.

6. E653 DATE OF NEXT MEETING – TUESDAY 22ND SEPTEMBER 2026 AT 7:30PM.

The next meeting was confirmed as Tuesday 22nd September 2026 at 7.30pm.

7. E654 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Veck

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

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

8. E655 TO REVIEW THE COMMITTEE ACTION PLAN

Committee **noted** the Action Plan.

The Chair went through the Committee action plan and highlighted the key points, there was a brief discussion about the progress of the SCP banding TFG, as well as discussion on the Civility & Respect Pledge.

9. E656 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Councillor Training Plan.

10. E657 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E658 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

Committee **noted** the feedback from recent training.

12. E659 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised recent sickness absence, and confirmed that there are no cases of long term sickness absence on this report.

Committee **noted** the report.

13. E660 TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL

The Chair of Committee informed the Committee of the agreed objectives of the Clerk's appraisal, and discussed how these will be applied.

Committee **noted** the completion of the Clerk's appraisal.

14. E661 TO NOTE COMPLETION OF EMPLOYEE APPRAISALS AND AGREE ANY SCP CHANGES

The Clerk introduced and summarised the report, as well as the discussions had at the SCP banding TFG.

It was proposed that Committee agree the revised increment increases

Proposed by: Cllr Alexander **Seconded by:** Cllr Gordon-Garrett

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

No proposals were put forward for re-banding of any employees at this time, but that Committee would keep this under review.

15. E662 TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD

There was a lengthy discussion about the report, and the importance of continuing to involve the Chair and Vice-Chair of the Committee in the matter was highlighted.

Committee **noted** the report.

16. E663 TO DISCUSS THE ONBOARDING PROCESS FOR NEWLY CO-OPTED COUNCILLORS

The Clerk introduced the item and summarised the background.

Cllr Veck suggested ways in which additional support could be given, suggesting an informal meeting with an element of training early on following co-option, and also some form of mentoring/ buddying system.

Cllr Alexander highlighted some of the ways in which the District Council inboard new Councillors, including Officer point of contacts and printed documentation.

Cllr Rosser highlighted some points about respect for each other, and how his experience being co-opted was excellent, but why people want to be co-opted, and their expectations of being a Councillor are not always a reality.

Cllr Davies raised concerns about the process at the co-option meeting being intimidating.

The Clerk will investigate how other Councils run their co-option processes to see if there's any best practices that could be adopted.

17. E664 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

There are no further updates from the Wellbeing TFG at this time.

b. Employee SCP banding

The SCP banding TFG had reported back earlier in the agenda.

There being no further business, the meeting closed at 21:12.

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Leisure & Amenities (L&A) Committee meeting held in the Anzac Room, Community House on Tuesday 24th March 2025 at 7:30pm.

Present: Cllr Studd (Vice Chair), Cllr Gallagher, Cllr Fabry, Cllr Griffiths, Cllr Harman.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

There were no members of the public in attendance.

1. LA1087 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcome everyone, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded and of the public questions procedure.

2. LA1088 PUBLIC QUESTIONS.

There were no public questions.

3. LA1089 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

The Chair expressed that an apology had been received from Cllr Sharkey.

4. LA1090 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA1091 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 13TH JANUARY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
All in favour.

6. LA1092 TO NOTE THE BUDGET UPDATE

Cllr Gallagher questioned whether there was plenty of fertiliser in stock, and the Parks Officer expressed it was 'buy and use' and mentioned the six-year football foundation funding which helped fund the football pitch works.

The budget was **noted**.

7. LA1093 TO NOTE ACTION PLAN

Cllr Gallagher queried the sauna item, and the Parks Officer expressed it was going back to P&F with a second financial proposal.

The Action Plan was **noted**.

8. LA1094 TO NOTE ALLOTMENTS UPDATE INCLUDE UPDATING THE ALLOTMENT POLICY

The Parks Officer expressed that two non-payment evictions had been sent out, outlined the details and expressed that everyone else had paid. The Parks Officer commented that the policy was to be considered as it was up for review, and that no changes had been made since February 2023.

It was proposed to agree the allotment policy, subject to updating the committee name to Leisure and Amenities.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman

All in **favour**

9. LA1095 TO NOTE THE COMPLAINTS LOG

The Parks Officer updated committee about the vandalism at the allotments on 2 or 3 plots. Cllr Studd suggested dummy CCTV, whereby it was discussed that costs and privacy would be an issue.

The Complaints Log was **noted**.

10. LA1096 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

I. BUSINESS PLAN - ACCESSIBILITY OF AMENITIES

There were no updates.

II. HOWARD PARK PHASE 2

The Meetings & Projects updated committee that the consultation was due to end at the end of March 2026, a TFG meeting was scheduled for April, and that the results would be reported to committee.

III. THE HUB CONSULTATION SURVEY RESULTS

It was proposed to close the TFG.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman
All in favour.

11. LA1097 TO NOTE PUMP TRACK PROJECT

The Parks Officer introduced the report and expressed it unlikely that the track would be ready for Easter.

The report was **noted**.

12. LA1098 TO DECIDE ON THE SHREDDER REPAIR OR PURCHASE

The Parks Officer outlined the success of the chipper to-date, and that by accident the engine had broken, which would not be worth claiming on insurance. Members discussed it being traded in, queried its expected longevity, and how to mitigate a similar incident. The Parks Officer raised that after the accident the grounds team had been briefed on health & safety and that it was not to be operated on a bank again, as it was a serious incident.

It was proposed to purchase a new machine.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Harman
All in favour.

13. LA1099 TO AGREE TO THE EPINAY PARK CIL BID WORDING

It was proposed to use the wording, subject to the including the number Chalkers Rise homes, and the words accessible and inclusive items.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Fabry
All in favour.

14. LA 1100 TO CONFIRM DATE OF NEXT MEETING AS THE 19TH MAY 2026

The date of the next meeting was confirmed.

There being no further business the meeting ended at 19:52.

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 7th April 2026 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Studd, Cllr Campbell, Zack Osborne (Mayor's Cadet).

Officers: Zoe Polydorou (Meetings & Projects Officer).

There was 1 member of the public in attendance.

1. CCE633 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:35, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, and outlined the public questions process.

The Chair expressed that a Town Crier report would be brought to the next meeting and informed the Committee of the following:-

- Mayor's Quiz 11th April 2026
- Tea and Cake Event 17th April 2026

2. CCE634 PUBLIC QUESTIONS

There were no public questions.

3. CCE635 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllrs Donovan, Sharkey, and Harman. Cllr Campbell substituted for Cllr Harman.

4. CCE636 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE637 TO ADOPT THE MINUTES FROM THE 27th JANUARY 2026

Proposed by: Cllr Wood **Seconded by:** Cllr Studd
Committee **resolved** to **adopt** the minutes.

6. CCE638 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE639 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

8. CCE640 TO AGREE TO HOLD AN UNDER 18s DISCO AT COMMUNITY HOUSE

The Meetings & Projects Officer commented that caretakers had emphasised the importance of a comprehensive Risk Assessment, and Cllr Wood suggested the car park be monitored closely.

The Chair and the Mayor's Cadet expressed the event could help with the Council with youth engagement.

It was proposed that the event take place.

Proposed by: Cllr Wood
All in favour

Seconded by: Cllr Campbell

The Mayor's Cadet commented that, apart from The Joff, there was nothing for the Youth to do in Peacehaven, and suggested a disco would help promote the venue, negate antisocial behaviour, and ultimately save money, whereby Cllr Wood did not agree that money would be saved; Cllr Campbell commented that both members were right and suggested the disco could bring opportunities.

It was proposed that the Committee approved the use of Community House at no charge.

Proposed by: Cllr Campbell **Seconded by:** Cllr Studd
All in favour

It was proposed that the Committee approved Council volunteers to run a tuck shop during the event, with all net proceeds to be applied to The Joff's Youth Leader Project.

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell

It was discussed that any related subsequent events be treated on their own merit.

9. CCE641 TO NOTE THE EASTER CRAFT FAIR REVIEW

The Meetings & Projects Officer commented that there was to be a verbal report from Cllr Donovan, and that a report would be brought to the next committee.

10. CCE642 TO NOTE THE WELCOME CAFÉ REVIEW

The update was **noted**.

11. CCE643 TO AGREE THE RECIPIENT OF THE WELCOME CAFÉ FUNDS

Cllr Campbell queried what the Chair was looking to do with the funds and thanked them for their work on the Welcome Café.

It was proposed that the money pay for four weeks for the Community Orchard to run a Monday café, and the remaining money be used to purchase flowers for the external Community House area.

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell
All in favour

12. CCE644 TO AGREE PROPOSED REFORMS TO THE YOUTH MAYOR ELECTION PROCESS

The Chair outlined the reforms proposed, and the Mayor's Cadet mentioned the Youth Leadership Club, which the Chair confirmed that would be brought to council in due course and Cllr Campbell commented that the division of the Youth Mayor reform and Youth Council were separate items.

The Chair suggested that the related TFG remain ongoing to carry out the reforms.

It was proposed to change the way Youth Mayors were voted in, that the council had overarching control, that the current youth mayors extend their terms, and for this item to be brought to Full Council for agreement.

Proposed by: Cllr Campbell **Seconded by:** Cllr Wood.
All in favour

13. CCE645 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair read out an update from the PR Officer which covered the work carried out to-date since the last committee meeting.

Cllr Wood expressed that the recycling regulations would be changed, and it was suggested that Neighbourhood First be invited to Full Council to update on this. The Mayor's Cadet queried how that information would be shared, and Cllr Wood raised that those digitally excluded would need to be considered.

b. Events Working Groups

The Chair expressed the fair was progressing well, that the previous template would be followed, there was good interest in the stalls and stall packs were being produced. Cllr Wood

commented that the fair was very successful last year and that the live music at the last fair was very popular and requested that the climate fair be advertised in the Directory.

c. Mayors Working Group

The Meetings & Projects Officer expressed that an Easter Craft Fair report would be brought to the next meeting, and the Mayor's Cadet commented that it was well attended.

d. Communications Working Group

The Chair read out an update from the PR Officer. In view of helping to increase footfall at Community House Cllr Wood queried if the access group had been approached to help improve the outside and the Mayor's Cadet suggested Develop Outdoors being contacted in relation to the flower beds.

e. Youth Mayor TFG

The Chair commented that this was covered by item CCE644.

14. CCE646 TO NOTE THERE ARE NO COMPLAINTS ON THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

The complaints log was **noted**.

15. CCE647 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

It was proposed that the Youth Mayor item be included on the Action Plan.

Proposed by: Cllr Wood **Seconded by:** Cllr Studd

All in **favour**.

16. CCE648 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 2ND June 2026

The date was **agreed**.

There being no further business the meeting ended at 20:35

George Dyson
Town Clerk

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



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

Draft Minutes of the meeting of the Environment & Sustainability Committee meeting held in the Anzac Room, Community House on 10th March 2026 at 7:30pm.

Present: Cllr Griffiths (Chair), Cllr Mills (Vice Chair), Cllr Campbell, Cllr Rosser

Officers: Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

1 ES17 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:34 and commented that Cllr Wood was no longer a member of this committee and requested the meeting summons be updated, then reminded members of the fire procedure, of the Civility and Respect statement, that mobiles phones were to be switched off, that the meeting was being recorded and asked committee to pause for reflection for 1 minute.

2 ES18 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Environment & Sustainability matter.*
There were no public questions.

3 ES19 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
Apologies were received from Cllr Sharkey and Cllr Harman.

4 ES20 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
There were no declarations of interest.

5 ES21 TO ADOPT THE MINUTES FROM THE 18TH NOVEMBER 2025
Proposed by: Cllr Mills **Seconded by:** Cllr Campbell
Committee **resolved** to **adopt** the minutes.

6 ES22 TO AGREE A TFG TO CREATE A CLIMATE POLICY TO BE INCLUDED IN THE STAFF HANDBOOK
Cllr Griffiths expressed that a policy should be in the staff handbook, and Cllr Campbell suggested it be based upon a pre-existing government climate policy.

Cllr Rosser raised it may be wise to hold off from creating a policy until the Local Government Reorganisation decision was known.

It was proposed to set up a TFG to create a climate policy to be included in the staff handbook
Proposed by: Cllr Campbell **Seconded by:** Cllr Mills
Committee **resolved** to **agree** the proposal.

TFG members were agreed as: Cllr Mills, Cllr Rosser, Cllr Griffiths, and an officer

7 ES23 TO INFORM AND AGREE THE PESTICIDE POLICY

The Chair explained the background to the item, and that the Parks Officer had provided an alternative policy. Cllr Campbell queried whether the alternative policy had any significant changes apart from the glyphosate.

It was proposed to agree the pesticide policy that had been provided by the Parks Officer.
Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser

Committee **resolved** to **agree** the proposal.

8 ES24 TO AGREE PEACEHAVEN TOWN COUNCILS SUSTAINABLE PROCUREMENT CHECKLIST

Cllr Campbell suggested whether the checklist's implementation needed to be based on context, whereby the Meetings & Projects officer raised that officers would take a common-sense approach.

It was proposed to agree the sustainable procurement checklist.

Proposed by: Cllr Campbell **Seconded by:** Cllr Rosser
Committee **resolved** to **agree** the proposal.

Cllr Campbell suggested a review of the checklist's usage be brought back to the next committee meeting.

9 ES25 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs)

a. Biodiversity Report TFG

The chair expressed the group had not yet met, whereby Cllr Campbell apologised and explained that related biodiversity work had been carried out, for instance as part of the recent Local Plan submissions. It was expressed that the Town Clerk had suggested including land that may be devolved to Peacehaven Town Council, and members raised that the biodiversity were not confined to exact locations.

b. E&S Action plan TFG

Members ran through the Action Plan, and the Chair expressed it possibly included some planning items.

There was discussion surrounding item B1 (To protect the Existing Trees of Peacehaven), where it was suggested an Officer write to the local MP Chris Ward to ask them to ensure that enforcement of TPOs and planning rules in general were included in the NPPF and were proportionate in terms of cost.

In connection with item G4 (Ideas for Climate Change), it was suggested that this progress, and in relation to this Cllr Campbell suggested a best photo / drawing of a butterfly be run as part of the Sustainability Living Fair.

For item B3 (Morrisons Redevelopment), it was raised that landscaping needed to be reviewed and it more than bat boxes were to be included, for instance swift bricks too.

For item A1 the Chair suggested a hob and oven usage survey be completed by kitchen hirers, in terms of how much they are used and what they're used for.

c. Sustainable Living Fair TFG

The Chair expressed that a TFG meeting was planned for the next day, and that the event date had been confirmed as Sunday 7th June.

15 ES26 TO REVIEW & UPDATE THE PLANNING ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair expressed this item was on the agenda in error as Planning.

16 ES27 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 30TH JUNE 2026 AT 7.30PM

The next meeting was **agreed**.

There being no further business, the meeting was closed at 20:29

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:	C1570
Meeting date:	12 May 2026	Authors:	RFO
Subject:	Fixed Term Deposit Account		
Purpose:	To agree to Fixed Term Deposit arrangement		

Recommendation(s):

To note

1. Background

On 11/02/25 P&F agreed to deposit £200,000 into a fixed term deposit account with Unity Trust. This expires on 13/05/26 and we should receive £8,020 of interest (4.01%) after the fixed term has expired.

Typically the amount will be moved to the Unity Trust current account automatically which is currently 1.95%

During the fixed term period the council has not been under any financial strain and I would recommend that council considers putting £200,000 back into a fixed term deposit account.

2. Options for Council

12 Month fixed term – 4.06% as at 06/05/26 = £8,120

6 Month fixed term – 3.85% as at 06/05/26 = £3,850

3. Reason for recommendation

To keep in line with annual requirements for council

4. Expected benefits

To allow timely payments to be made to suppliers

5. Implications

5.1 Legal	
5.2 Risks	Unforeseen expenditure could see the council short on funds
5.3 Financial	Enhancing interest / income
5.4 Time scales	6 months – 1 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 checked="" type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input 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? N/A</p>
--

7. Appendices

Total	
Open	1
Closed	23
Referred	1

Method of Contact		
Email	10	36%
In Person	8	29%
Phone	7	25%
Letter	1	4%
Raised by PTC	3	11%

Time taken to resolve		
Same day	13	48%
1 - 7 days	7	26%
8 - 30 days	0	0%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car													0
Access													0
Animals													0
Antisocial behaviour	2					2	2						6
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing													0
Flooding													0
Fly Tipping	1												1
Grass verges													0
Health & Safety													0
Illegal advertising													0
Litter													0
Misc/Other		1				1	3						5
Overgrown paths	1												1
Overhanging foliage	1					1	1	1		2		1	7
Park Enhancements													0
Parking													0
Pavement/verge obstruction													0
Pavements													0
Personnel													0
Planning							1						1
Rights of way													0
Road conditions							3						3
Road signs													0
Street lights													0
Trees													0
Vandalism	2	1				1							4
Weeds													0
TOTALS	7	2	0	0	0	5	10	1	0	2	0	1	28
	Allotments	Centenary Park	Community House	Epinay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor	Councillor Ian Alexander
Expected	23
Present	20 (87%)
Absent with apologies	3 (13%)
Unexplained absence	0 (0%)

Councillor	Councillor Philip Mills
Expected	13
Present	13 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Mary Campbell
Expected	34
Present	27 (80%)
Absent with apologies	7 (20%)
Unexplained absence	0 (0%)

Councillor	Councillor Claude Cheta
Expected	13
Present	4 (32%)
Absent with apologies	2 (15%)
Unexplained absence	7 (53%)

Councillor	Councillor Paul Davies
Expected	37
Present	28 (77%)
Absent with apologies	8 (21%)
Unexplained absence	1 (2%)

Councillor	Councillor Debbie Donovan
Expected	28
Present	24 (86%)
Absent with apologies	4 (14%)
Unexplained absence	0 (0%)

Councillor	Councillor Max Rosser
Expected	34
Present	33 (98%)
Absent with apologies	0 (0%)
Unexplained absence	1 (2%)

Councillor	Councillor Isobel Sharkey
Expected	47
Present	10 (22%)
Absent with apologies	37 (78%)
Unexplained absence	0 (0%)

Councillor	Councillor Simon Studd
Expected	22
Present	16 (74%)
Absent with apologies	3 (13%)
Unexplained absence	3 (13%)

Councillor	Councillor Nikki Fabry
Expected	32
Present	22 (69%)
Absent with apologies	9 (28%)
Unexplained absence	1 (3%)

Councillor	Councillor Cathy Gallagher
Expected	22
Present	22 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Kiera Gordon-Garrett
Expected	34
Present	29 (86%)
Absent with apologies	5 (14%)
Unexplained absence	0 (0%)

Councillor	Councillor Sue Griffiths
Expected	29
Present	29 (100%)
Absent with apologies	0 (0%)
Unexplained absence	0 (0%)

Councillor	Councillor Aimee Harman
Expected	31
Present	27 (88%)
Absent with apologies	4 (12%)
Unexplained absence	0 (0%)

Councillor	Councillor Amber Hart
Expected	1
Present	1
Absent with apologies	0
Unexplained absence	0

Councillor	Councillor Wendy Veck
Expected	28
Present	21 (76%)
Absent with apologies	6 (21%)
Unexplained absence	1 (3%)

Councillor	Councillor Sherral Wood
Expected	39
Present	34 (88%)
Absent with apologies	4 (10%)
Unexplained absence	1 (2%)



Peacehaven Town Council
Councillor Attendance Record

Civic Year 2025 - 2026