

George Dyson
Town Clerk

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



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

Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 23rd June 2026 at 7:30pm.

Present: Cllr Alexander, Cllr Griffiths, Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Hart, Cllr Campbell (non-voting member).

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer), Kevin Bray (Parks Officer)

No members of the public were in attendance

1. PF1234 CHAIR'S ANNOUNCEMENTS

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

2. PF1235 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. PF1236 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Harman, with Cllr Hart substituting, apologies were also received from Cllr Wood and Cllr Veck.

4. PF1237 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1238 TO ADOPT THE COMMITTEE'S MINUTES OF 5TH MAY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
The minutes of 5th May 2026 were **agreed** and **adopted**.

6. PF1239 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Committee vice-chair.

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

7. PF1240 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

The RFO introduced the report and summarised why the report is important.

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

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

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

c. Income & Expenditure report.

Cllr Campbell asked about the interest we are receiving, the RFO confirmed where the interest shown on the report had come from and when more was expected.. Cllr Gallagher asked about the amount available for the Neighbourhood Plan, the Clerk confirmed that this was low as there had not been any money budgeted, and any expenditure has just been running down the earmarked reserve.

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

d. Balance Sheet.

Cllr Gallagher asked for confirmation that no funds from the money going to the General Reserve will be reclaimed, particularly noting the s.106 payments.

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 Gordon-Garrett
Committee **resolved** to **approve** the list of payments.

8. PF1241 TO NOTE THE TRANSFER OF FUNDS INTO A FIXED TERM DEPOSIT ACCOUNT

Committee **noted** the transfer of funds.

There was a discussion about the possibility of investing additional funds, and the Clerk confirmed that a Treasury Management policy is in the process of being developed.

The Chair brought forward item 1245 to be discussed at this point.

9. PF1245 TO AGREE A RECOMMENDATION ON THE PURCHASE OF A UTV

There was a brief discussion on the background to this item, and how it is being budgeted, there was also discussion about the importance of the Leisure and Amenities Committee reviewing the planned replacement dates.

It was proposed to recommend that Council agree to purchase the UTV.

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

The Parks Officer left at this point (20:06)

10. PF1242 TO AGREE A REVISED GRANTS POLICY

The RFO introduced the item and summarised the report, there was a brief discussion about the impact of the proposed changes, and the different processes for Community Grants and Service Level Grants.

It was proposed that the policy be adopted subject to moving the amended text up to higher on the page and that a covering letter explaining the application process and a template form for showing the calculation for how the requested funds will be spent is to be included as part of the application pack.

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

11. PF1243 TO AUTHORISE A VIREMENT OF MONEY

The RFO introduced the report and summarised the reasons for this.

There was a discussion about the IT equipment which would need replacing over the coming years, and a need to plan which reserves need to be built up across Council budgets.

It was proposed to agree that the virement be authorised, as per the recommendation in the report.

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

12. PF1244 TO NOTE THE 2025/26 YEAR END FINANCIAL UPDATE

The report was **noted**.

13. PF1246 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

There is no report, and an audit is planned soon.

b. Community Buildings Working Group

This group is planning to meet next week.

c. Funding for Community House works including Air Source Heat Pumps

This group is yet to meet.

d. Business Plan Review

Work on this is ongoing, and another meeting will be held soon.

14. PF1247 DATE OF NEXT MEETING – TUESDAY 15TH SEPTEMBER 2026

The next meeting was confirmed as 15th September 2026.

15. PF1248 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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

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

16. PF1249 UNPAID INVOICE REPORT

The RFO summarised the report and explained what is being done to chase up payments, highlighting one debtor who is proving to be particularly slow to pay.

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 20:28



Committee:	Policy & Finance	Agenda Item:	
Meeting date:	15 September 2026	Authors:	Responsible Financial Officer
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

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

1. Background

The attached reports summarise the council's overall financial position as at the end of **month 5 (August 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 August 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 **39.9% of the budgeted expenditure** has been spent so far, and **51.9% of the budgeted income** has been received as at the end of month 5 (August 2026)

Detailed balance sheet

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

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

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

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

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

3. Implications

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

4. Appendices

- Barclays Bank account summary balances June & July 2025
- Bank reconciliation statement for cashbook 1 – June & July 2026
- Bank reconciliation statement for cashbook 2 – June & July 2026
- Bank Reconciliation statement for Unity Trust Fixed Deposit Account – June & July 2026
- Bank Reconciliation statement for Unity Trust Instant Access Account –June & July 2026
- Credit Card reconciliation statement – Amay 2026
- Detailed income and expenditure month 5 (August 2026)
- Detailed balance sheet month 5 (August 2026)

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	30/06/2026		-63.76
G Dyson CC	30/06/2026		-140.81
			<u>-204.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-204.57
<u>Unpresented Receipts (Plus)</u>			
22/06/2026 CC TFER		204.57	
			<u>204.57</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

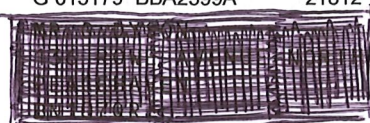
Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

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

Date	Description	Amount
6 May 2026	ROYAL MAIL GROUP LIMIT LONDON ENG	3.80
070515122626	COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	
12 May 2026	SAINSBURYS S/MKTS NEWHAVEN HARB	15.00
130585481476	GROCERY STORES, SUPERMARKETS	
12 May 2026	LIDL GB NEWHAVEN LIDL GB NEWHAGBR	14.57
130585207496	GROCERY STORES, SUPERMARKETS	
21 May 2026	PGS GIFTS LTD WELLINGBOROUGH	59.96
220515122626	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
24 May 2026	HEYZINE.COM CAMBRILS T	39.00
250582644316	COMPUTER SOFTWARE STORES	
27 May 2026	Gelato Group UK Ltd Poole GBR	8.48
280517979676	PHOTOFINISHING LABORATORIES, PHOTO DEVELOPING	
6 new purchases / cash advances. Total of spending.		£140.81

G 013179 BBA2399A

21812



STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 May 2026
Page number: 4 of 4
Monthly spend limit: £1,000.00



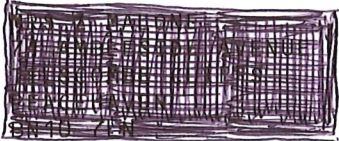
Date	Description	Amount
1 May 2026	SP CARLIGHTBULB MONGKOK KL	31.76
040585130706	AUTOMOTIVE PARTS, ACCESSORIES STORES	
28 May 2026	CARD FEE	32.00
1 new purchases / cash advances.		
Total of spending.		£63.76

3/3

H2

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**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 7 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	30/06/2026		148.39
			<u>148.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			148.39
		Balance per Cash Book is :-	148.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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

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

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 June 2026 to 30 June 2026

Account Name: Peacehaven Town Council
Sort Code: 608301
Account Number: 20529105
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£92.53	£0.00	£55.86	£148.39



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Date: 08/07/2026

Peacehaven Town Council

Page 1

Time: 10:53

User: ZM

**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	30/06/2026		208,120.00
			<u>208,120.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			208,120.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			208,120.00
		Balance per Cash Book is :-	208,120.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

FT12

60 83 01 - 80194321

Balance	Available balance	Gross interest rate	Term start	Term end
£ 208,120.00	£ 208,120.00	4.06 % (4.06 % AER)	18/05/26	18/05/27

Show:

Transactions

Balances are correct as of 10:50 on 08 Jul 2026.

↓ Date	Description	Paid in	Paid out	Balance
18/05/26	Transfer from 20529105	208,120.00		208,120.00

**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/06/2026		608.90
			<u>608.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			608.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			608.90
		Balance per Cash Book is :-	608.90
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 08 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

Business Premium ME

20-49-76 83521656

Available balance **£608.90**

Last night's balance **£608.90**

Overdraft limit **n/a**

Showing 1 transaction between **08/06/2026** and **08/06/2026** from 01/06/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
08/06/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 2MAR/ 7JUN	£1.73		£608.90

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

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

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

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/06/2026		1,185,089.12
Current Account	30/06/2026		50,000.00
			<u>1,235,089.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
02/06/2026 121073 SCDA		3,574.98	
29/06/2026 WP2906 WORLDPAY		30.52	
			<u>3,605.50</u>
			1,231,483.62
<u>Unpresented Receipts (Plus)</u>			
18/06/2026		101.20	
18/06/2026		24.00	
18/06/2026		23.00	
22/06/2026		62.54	
22/06/2026		144.00	
22/06/2026		2.00	
23/06/2026		24.00	
26/06/2026		25.00	
26/06/2026		22.00	
30/06/2026		25.00	
			<u>452.74</u>
			1,231,936.36
		Balance per Cash Book is :-	1,231,936.36
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Today: 07 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,163,327.09
Last night's balance	£1,162,485.09
Overdraft limit	n/a

Showing 2 transactions between 29/06/2026 and 01/07/2026 from 29/06/2026 to 01/07/2026

Date	Description	Money in	Money out	Balance
01/07/2026	Transfer TRANSFER 10701173 TRANSFER 10701173		-£11,671.11	£1,173,418.01
29/06/2026	Transfer TRANSFER 10701173 TRANSFER 10701173		-£120.40	£1,185,089.12

Need to view older transactions?

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Today: 07 Jul 2026



PEACEHAVEN TOWN COUNCIL

Transactions

BUSINESS FREE MT

20-49-76 10701173

Available balance **£51,044.43**

Last night's balance **£50,000.00**

Overdraft limit **£0.00**

Showing 7 transactions between **29/06/2026** and **01/07/2026** from 29/06/2026 to 01/07/2026

Date	Description	Money in	Money out	Balance
01/07/2026	Transfer TRANSFER 30701211 TRANSFER 30701211	£11,671.11		£50,000.00
01/07/2026	Cheque 121074 121074		-£11,579.52	£38,328.89
01/07/2026	Direct Debit EDFENERGY CUST PLC 4469000000 DDR		-£91.59	£49,908.41
29/06/2026	Transfer TRANSFER 30701211 TRANSFER 30701211	£120.40		£50,000.00
29/06/2026	Counter Credit GBP FASTER PAYMENT WORLDPAY BGC	£61.84		£49,879.60
29/06/2026	Direct Debit MOTIA/FUELCARDSERV FFB017243 DDR		-£63.94	£49,817.76
29/06/2026	Direct Debit FOCUS GROUP FH4342 DDR		-£118.30	£49,881.70

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Bank Reconciliation Statement as at 30/06/2026
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	30/06/2026		-63.76
G Dyson CC	30/06/2026		-140.81
			<u>-204.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-204.57
<u>Unpresented Receipts (Plus)</u>			
22/06/2026 CC TFER		204.57	
			<u>204.57</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

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

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

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

Date	Description	Amount
6 May 2026	ROYAL MAIL GROUP LIMIT LONDON ENG	3.80
070515122626	COURIER SERVICES-AIR OR GROUND,FREIGHT FORWARDERS	
12 May 2026	SAINSBURYS S/MKTS NEWHAVEN HARB	15.00
130585481476	GROCERY STORES, SUPERMARKETS	
12 May 2026	LIDL GB NEWHAVEN LIDL GB NEWHAGBR	14.57
130585207496	GROCERY STORES, SUPERMARKETS	
21 May 2026	PGS GIFTS LTD WELLINGBOROUGHENG	59.96
220515122626	GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	
24 May 2026	HEYZINE.COM CAMBRILS T	39.00
250582644316	COMPUTER SOFTWARE STORES	
27 May 2026	Gelato Group UK Ltd Poole GBR	8.48
280517979676	PHOTOFINISHING LABORATORIES, PHOTO DEVELOPING	
6 new purchases / cash advances.		
Total of spending.		£140.81

G 013179 BBA2399A

21812



From: Royal Mail Support <no-reply@royalmail.com>
Sent: 06 May 2026 09:59
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Royal Mail - Postage Confirmation for BT-8443-2244-101



Send  item

Thank you for your order

Thank you for your order.

You have made a payment of £3.80 to the Royal Mail Group Ltd.
Reference: BT-8443-2244-101
Date & time: Wednesday, 06 May 2026 09:58

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below.

Details of this purchase - along with links to re-download your documents, view your QR codes, and request refunds - will remain available for up to 21 days on the [payment confirmation page](#).

Purchased postage



	Date	Councillor 1
	Account Code 4325/100	Finance Officer  Councillor 2

Destination: Mrs Marsali Stuart, Eastbourne Borough Council, Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG
Postage service: Tracked 24
Tracking number: [MZ489671822GB](#)
Total Postage cost: £3.80

Tracked
No Signature

24

Delivered By



Royal Mail

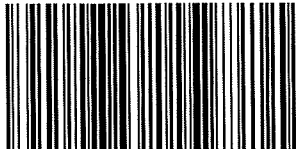
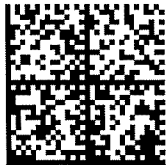
Postage Paid GB

Q19 A10

Large Letter

250g

11-067 297 F58



MZ 4896 7182 2GB

Mrs Marsali Stuart
Eastbourne Borough Council
Town Hall
Grove Road
Eastbourne
BN21 4UG

Return Address
Peacehaven Town
Council
Community House
Meridian Centre
Peacehaven
BN10 8BB

Postage Cost

£3.80

Post by the end of

13.05.2026

Paid and printed from

Click & Drop

Royal Mail: UK's lowest average parcel carbon footprint 200g CO2e

Sainsbury's

Good food for all of us

NEWHAVEN HARBOUR
01273 612036

LIDL

Newhaven

VAT NO. GB350396892

Enter survey: lidl.co.uk/haveyoursay
& you can win £100 of Lidl Vouchers.

Fairtrade Roses 0077945	£ 4.99 B
Price Cut	-0.40
Deluxe Bouquet 0072863	5.99 B
Mixed Bouquet 0096995	3.99 B

TOTAL	14.57
CARD	14.57

CUSTOMER COPY - PLEASE RETAIN RECEIPT
Date: 12/05/26 Time: 16:40:25
MID: *****46217 TID: ****7597
TRNS NO: UK139172016482132262
MASTERCARD *****8309
A0000000041010
Contactless SALE
Amount £14.57
Verification Not Required
APPROVED AUTH CODE 092504
PLEASE DEBIT ACCOUNT WITH TOTAL SHOWN

TOTAL DISCOUNT 0.40

VAT RATE	SALES £	VAT £
B 20 %	14.57	2.43



1391 016482/72 12.05.26 16:39

anc

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

PRIMARK (£1.5 - £200) £15.00

1 BALANCE DUE £15.00
MASTERCARD £15.00

contactless)))

[ICC] *****8309

AID: A0000000041010

PAN SEQUENCE: 01

MERCHANT ****5520

AUTH CODE: 064739

TID: ****3994

No Cardholder Verification

CHANGE £0.00

MY NECTAR SUMMARY

[C] **** *1030

POINTS EARNED ON £15.00

PREVIOUS POINTS BALANCE 12560

POINTS EARNED 15

NEW POINTS BALANCE 12575

YOUR POINTS ARE WORTH £62.87

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

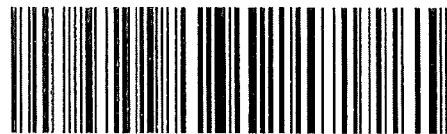
***** For a chance to win *****

100,000 Nectar points

please tell us how we did at

lettuce-know.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6292136065894300120526

C #8943 16:52:37 12MAY2026
S2:36 R65

Thank you for your visit.

Date	Councillor 1
Code	Councillor 2
4335/110	<i>[Signature]</i>

Personalised
GIFTS SHOP

INVOICE

PGS Gifts Ltd.

Invoice #1001879641

Unit A1 Baird Court

Date : 21/05/2026 10:43

Park Farm Industrial Estate
Wellingborough

Amount : £59.96

NN8 6QJ, GB

VAT No: 102595141

Company No: 07580950

Billing Address

Payment Method

George Dyson
Peacehaven Town Council
Community House
Meridian Centre
Peacehaven, BN10 8BB
United Kingdom
T: 07749491877

Card Payment

Items

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

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Cdt Zack Osborne			
Peacehaven Mayor's Cadet			
2025/26			

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Ruby Papanicolaou			
Peacehaven Youth Mayor			
2025/26			

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Jacob Lord			
Peacehaven Youth Mayor			
2025/26			

Personalised Pen Set & Gift Box - Message	1	£14.99	£14.99
SKU: H-13396-2SILVERPEN-CASE			
Daniel Gill			
Peacehaven Youth Mayor			
2025/26			

Subtotal	£59.96
Tax	£10.00
Grand Total	£59.96

	Date	Councillor 1
Account Code	cc	
Finance Officer	DM	Councillor 2

4335/110.

Invoice

Paid

Number 26-28283



Issue date

24-05-2026

Due date

24-05-2026

Service date

24-05-2026

From

Heyzine Flipbooks SL

Calle Eliseu Meifren, 4, B

43850 Cambrils

Spain

Tax ID: ESB56474539

support@heyzine.com

To

George Dyson

BN10 8GA

United Kingdom

dcco@peacehaventowncouncil.gov.uk

Description	Qty.	Price	Rate	Subtotal
1 × Subscription Standard Yearly (at £39.00 / year)	1.00	39.00	—	39.00

Rate	Taxable base (GBP)		VAT (GBP)	Subtotal	
	Date	39.00	0.00		39.00
		Councillor 1			Tax 0.00
					Total (GBP) 39.00
		Councillor 2			Amount paid 39.00
					Amount due 0.00

43421100

LM

Currency conversion	
Exchange rate	1 GBP = 1.157166 EUR
Tax (EUR)	0.00
Total (EUR)	45.13

Notes

Operación no sujeta por reglas de localización previstas en los artículos 69 y 70 de la Ley 37/1992 del IVA.

Registration number: ESB56474539 · Invoice typology: Services

Printed at 26/05/2026 09:07:50

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

VAT INVOICE

Invoice date: 27/05/2026
Invoice number: 001-0015513231
Order ID: 37299754

Customer Details:
George Dyson
dccco@peacehaventowncouncil.gov.uk
+44 7749491877

Billing Address:
George Dyson
Community House
BN10 8BB Meridian Way
United Kingdom

4335/110	Date	Councillor 1
	Finance Officer	Councillor 2

Shipping Address:
George Dyson
Community House
Peacehaven Town Council
BN10 8BB Meridian Way
United Kingdom

Product	Quantity	Unit price	Subtotal
Poster	1 item	£18.71	£18.71
Size: 30 x 45 cm Portrait / Vertical Standard Semi-Glossy			
Subtotal			£18.71
Discount (excl. VAT)			-£14.97
Delivery			£3.33
VAT(20%)			£1.41
Total (incl. VAT)			£8.48

STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 May 2026
Page number: 4 of 4
Monthly spend limit: £1,000.00



Date	Description	Amount
1 May 2026	SP CARLIGHTBULB MONGKOK KL	31.76
040585130706	AUTOMOTIVE PARTS, ACCESSORIES STORES	
28 May 2026	CARD FEE	32.00
1 new purchases / cash advances.		
Total of spending.		£63.76

3/3

H2

021941 BBA2399A Page 3 of 3

G 013179 BBA2399A 21812



 > **CLB153935**

● Paid ● Fulfilled Archived

May 1, 2026 at 12:18 pm from Online Store for TUOTENG E-BUSINESS CO., LIMITED

 Fulfilled (2)

CLB153935-F1

Delivered

 Tuesday, May 5, 2026

 YunExpress tracking: YT2641021437084699



Ford Transit 2015-2020

Front Rod Door Check

Detent LH /RH

BK3Z6123500D

C168-A048

£15.88 × 2 £31.76

 Paid

Subtotal	2 items	£31.76
Shipping	Free Shipping (0.9 kg: Items 0.9 kg, Package 0.0 kg)	£0.00
Total		£31.76
Paid		£31.76

Customer

Peacehaven Town Council

1 order

Contact information

financeofficer@peacehaventowncouncil.gov.uk

Shipping address

 [Review address issues](#)

Peacehaven Town Council
Peacehaven Town Council
Community House, Greenwich
Way
Peacehaven
BN10 8BB
United Kingdom
+44 1273 585493

Billing address

Same as shipping address

Timeline

May 6

HK\$317.48 HKD was added to your payout. May 7, 2026

1:53 AM

May 5

 17TRACK sent a shipment delivered email to Peacehaven Town Council (financeofficer@peacehaventowncouncil.gov.uk).

7:48 PM

 17TRACK sent a shipping update email to Peacehaven Town Council (financeofficer@peacehaventowncouncil.gov.uk).

7:48 PM

	Date	Councillor 1
Account Code 4202/300	Finance Officer 	Councillor 2

**Bank Reconciliation Statement as at 31/07/2026
for Cashbook 6 - Unity Trust Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	31/07/2026		208,120.00
			<u>208,120.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			208,120.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			208,120.00
		Balance per Cash Book is :-	208,120.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

FT12

60 83 01 80194321

Balance	Available balance	Gross interest rate	Term start	Term end
£ 208,120.00	£ 208,120.00	4.06 % (4.06 % AER)	18/05/26	18/05/27

Show:

Transactions

Balances are correct as of 10:29 on 11 Aug 2026.

↓ Date	Description	Paid in	Paid out	Balance
18/05/26	Transfer from 20529105	208,120.00		208,120.00

Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		148.39
			<u>148.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			148.39
		Balance per Cash Book is :-	148.39
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date



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

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

☎ Call **0345 140 1000***
✉ Email **us@unity.co.uk**
🌐 Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: Peacehaven Town Council
Sort Code: 608301
Account Number: 20529105
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£148.39	£0.00	£0.00	£148.39



Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

**Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		1,115,038.15
Current Account	31/07/2026		50,000.00
			<u>1,165,038.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
02/06/2026	121073	SCDA	3,574.98
07/07/2026	121075	PETER SHAYLER	400.00
17/07/2026	121076	The Royal British Legion	61.00
24/07/2026	121077	HMRC	11,430.48
			<u>15,466.46</u>
			1,149,571.69
<u>Unpresented Receipts (Plus)</u>			
21/07/2026			24.00
23/07/2026			126.50
23/07/2026			1,784.74
24/07/2026			22.00
24/07/2026			20.00
29/07/2026			189.00
31/07/2026			60.00
			<u>2,226.24</u>
			1,151,797.93
Balance per Cash Book is :-			1,151,797.93
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/07/2026		608.90
			<u>608.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			608.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			608.90
		Balance per Cash Book is :-	608.90
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 31 July 2026

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£1,115,038.15
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£608.90
.....	
Sort Code 20-49-76 • Account No 83521656	

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

Date: 11/08/2026

Peacehaven Town Council

Page 1

Time: 10:32

**Bank Reconciliation Statement as at 31/07/2026
for Cashbook 5 - Credit Card A/c**

User: ZM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/07/2026		-283.28
G Dyson CC	31/07/2026		-36.00
			-319.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			-319.28
<u>Unpresented Receipts (Plus)</u>			
23/07/2026 JUL CC		319.28	
			319.28
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

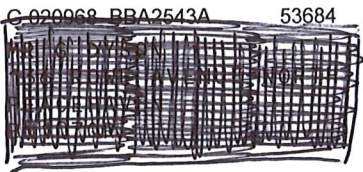
STATEMENT FOR G DYSON

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

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

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

Date	Description	Amount
4 Jun 2026	STA-AWARDS WALSALL LND	30.00
050685383906	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
5 Jun 2026	HIGHFIELD* O #19808 DONCASTER LND	6.00
080685383906	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
2 new purchases / cash advances. Total of spending.		£36.00



STATEMENT FOR Z MALONE

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

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

Company reference: 5476760307525801
Card number: 5476760181944102
Statement date: 28 June 2026
Page number: 4 of 4
Monthly spend limit: £1,000.00

Date	Description	Amount
2 Jun 2026	Zettle_*Resource Centr Brighton GBR 030625633266 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	50.00
8 Jun 2026	Zettle_*Resource Centr Brighton GBR 090625633266 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	50.00 CR
9 Jun 2026	THE SANITARYWARE COMPA STOKE ON TREN 100685481476 COMMERCIAL EQUIPMENT, NOT ELSEWHERE CLASSIFIED	127.30
9 Jun 2026	eBay O*08-14750-72729 London GBR 100617979676 DEPARTMENT STORES	19.30
11 Jun 2026	eBay O*16-14746-91971 London GBR 120617979676 DEPARTMENT STORES	17.88
12 Jun 2026	CIPFA TOWER HAMLETSENG 150685383906 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	118.80
6 new purchases / cash advances. Total of spending.		£283.28

Holding Deposit
Returned

G 020968 BBA2543A 53684



Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	515,769	1,031,538	515,769			50.0%	
1010 CIL Income	3,550	0	(3,550)			0.0%	3,550
1013 Income from Photocopying	179	500	321			35.9%	
1016 Housing Benefit Claims LDC	17,097	17,097	0			100.0%	
1018 Insurance Claim	7,555	0	(7,555)			0.0%	
1100 Interest Received	12,358	8,000	(4,358)			154.5%	
1309 Other Income	1,443	500	(943)			288.6%	
General Administration :- Income	557,952	1,057,635	499,683			52.8%	3,550
4345 CTLA Large Grant	6,825	6,825	0		0	100.0%	
4346 CAB Large Grant	15,000	15,000	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Large Grant	3,340	2,680	(660)		(660)	124.6%	660
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
4364 Bereavement Services	0	2,000	2,000		2,000	0.0%	
4365 SCDA Large Grant	208	2,500	2,292		2,292	8.3%	
4366 Havens Comm Hub Large Grant	1,500	1,500	0		0	100.0%	
General Administration :- Direct Expenditure	29,873	35,505	5,632	0	5,632	84.1%	660
4001 Salaries	202,527	557,019	354,492		354,492	36.4%	
4002 Employer N.I Contributions	25,396	71,552	46,156		46,156	35.5%	
4003 Employer Pension Contributions	36,670	101,000	64,330		64,330	36.3%	
4004 Overtime	(157)	4,000	4,157		4,157	(3.9%)	
4006 s106 reclaim	12,999	0	(12,999)		(12,999)	0.0%	
4011 Training	973	2,500	1,527		1,527	38.9%	
4014 Staff Costs	0	750	750		750	0.0%	
4201 Purchase of Vehicles	11,149	6,000	(5,149)		(5,149)	185.8%	8,833
4212 Mileage Costs	19	500	481		481	3.9%	
4301 Purchase of Furniture/Equipmen	826	1,500	674		674	55.1%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4305 Uniform	31	0	(31)		(31)	0.0%	
4306 Printing	733	3,000	2,267		2,267	24.4%	
4307 Stationery	104	1,000	896		896	10.4%	
4308 Cllr Printing	147	1,500	1,353		1,353	9.8%	
4312 Professional Fees - Other	1,126	8,500	7,374		7,374	13.2%	
4314 Audit Fees	2,240	3,000	760		760	74.7%	
4315 Insurance	15,428	14,500	(928)		(928)	106.4%	
4321 Bank Charges	376	1,150	774		774	32.7%	
4325 Postage	513	3,000	2,487		2,487	17.1%	
4326 Telephones	1,168	3,500	2,332		2,332	33.4%	
4327 Computers	7,228	20,000	12,772		12,772	36.1%	

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	41	1,500	1,459		1,459	2.7%	
4341 Grants	3,713	10,000	6,287		6,287	37.1%	
4342 Subscriptions	6,183	8,000	1,817		1,817	77.3%	
4356 EAP	200	600	400		400	33.3%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Write Off	(51)	0	51		51	0.0%	
General Administration :- Indirect Expenditure	329,583	843,071	513,488	0	513,488	39.1%	8,833
Net Income over Expenditure	198,496	179,059	(19,437)				
6000 plus Transfer from EMR	9,493	0	(9,493)				
6001 less Transfer to EMR	3,550	0	(3,550)				
Movement to/(from) Gen Reserve	204,439	179,059	(25,380)				
110 Community Engagement							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Community Engagement :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4331 Mayor's Allowance	181	1,500	1,319		1,319	12.1%	
4332 Civic Events	1,423	3,000	1,577		1,577	47.4%	1,200
4335 Civic Expenses	307	1,200	893		893	25.6%	
4339 National Mourning	0	100	100		100	0.0%	
Community Engagement :- Indirect Expenditure	1,911	5,800	3,889	0	3,889	32.9%	1,200
Net Expenditure	(1,911)	(6,800)	(4,889)				
6000 plus Transfer from EMR	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(711)	(6,800)	(6,089)				
120 Marketing							
1047 Other Event Income	61	0	(61)			0.0%	
1049 Banner Board	800	3,000	2,200			26.7%	
1051 A1 Boards	120	0	(120)			0.0%	
1301 Filming	160	1,500	1,340			10.7%	
Marketing :- Income	1,141	4,500	3,359			25.4%	0
4306 Printing	160	2,000	1,840		1,840	8.0%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	238	500	262		262	47.5%	104
Marketing :- Indirect Expenditure	398	4,000	3,602	0	3,602	10.0%	104
Net Income over Expenditure	743	500	(243)				
6000 plus Transfer from EMR	104	0	(104)				
Movement to/(from) Gen Reserve	847	500	(347)				

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Neighbourhood Plan							
1101 Neighbourhood Plan	80	0	(80)			0.0%	
Neighbourhood Plan :- Income	80	0	(80)				0
4337 Neighbourhood Plan	240	0	(240)		(240)	0.0%	240
Neighbourhood Plan :- Indirect Expenditure	240	0	(240)	0	(240)		240
Net Income over Expenditure	(160)	0	160				
6000 plus Transfer from EMR	240	0	(240)				
Movement to/(from) Gen Reserve	80	0	(80)				
200 Planning							
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning :- Direct Expenditure	0	500	500	0	500		0
Net Expenditure	0	(500)	(500)				
300 Grounds Team General Exp							
4011 Training	0	2,000	2,000		2,000	0.0%	
4202 Repairs/Maintenance of Vehicle	1,399	7,500	6,101		6,101	18.7%	
4203 Fuel	317	5,500	5,183		5,183	5.8%	
4204 Road Fund License	0	600	600		600	0.0%	
4206 Vehicle Reserve	0	10,000	10,000		10,000	0.0%	
4305 Uniform	141	1,000	859		859	14.1%	
Grounds Team General Exp :- Indirect Expenditure	1,857	26,600	24,743	0	24,743	7.0%	0
Net Expenditure	(1,857)	(26,600)	(24,743)				
310 Sports Park							
1025 Rent & Service	934	3,360	2,426			27.8%	
1026 Rent & Service Bowls	3,569	6,896	3,327			51.8%	
1041 S/P Telephone Masts	7,672	7,672	(0)			100.0%	
1043 S/P Football Pitches	950	3,000	2,050			31.7%	
1060 Water Usage	730	0	(730)			0.0%	
1061 S/P Court Hire	349	740	391			47.2%	
Sports Park :- Income	14,205	21,668	7,463			65.6%	0
4111 Electricity	174	3,000	2,826		2,826	5.8%	
4131 Rates	931	2,500	1,569		1,569	37.2%	
4160 Changing Places Costs	50	700	650		650	7.1%	
4161 Cleaning Costs	6,862	12,500	5,638		5,638	54.9%	

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Trade Refuse	714	3,000	2,286		2,286	23.8%	
4171 Grounds Maintenance Costs	3,760	10,000	6,240		6,240	37.6%	1,750
Sports Park :- Indirect Expenditure	12,490	31,700	19,210	0	19,210	39.4%	1,750
Net Income over Expenditure	1,714	(10,032)	(11,746)				
6000 plus Transfer from EMR	1,750	0	(1,750)				
Movement to/(from) Gen Reserve	3,464	(10,032)	(13,496)				
<u>315 Big Park</u>							
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	0	2,000	2,000			0.0%	0
4101 Repair/Alteration of Premises	468	5,000	4,532		4,532	9.4%	
4102 Maintenance of Buildings	121	500	379		379	24.2%	
4111 Electricity	285	1,000	715		715	28.5%	
4112 Gas	108	1,000	892		892	10.8%	
4121 Rents	7,340	15,500	8,160		8,160	47.4%	
4131 Rates	0	6,052	6,052		6,052	0.0%	(6,052)
4164 Trade Refuse	798	0	(798)		(798)	0.0%	
4166 Skip Hire	315	1,000	685		685	31.5%	
4173 Fertilisers & Grass Seed	360	4,800	4,440		4,440	7.5%	360
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
Big Park :- Indirect Expenditure	9,794	40,852	31,058	0	31,058	24.0%	(5,692)
Net Income over Expenditure	(9,794)	(38,852)	(29,058)				
6000 plus Transfer from EMR	(5,692)	0	5,692				
Movement to/(from) Gen Reserve	(15,486)	(38,852)	(23,366)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service	3,571	9,643	6,072			37.0%	
1111 Electricity	1,970	10,000	8,030			19.7%	
Gateway Cafe :- Income	5,541	19,643	14,102			28.2%	0
4101 Repair/Alteration of Premises	114	3,000	2,886		2,886	3.8%	
4111 Electricity	1,625	10,000	8,375		8,375	16.3%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	372	1,500	1,128		1,128	24.8%	
4326 Telephones	0	240	240		240	0.0%	
Gateway Cafe :- Indirect Expenditure	2,111	16,240	14,129	0	14,129	13.0%	0
Net Income over Expenditure	3,431	3,403	(28)				

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
325 Highways							
1022 Planter Advertising	267	1,100	833			24.2%	
1051 A1 Boards	0	1,100	1,100			0.0%	
Highways :- Income	267	2,200	1,933			12.1%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Highways :- Direct Expenditure	0	1,850	1,850	0	1,850	0.0%	0
4101 Repair/Alteration of Premises	1,214	2,500	1,286		1,286	48.6%	
4111 Electricity	251	1,932	1,681		1,681	13.0%	
4171 Grounds Maintenance Costs	381	500	119		119	76.2%	
4850 Grass Cutting Contract	20,842	20,842	(0)		(0)	100.0%	
Highways :- Indirect Expenditure	22,688	25,774	3,086	0	3,086	88.0%	0
Net Income over Expenditure	(22,421)	(25,424)	(3,003)				
330 Parks & Open Spaces							
1025 Rent & Service	50	0	(50)			0.0%	
1044 Hire of the Dell	4,810	4,500	(310)			106.9%	
1050 Allotment Rent	60	2,650	2,590			2.3%	
1303 Water Charges	(218)	0	218			0.0%	
Parks & Open Spaces :- Income	4,702	7,150	2,448			65.8%	0
4050 Allotment Costs	817	1,000	183		183	81.7%	
4104 Vandalism Repairs	3,777	1,500	(2,277)		(2,277)	251.8%	
4105 Tree Works	520	2,000	1,480		1,480	26.0%	
4106 Signage	4,587	5,000	413		413	91.7%	
Parks & Open Spaces :- Direct Expenditure	9,702	9,500	(202)	0	(202)	102.1%	0
4101 Repair/Alteration of Premises	1,498	5,000	3,503		3,503	29.9%	
4141 Water Services	2,243	7,000	4,757		4,757	32.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,717	4,000	2,283		2,283	42.9%	
4301 Purchase of Furniture/Equipmen	(194)	2,500	2,694		2,694	(7.7%)	
4305 Uniform	55	0	(55)		(55)	0.0%	
Parks & Open Spaces :- Indirect Expenditure	5,319	24,000	18,681	0	18,681	22.2%	0
Net Income over Expenditure	(10,318)	(26,350)	(16,032)				

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
355 The Hub							
1084 Sports Pavilion	8,987	18,548	9,561			48.5%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	50	160	110			31.3%	
1355 Wifi	70	210	140			33.3%	
The Hub :- Income	9,107	19,518	10,411			46.7%	0
4175 Music Licence	0	418	418		418	0.0%	
The Hub :- Direct Expenditure	0	418	418	0	418	0.0%	0
4101 Repair/Alteration of Premises	900	2,000	1,100		1,100	45.0%	900
4103 Annual Servicing Costs	153	2,500	2,347		2,347	6.1%	
4111 Electricity	531	3,000	2,469		2,469	17.7%	
4112 Gas	341	3,000	2,659		2,659	11.4%	
4177 Hub Reserve	17,025	5,000	(12,025)		(12,025)	340.5%	15,735
4355 Wifi	22	420	398		398	5.2%	
The Hub :- Indirect Expenditure	18,971	15,920	(3,051)	0	(3,051)	119.2%	16,635
Net Income over Expenditure	(9,864)	3,180	13,044				
6000 plus Transfer from EMR	16,635	0	(16,635)				
Movement to/(from) Gen Reserve	6,771	3,180	(3,591)				
360 Community House							
1056 Equipment Hire	17	0	(17)			0.0%	
1070 C/H Phoenix Room	3,165	7,596	4,431			41.7%	
1071 C/H Fields & Robson	5,250	12,600	7,350			41.7%	
1075 C/H Charles Neville	2,923	6,000	3,077			48.7%	
1076 C/H Main Hall	5,171	14,358	9,187			36.0%	
1077 C/H Anzac Room	3,897	7,261	3,364			53.7%	
1078 C/H Main Kitchen	773	1,000	227			77.3%	
1079 C/H Anzac Kitchen	165	400	236			41.1%	
1081 C/H Equipment Hire	1,112	1,000	(112)			111.2%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1092 Electricity Feed-in Tariff	4,137	6,500	2,363			63.6%	
1303 Water Charges	100	0	(100)			0.0%	
Community House :- Income	26,710	58,715	32,005			45.5%	0
4175 Music Licence	0	300	300		300	0.0%	
4178 Consumables	0	700	700		700	0.0%	
Community House :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0

Detailed Income & Expenditure by Budget Heading 02/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	2,047	10,000	7,953		7,953	20.5%	
4102 Maintenance of Buildings	2,172	7,000	4,828		4,828	31.0%	
4111 Electricity	2,908	15,000	12,092		12,092	19.4%	
4112 Gas	482	7,500	7,018		7,018	6.4%	
4131 Rates	5,880	13,100	7,220		7,220	44.9%	
4141 Water Services	694	5,000	4,306		4,306	13.9%	
4151 Fixtures & Fittings	636	2,000	1,364		1,364	31.8%	636
4161 Cleaning Costs	1,006	2,200	1,194		1,194	45.7%	
4163 Personal Hygiene	290	2,800	2,510		2,510	10.3%	
4176 Community House Reserve	18,464	50,000	31,537		31,537	36.9%	1,488
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	34,577	115,300	80,723	0	80,723	30.0%	2,123
Net Income over Expenditure	(7,868)	(57,585)	(49,717)				
6000 plus Transfer from EMR	2,123	0	(2,123)				
Movement to/(from) Gen Reserve	(5,744)	(57,585)	(51,841)				
<u>430 Summer Fair</u>							
4500 Event Staff Overtime	0	1,500	1,500		1,500	0.0%	
4502 Events	730	2,500	1,770		1,770	29.2%	730
Summer Fair :- Indirect Expenditure	730	4,000	3,270	0	3,270	18.3%	730
Net Expenditure	(730)	(4,000)	(3,270)				
6000 plus Transfer from EMR	730	0	(730)				
Movement to/(from) Gen Reserve	0	(4,000)	(4,000)				
Grand Totals:- Income	619,704	1,193,029	573,325			51.9%	
Expenditure	480,244	1,203,030	722,786	0	722,786	39.9%	
Net Income over Expenditure	139,460	(10,001)	(149,461)				
plus Transfer from EMR	26,585	0	(26,585)				
less Transfer to EMR	3,550	0	(3,550)				
Movement to/(from) Gen Reserve	162,494	(10,001)	(172,495)				

02/09/2026

Peacehaven Town Council

08:02

Balance Sheet as at 02/09/2026

31/03/2026

31/03/2027

Current Assets

15,240	Debtors Control	2,979
5,004	VAT Control A/c	8,949
50	Deposit Aqua	50
973,139	Current Bank A/c	1,127,394
607	Reserve Account	609
200,000	Unity Trust Fixed Term Deposit	208,120
13	Unity Trust Instant Access	148
150	Pension Control	0

1,194,203

1,348,250

1,194,203 Total Assets

1,348,250

Current Liabilities

12,100	Creditors	880
376	Credit Card Creditors	0
2,965	Mayor's Appeal	569
12,777	Accruals	0
0	Pension Control	10,000
0	Net Pay Control	31,357
5,840	Deposits Received	5,840

34,058

48,646

1,160,144 Total Assets Less Current Liabilities

1,299,604

Represented By

427,387	General Reserves	588,681
2,209	Events	2,209
25	Meridian Walk	25
10,000	Play Equipment	10,000
1,846	Purchase Of Equipment	1,846
75,832	Community House Reserve	75,832
0	Computers	6,052
13,334	Vehicle Reserve	13,334
4,155	Tree Works	4,155
5,901	Staff training	5,901
33,971	Elections	33,971
2,728	Members Training	2,728
500	National Mourning	500
1,890	Noticeboards	1,890

Balance Sheet as at 02/09/2026

31/03/2026		31/03/2027
	4,000 Hub Income Offset	4,000
	2,991 Equipment Replacement	2,355
	1,500 Town Crier Outfit	1,500
	897 Monument & War Memorial	897
	17,536 Football Foundation Fund	17,176
	220 Fuel	220
	960 Website	960
	660 P/H Youth Task Group	0
	463,430 CIL	451,957
	39,107 Big Park	28,523
	852 Grants	852
	3,100 Hub Improvments	0
	1,430 Climate Change	1,430
	1,428 Sponsorship	593
	101 Professional Fees - Legal	101
	462 Neighbourhood Plan	222
	41,690 Capital Receipts Reserve	41,690
	1,160,144	1,299,604

The above statement represents fairly the financial position of the authority as at 02/09/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman
_____ Date : _____

Signed :
Responsible
Financial
_____ Date : _____

Zoe Malone
Responsible Financial Officer

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



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

Committee:	Policy & Finance	Agenda Item:	PF1255e
Meeting date:	15 Sept 2026	Authors:	Responsible Financial Officer
Subject:	CIL/106 Report Update		
Purpose:	To note the current CIL Position		

Recommendation(s):

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

1. Background

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

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

The current amount in our CIL account is **£451,957.33**

CIL Expenditure 2026/27			
Supplier	Description	Amount	Comments
Remedy	Consulting for Hub Phase 1	1,487.50	Final questions to enable phase 1 to proceed.
LRAR	Architect Services (Phase 2)	12,635.33	Architectural concept drawings for phase 2
Chris Bartholomew	Structural Survey (Phase 1)	900.00	As required by preferred contractor
		£15,022.83	

See below for committed expenditure as agreed at committee.

CIL Committed Expenditure 2026/27			
Supplier	Description	Amount	Comments
N/A	Set aside for any expenses relating to further reporting for the Hub development	£62.89	06/02/24 agreed to allow up to £10,000 for further reports required for the Hub in preparation of the agreed CIL bid. £2,500 spent on Kaner Olette feasibility. £45.11 on Banner for consultation & £4,812.50 in professional fees & £825 for structural survey & UKPN Fees & £1,487.50 for consultancy
N/A	Hub Development	£175,000	CIL Bid been sent to Lewes on 23/02/24 to replace heating system & roof. Bid accepted and tender process under way (13/05/25)
		£175,062.89	

106 Monies held at LDC or ESCC

		821,022		
Planning Ref	Site	Amounts	Held by / For	Allocated to
LW/2009/1093	16-16a South Coast Road	18,984.59	Accessibility improvements and/or implementing the A259 bus corridor and/or the Newhaven bus/rail interchange	<i>Construction of measures which are identified in the new A259 study between Brighton and Newhaven</i>
LW/2013/0644	Land north side of Arundel Road	317,407.84	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements</i>
LW/2013/0686	Land north of Keymer Ave	191,973.67	LDC for Big Park, 3G football pitch	<i>Agreed at LDC & PTC to use £300k of this money for the 3G pitch - Remaining £200k to be used at the Big Park for improvements.</i>
LW/2013/0686	Land north of Keymer Ave	155,109.74	ESCC Measures from A259 study or consider alternatives e.g cycle route	<i>S/106 allocations are both assigned to be spent on the A259 South Coast Study to provided cycle and pedestrian improvements in the Peacehaven area. The allocations are specific to: LW/2013/0644 - land North of Arundel Road LW/2013/0686 - land North of Keymer Avenue</i>

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

2. Options for Council

To note the financial position of CIL & 106.

3. Reason for recommendation

N/A

4. Expected benefits

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

5. Implications

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

6. Appendices

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2026	EDF	DD2	98.63		APRIL ELECTRIC
01/06/2026	EDF	DD	98.83		CORRECT/EDF
01/06/2026	EDF	DD1	-98.63		CORRECT/EDF
02/06/2026	PRISMAFLEX UK LIMITED	BACS	159.98		BANNER FOR FAIR
02/06/2026	SCDA	121073	3,574.98		MAYORS APPEAL - SCDA
03/06/2026	MDS LEISURE	BACS	464.04		TIERED SEATING SERVICE
03/06/2026	HGS	BACS1	224.41		CLEANING SUPPLIES
03/06/2026	SUSSEX PAYROLL SERVICES LTD	BACS2	115.06		MAY PAYROLL SERVICES
03/06/2026	WINDOW WORKSHOP	BACS3	5,268.00		REPLACE HUB FIRE EXIT SYSTEM
03/06/2026	REMEDY CONSULTING LIMITED	BACS4	1,785.00		CONSULTING SERVICES PHASE 2
03/06/2026	Tansleys Printers Limited	BACS5	38.40		A1 POSTERS FOR FAIR
03/06/2026	SIEMENS FINANCIAL SERVICES	BACS6	281.83		FRANKING MACHINE LEASE
03/06/2026	COLLIER TURF CARE LTD	BACS7	145.56		AQUATROLS - BOWLS
03/06/2026	Lewes District Assoc. of Local	BACS8	20.00		LDALC SUBSCRIPTION
03/06/2026	TOILETS +LTD	BACS9	276.00		TOILETS FOR FAIR
03/06/2026	SIGN MANAGEMENT	BACS10	495.42		COMM HOUSE SIGNS
03/06/2026	BROXAP	BACS12	48.00		OUTDOOR GYM REPAIRS
03/06/2026	RHINOBYTES	BACS13	60.00		ARTOWKR FOR BANNER
03/06/2026	Rigby Taylor	BACS14	285.82		BOWLS CLUB MAINTENANCE
03/06/2026	REBECCA ANSCOMB	BACS15	50.00		R.ANSCOMB REFUND
03/06/2026	JOHN LAWSONS CIRCUS	BACS16	200.00		CIRCUS REFUND
03/06/2026	EAST SUSSEX PENSION FUND	BACS17	10,082.86		MAY SALARIES
04/06/2026	Leads Direct	BACS	74.98		LEAD FOR FAIR
04/06/2026	02	DD	100.90		MONTHLY MOBILES
04/06/2026	Northstar IT	DD1	1,614.56		JUNE SUPPORT
04/06/2026	EDF	DD	652.99		APRIL ELECTRIC
05/06/2026	Barclays	DD2	39.00		BACS / COLLECT CHGS
08/06/2026	EDF	DD	96.73		APRIL ELECTRICITY
08/06/2026	The Fuelcard People	DD1	76.43		HK66 WMJ FUEL
08/06/2026	BT	DD3	74.41		MAY INTERNET
08/06/2026	worldpay	WP0806	28.02		cardcharges
10/06/2026	WORLDPAY	WP1006	0.20		CARD CHARGES
12/06/2026	FLOWERS GREEN PLANTS	BACS	312.10		TREE/ PLANTS FOR PLANTERS
12/06/2026	B&H SWET LTD T/A RESOURCE	BACS1	19.60		SMOOTHIE BIKE HIRE
12/06/2026	R.A GROUP	BACS2	601.64		FIRE DOOR
12/06/2026	Ernest Doe & Sons Ltd	BACS3	371.41		CRAMER MOWER REPAIRS
12/06/2026	RHINOBYTES	BACS4	200.00		HOWARD PARK SIGNAGE
12/06/2026	R.J.Meaker Fencing Ltd	BACS5	80.65		BOWLS CLUB FENCING
12/06/2026	The Play Inspection Company Lt	BACS6	1,230.00		INSPECTION APP LICENCE
12/06/2026	AMAZON	BACS7	194.96		NAME BADGES
12/06/2026	MAXINE COOPER	BACS8	50.00		M.COOPER REFUND
12/06/2026	TRACEY PICKETT	BACS9	100.00		T.PICKETT REFUND
12/06/2026	WORLDPAY	WP1206	0.45		CARD CHARGES
15/06/2026	TOTAL GAS & POWER	DD	210.16		APRIL GAS
15/06/2026	WORLD PAY	WP1506	0.60		CARD CHARGES
19/06/2026	SIGN MANAGEMENT	BACS	137.00		SIGNS FOR PLANTERS
19/06/2026	AMAZON	BACS1	25.76		TAPE FOR BASKETBALL BACKBOARD

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2026	Trade UK	BACS2	80.55		RIVET GUN
19/06/2026	CASTLE WATER	BACS3	299.26		ALLOTMENT WATER - MAY
19/06/2026	IN-PULSE MEDICAL SERVICES	BACS4	175.00		AMBULANCE SERVICES FOR FAIR
19/06/2026	Business Sream	BACS5	164.88		12/03-11/06 WASTE WATER
19/06/2026	Society Of Local Council Clerk	BACS6	502.00		G.DYSON SLCC MEMBERSHIP
19/06/2026	TOTAL GAS & POWER	BACS7	21.22		MAY GAS
19/06/2026	TOTAL GAS & POWER	BACS8	73.23		MAY GAS
19/06/2026	Spy AlarmsLtd	BACS9	584.40		ANNUAL FIRE MAINTENANCE
19/06/2026	GW SHELTER SOLUTIONA LTD	BACS10	1,117.92		BUS SHELTER REPAIRS
19/06/2026	Codec Facilities Ltd	BACS11	802.00		BENCH
19/06/2026	WORLDPAY	WP1906	0.55		BANK CHARGES
22/06/2026	CASTLE WATER	SS	232.75		MAY WATER - THE DELL
22/06/2026	HEALTH ASSURED LTD	DD3	60.00		EAP 19/06-18/07
22/06/2026	KINTO UK LTD	DD4	499.74		VEHICLE LEASE
22/06/2026	CASTLE WATER	DD5	45.92		MAY WATER
22/06/2026	WORLDPAY	WP2206	0.60		CARD CHARGES
22/06/2026	Credit Card A/c	CC TFER	204.57		CC TFER
23/06/2026	TOWER LEASING LIMITED	DD2	62.67		HANDSET RENTAL / IPECS
25/06/2026	CITRUS HR	DD1	264.00		20/06-19/07 SAFE HR
25/06/2026	JUNE SALARIES	JUNE PAY	31,568.04		JUNE SALARIES
25/06/2026	HMRC	121074	11,579.52		HMRC
26/06/2026	LRA RETUINUE LTD	BACS	15,162.40		ARCHITECT SERVICES FOR HUB
26/06/2026	J DAVIES BUILDING LTD	BACS1	2,100.00		LINE MARKING BIG PARK CARPARK
26/06/2026	Peacehaven & District Chamber	BACS2	17.50		Z.P 05/05 CHAMBER BREAKFAST
26/06/2026	AMAZON	BACS3	6.98		UNION JACK FLAG
26/06/2026	Lewes District Council	BACS4	482.40		ANNUAL PLAY INSPECTIONS
26/06/2026	LISTER WILDER	BACS6	245.33		MOWER REPAIRS
26/06/2026	FRIEND OF SUSSEX HOSPICES	BACS7	95.00		A.HARMAN TICKET
26/06/2026	KERRY LARBY	BACS8	50.00		K.LARBY REFUND
26/06/2026	CAROLINE GRIDLEY	BACS9	50.00		C.GRIDLEY REFUND
26/06/2026	WORLDPAY	WP2606	0.12		CARD CHARGES
29/06/2026	The Fuelcard People	DD	63.94		FUEL
29/06/2026	FOCUS GROUP	DD1	118.30		TELEPHONES / WIFI
29/06/2026	WORLDPAY	WP2906	30.52		CARD CHARGES
29/06/2026	worldpay	WP2906	0.66		card charges
Total Payments			96,728.71		

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2026	EDF	DD	91.59		MAY ELECTRIC
02/07/2026	EDF	DD1	675.36		MAY ELECTRIC
03/07/2026	TOOLSTATION LIMITED	BACS1	28.24		ALUMINIUM RODDING
03/07/2026	Lewes District Council	BACS2	798.04		bin collection 01/07-30/09
03/07/2026	SUSSEX PAYROLL SERVICES LTD	BACS3	115.06		june payroll
03/07/2026	AMP Services	BACS4	66.43		ROLLER DRIVE CABLE
03/07/2026	CONSULT CLEANING SERVICES	BACS5	1,388.63		TOILET CLEANING
03/07/2026	EAST SUSSEX PENSION FUND	BACS6	10,247.17		JUNE SALARIES
03/07/2026	EDF	DD2	748.66		MAR - MAY ELECTRIC
03/07/2026	EDF	DD3	98.84		MAY ELECTRIC
06/07/2026	Northstar IT	DD	1,720.26		MONTHLY SUPPORT
06/07/2026	Barclays	DD1	39.00		BACS / COLLECT CHARGES
07/07/2026	PETER SHAYLER	121075	400.00		FUNFAIR DEPOSIT REFUND 25 & 26
07/07/2026	02	DD2	90.85		MOBILE CHARGES
08/07/2026	BT	DD3	76.74		WIFI
08/07/2026	Northstar IT	DD4	17.83		MICROSOFT 365
08/07/2026	PHS Group	DD	14.71		CREDIT HANDDRIERS
09/07/2026	ABACUS FLAME LIMITED	DD	378.00		BOILERS / AHU SERVICING CONTRA
10/07/2026	ABACUS FLAME LIMITED	BACS	456.00		REMOVAL OF GAS BOILER F&R
10/07/2026	AMAZON	BACS1	46.96		LAMINATING POUCHES
10/07/2026	CASTLE WATER	BACS2	309.71		ALLOTMENT WATER JUNE
10/07/2026	CASTLE WATER	BACS3	20.04		JUNE WATER
10/07/2026	Business Sream	BACS4	381.08		WASTE WATER 08/04-07/07
10/07/2026	Spy AlarmsLtd	BACS5	242.40		6 MONTHLY MAINTENANCE FEE
10/07/2026	Lewes District Council	BACS6	9.00		FOOD WASTE COLLECTION
10/07/2026	Farrington Property Developmen	BACS7	4,404.00		UNIT 14 RENTS W/C 08/07
10/07/2026	Ricoh Capital Ltd	BACS8	600.34		PHOTOCOPIER RENTAL / COPY CHAR
10/07/2026	AMP Services	BACS9	112.96		CUTTING DECK
10/07/2026	RICS	BACS10	43.20		NATURE RECOVERY WEBINAR
10/07/2026	MATT ATKINS	BACS11	50.00		M.ATKINS REFUND
10/07/2026	HARLEQUIN STUDIOS	BACS12	100.00		HARLEQUINS REFUND
13/07/2026	The Fuelcard People	DD	20.40		FUEL
13/07/2026	TOTAL GAS & POWER	DD1	161.08		MAY GAS
13/07/2026	WORLDPAY	WP1307	0.60		CARD CHARGES
15/07/2026	WORLDPAY	WP1507	0.53		CARD CHARGES
16/07/2026	CASTLE WATER	DD4	224.73		THE DELL - JUNE WATER
17/07/2026	SOUTH COAST TRAILERS LTD	BACS	650.00		TRAILER
17/07/2026	ABACUS FLAME LIMITED	BACS2	15,317.59		REPLACEMENT PUMP FOR BOILER
17/07/2026	Lewes District Council	BACS3	104.48		SUSTAINABLE FAIR BINS
17/07/2026	Zurich Municipal	BACS4	661.28		MUGA / PUMP TRACK INSURANCE
17/07/2026	R.J.Meaker Fencing Ltd	BACS5	14.70		DELL FENCING REPAIRS
17/07/2026	TOTAL GAS & POWER	BACS7	20.94		JUNE GAS
17/07/2026	TOTAL GAS & POWER	BACS8	70.51		JUNE GAS
17/07/2026	AMP Services	BACS9	99.64		SIDE CRANK
17/07/2026	Rigby Taylor	BACS10	943.50		MARKING FLUID
17/07/2026	CASTLE WATER	DD3	45.68		COMMUNITY HOUSE JUNE WATER
17/07/2026	The Royal British Legion	121076	61.00		WREATHS

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/07/2026	HEALTH ASSURED LTD	DD	60.00		EAP 19/07-18/08
20/07/2026	WORLD PAY	WP2007	0.60		CARD CHARGES
21/07/2026	WORLDPAY	WP2107	1.29		CARD CHARGES
22/07/2026	KINTO UK LTD	DD2	499.74		VEHICLE LEASE
23/07/2026	CITRUS HR	DD1	264.00		SAFEHR 20/07*19/08
23/07/2026	TOWER LEASING LIMITED	DD3	62.67		HANDSET RENTAL / IPECS
23/07/2026	Credit Card A/c	JUL CC	319.28		JUL CC
23/07/2026	WORLDPAY	WP2307	0.51		CARD CHARGES
23/07/2026	LARA PENROSE	BACS	50.00		L.PENROSE DEPOSIT
23/07/2026	AMAZON	BACS3	25.15		PADLOCKS FOR MUGA
23/07/2026	HGS	BACS4	359.19		TOILERT TISSUE
23/07/2026	PHS Group	DD	448.68		MAY - AUG SERVICES
24/07/2026	JULY SALARIES	JUL PAY	31,338.14		JULY SALARIES
24/07/2026	HMRC	121077	11,430.48		JULY SALARIES
27/07/2026	The Fuelcard People	DD	34.09		HK66 WMJ FUEL
27/07/2026	Pitney Bowes LTD	DD1	39.11		POSTAGE
27/07/2026	WORLDPAY	WP2707	0.60		CARD CHARGES
28/07/2026	WORLDPAY	WP2807	0.28		CARD CHARGES
29/07/2026	FOCUS GROUP	DD2	118.58		WIFI / IPECS / CLOUD
29/07/2026	Northstar IT	DD3	114.00		DOMAIN HOSTING & ADMIN
29/07/2026	Northstar IT	DD4	250.80		TREND RENEWAL
29/07/2026	EDF	DD5	1,233.43		MAR-JUNE ELECTRIC
29/07/2026	WORLDPAY	WP2907	0.27		CARD CHARGES
31/07/2026	EDF	DD6	84.04		JUNE ELECTRIC
31/07/2026	WORLDPAY	WP3107	0.13		CARD CHARGES
Total Payments			88,902.82		

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/08/2026	EDF	DD	2,938.15		MAR-JUN ELECTRIC
03/08/2026	EDF	DD1	883.16		JUNE ELECTRIC CH
03/08/2026	EDF	DD2	110.85		JUNE ELECTRIC UNIT 14
03/08/2026	Barclays	DD3	39.00		BACS / COLLECT CHGS
03/08/2026	worldpay	WP0308	28.35		CARD CHARGES
04/08/2026	WORLDPAY	WP0408	0.07		CARD CHARGES
05/08/2026	PHS Group	DD4	210.00		PURCHASE OF HANDDRIERS
05/08/2026	02	DD7	60.84		AUG BILL
06/08/2026	Northstar IT	DD5	1,727.46		AUGUST SUPPORT
07/08/2026	Ernest Doe & Sons Ltd	BACS	15,598.80		NEW MULE
07/08/2026	AMP Services	BACS1	180.50		SHREDDER SERVICE
07/08/2026	LEIGH WASHROOMS LTD	BACS3	4,532.81		TOILET REFURB
07/08/2026	R.J.Meaker Fencing Ltd	BACS4	22.48		TIMBER LOCKS
07/08/2026	Chris Bartholomew Electrical C	BACS5	1,080.00		STRUCTURAL SURVEY CBEC
07/08/2026	ONLINE PLAYGROUNDS	BACS6	238.80		SELF CLOSE GATE HINGES
07/08/2026	CONSULT CLEANING SERVICES	BACS7	1,356.14		CLEANING
07/08/2026	LAVAT CONSULTING LTD T/A	BACS8	48.00		VAT AWARENESS COURSE
07/08/2026	WILLIAM HACKETT	BACS9	322.32		ZIP WIRE PARTS
07/08/2026	SUSSEX PAYROLL SERVICES LTD	BACS10	115.06		JULY PAYROLL
07/08/2026	TRAIN2TRAIN	BACS12	280.80		APLH COURSE GD, DT & MD
07/08/2026	EAST SUSSEX PENSION FUND	BACS13	10,143.25		JULY SALARIES
07/08/2026	FAY DAVIS	BACS14	50.00		F.DAVIS REFUND
07/08/2026	BT	DD6	76.74		JULY WIFI
07/08/2026	WORLDPAY	WP0708	0.26		CARD CHARGES
10/08/2026	ABACUS FLAME LIMITED	DD	378.00		SERVICE PLAN FOR BOILER / AHU
10/08/2026	The Fuelcard People	DD1	77.41		HK66 WMJ FUEL
10/08/2026	WORLDPAY	WP1008	0.72		CARD CHARGES
11/08/2026	TOTAL GAS & POWER	DD2	135.21		JUNE GAS
11/08/2026	WORLDPAY	WP1108	0.07		CARD CHARGES
14/08/2026	PKF Littlejohn LLP	BACS	2,520.00		2025/26 audit
14/08/2026	CASTLE WATER	BACS1	347.94		JULY WATER
14/08/2026	CASTLE WATER	BACS2	209.58		JULY WATER
14/08/2026	Trade UK	BACS3	66.92		GROUNDS REPAIRS
14/08/2026	AMAZON	BACS4	142.69		GATE HINGES
14/08/2026	Spy AlarmsLtd	BACS5	108.00		FIRE ALARM BATTERIES
14/08/2026	HGS	BACS6	191.95		TOILET ROLL
14/08/2026	HORTICULTURAL SOCIETY	BACS7	21.00		HORTICULTURAL TICKET SALES
14/08/2026	CLAIRE O'SULLIVAN	BACS8	50.00		C.O'SULLIVAN REFUND
17/08/2026	CASTLE WATER	DD	194.14		JULY WATER THE DELL
17/08/2026	WORLDPAY	WP1708	1.05		CARD CHARGES
18/08/2026	WORLDPAY	WP1808	0.15		CARD CHARGES
19/08/2026	CASTLE WATER	DD1	10.52		JULY WATER
20/08/2026	AMP Services	BACS	265.48		HEDGE CUTTER REPAIRS
20/08/2026	Brewers and Sons Ltd	BACS1	126.85		PAINT FOR BUS STOPS
20/08/2026	TOTAL GAS & POWER	BACS2	21.22		JUNE GAS
20/08/2026	TOTAL GAS & POWER	BACS3	68.49		JUNE GAS
20/08/2026	AMAZON	BACS5	4.74		GIFT TAGS

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/08/2026	JAY NEWMAN	BACS6	50.00		J.NEWMAN REFUND
20/08/2026	JOSHUA HARDING	BACS7	50.00		J.HARDING REFUND
21/08/2026	FITZPATRICK WOOLMER	BACS	5,264.40		LADDER SIGNS FOR PARKS
21/08/2026	AMAZON	BACS1	89.17		USB CHARGER
21/08/2026	GOPAK LTD	BACS2	763.05		TABLES & LEGS
21/08/2026	LILLIAN WHITE	BACS3	100.00		L.WHITE REFUND
21/08/2026	PEACEHAVEN PLAYERS	BACS4	100.00		P/PLAYERS REFUND
21/08/2026	ROYAL NAVAL ASSOC EAST	BACS5	96.00		ROYAL NAVAL ASSOC EAST
21/08/2026	WORLDPAY	WP2108	0.37		CARD CHARGES
25/08/2026	HMRC	121078	11,444.32		AUGUST SALARIES
26/08/2026	East Sussex Security	BACS	546.00		MAINTENANCE RENEWAL
26/08/2026	CUT DIRECT LTD	BACS1	473.23		ACRYLIC SHEETING FOR BUS STOP
26/08/2026	HGS	BACS2	257.10		SOAP REFILLS
26/08/2026	CONSULT CLEANING SERVICES	BACS3	1,356.14		TOILET CLEANING
26/08/2026	SIEMENS FINANCIAL SERVICES	BACS4	281.83		FRANKING MACHINE RENTAL
Total Payments			<u>65,857.58</u>		



Committee:	Policy & Finance	Agenda Item:	PF1256
Meeting date:	15 September 2026	Authors:	Cllr I Alexander, Chair P&F
Subject:	Budget Plans for 2027/28		
Purpose:	Providing information and potential areas of work for Chairs of Committee to improve the Budget process.		

Recommendation(s):

1. Chairs of committees should be pro-active in preparing papers at Committee level at an appropriate time, including potential budgetary effects for funding at Full Council.

1. Background. The setting of Budgets across Council Services is an annual event, carried out in conjunction with the RFO and Town Clerk. The purpose of the Budget is to set expected expenditure and income to keep the Council financially sound and able to deliver the expected services without excessive cost to Council Tax Payers. Each Committee has budget areas to consider, some of which are within our control, others, like salaries are decided nationally by negotiation – although exact figures aren't available at the time of setting the Budget we have an idea of how much they will be by being aware of the progress of pay talks between employers and unions.

Potential increases to services such as gas, water and electricity are usually signposted so they can be accounted for. The area of most concern for the Council and Councillors is the unexpected or unplanned expenditure on expensive items of equipment or services – this year we have had to replace the boiler for Community House due to the need for repairs where parts were unavailable, the electricity supply to Community House has had to be updated due to changes in the Suppliers requirements for recording usage. Both of these were large sums of money but weren't expected or programmed for the current year. Fortunately funds were found to cover the costs but this might not always be a solution.

Of more concern is areas where expenditure is expected but isn't planned into the Budget – replacement of Grounds Team equipment due to age, damage or contract end that has been identified and given a date for action but not included in the Budget for a variety of reasons is an example of this.

It is clearly important that Chairs are aware of any additional costs that may arise during the following year, details of which can be provided by the Officer(s) on the Committee, so that the Budget represents the financial challenges facing us.

We have already included annual Budget Costs for Community House - £50,000pa; and smaller amounts for vehicle replacements – these may need to be reconsidered due to the indicative costs and the time available to earmark funds for their replacements.

It isn't just the costs that need to be considered – we need to be sure that we are spending money effectively by examining what is being spent and whether any alternatives are available. We need to be sure that we have all the information to make a decision, questioning the need and purpose for the expenditure, asking questions such as do we still need the item? Is there an alternative such as leasing? Can the service be bought in from

another supplier? At the moment most of these questions are asked at the time that a decision is needed – at Full Council, which can delay projects and need additional work or meetings to move it forward. Chairs of committees can aid the process by asking the questions above or requesting Officers to include the details in their reports.

In a similar manner we also need to review services we receive from Suppliers in a timely manner – one area that comes to mind is the annual grass-cutting costs – at the moment there is a very limited time to make any choices or consider changes to the service we expect if we wait until we receive the cost information from ESCC, this could be programmed as a task on the Business Plan to look for alternatives earlier in the year.

2. **Options for Council.**

- A. Councillors to consider the opportunities that are available to reduce timescales, improve financial performance and demonstrate financial probity to residents.
- B. Councillors to consider adding improved timelines to Business Plan items.

3. **Reason for recommendation.** Local residents have a high expectation that councillors will provide the best services at the best cost in the shortest time – in my opinion we fulfil the first two criteria, but the performance on the third could be improved.
4. **Expected benefits.** Improved Council performance and potential for reduced costs.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Better information on budgetary pressures.
5.4 Time scales	Reduction in timescales for projects by timetabling expected decision timescales
5.5 Stakeholders & Social Value	Better value for taxpayers
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	☒
6.2 Growing the economy sustainably	☒
6.3 Helping children and young people	☐
6.4 Improving the quality of life for residents and visitors to Peacehaven	☐
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

6.7 Which business plan item(s) does the recommendation relate to? Any items subject to timescales and budgetary pressures

7. Appendices



Peacehaven Town Council

Recording of Public Meetings Policy

1. Introduction

- 1.1 The right to record meetings of the council, its committees, sub-committees or joint committees, is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

2. Guidance for recording

- 2.1 Anyone wishing to record a meeting should inform the council officer or chairman before the start of the meeting.
- 2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given written permission.
- 2.3 Any member of the public not wanting to be recorded shall make this known to the Chair, who will ensure that that all reasonable measures are taken to include that person in the recording.
- 2.4 The council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
- 2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 2.6 Recording must be overt (clearly visible) and from a static point.
- 2.7 Anyone recording a meeting must not leave their equipment unattended.
- 2.8 No additional lighting or flash photography will be permitted without prior consent.
- 2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- 2.10 The chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
- 2.11 The council may record meetings of the council/committees. Copies of the recording will be available to view at the Town Council Offices by prior appointment during normal office hours.

- 2.12 The minutes of council/committee meetings remain the statutory and legally binding formal record of the council.

Section 3 of Council's Standing Orders states:-

- 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. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**

3. Implementation

3.1. At the start of a meeting, the Chair shall remind everyone in attendance and who will be participating in the meeting that, subject to points 1 and 2 above, they may be filmed, recorded, photographed or otherwise reported about.

3.2. At the start of a meeting the Chair shall ask if anyone present is intending on filming, recording or photographing the meeting.

3.3. If someone present is intending on filming, recording or photographing the meeting then the Chair shall make available a separate area to accommodate members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about and children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded, photographed or otherwise reported about.

3.4. The behaviour or activities arising from a person's filming, recording, photographing or other reporting of proceedings must not disrupt the meeting or obstruct the transaction of business. If such behaviour or activities do disrupt a meeting the chairman shall ask for such disruptions to cease. If disruptions continue the chairman shall move a motion requiring anyone disrupting the meeting to leave.

3.5. Members and employees of Peacehaven Town Council should be fully engaged when attending meetings and should therefore refrain from blogging, posting comments or otherwise reporting via Social Media during meetings.

3.6. The person filming, recording, photographing or reporting has a responsibility to ensure that any personal data of individuals is used in accordance with the General Data Protection Regulation.

4. Live Streaming of Meetings

4.1. Peacehaven Town Council may live stream non-confidential sections of Council, Committee, and Sub-Committee meetings for public viewing via software integrated with Microsoft Teams.

4.2. Where meetings are to be live streamed, this will be publicly advertised, with details of how to watch the meeting on the Peacehaven Town Council website.

4.3. Where meetings are live streamed, points 1 – 3 of this policy still apply.



Peacehaven Town Council

Equality and diversity policy statement

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

1. Peacehaven Town Council:

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

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

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

3. When Dealing with members of the public

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

4. Peacehaven Town Council accepts the following organisational responsibilities:

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

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

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



Peacehaven Town Council

Safeguarding Policy

Children, Young People and Vulnerable Persons

Peacehaven Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promoting a positive safeguarding culture and environment.

The purpose of this policy is promote good practice in safeguarding those using Peacehaven Town Council facilities, to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

Children and young people are defined as those aged under 18. Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

A vulnerable adult is someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of these needs)
- is experiencing, or at risk of, abuse or neglect; and
- as a result of these care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect;

For example a person who:

- Is frail due to age
- Has drug or alcohol problems
- Has a learning disability
- Has mental or physical ill health or disability
- Has been trafficked for purposes such as forced labour or sexual exploitation
- Has been abused early in life and grown up in care (also known as Care Leavers or Looked-After Children), particularly when they reach age 18.

Vulnerability is related to how able an adult with mental capacity is free to exercise their own informed choice, without duress or undue influence, and to protect themselves from abuse, neglect and exploitation.

To whom this policy applies.

This policy applies to anyone working for or on behalf of Peacehaven Town Council, including employees, Councillors, volunteers, work experience, students or a commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to Children, young people or Vulnerable adults.

Legal frame work and definition of safe guarding

This Policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable persons in England, including:

- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)
- Human Rights Act (1998)
- Working Together to Safeguard Children (2018)
- Children act 1989
- The Care Act 2014
- The Mental Capacity Act 2005

The Care Act 2014 includes a list of some types and patterns of abuse and neglect and the different situations in which these may take place. The below is not an exhaustive list, and the Councils should not limit its view of what constitutes abuse or neglect to the examples illustrated.

Types of Abuse

- **Physical** – causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living.
- **Discriminatory abuse** – including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010)
- **Sexual** - including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse.
- **Institutional abuse** – including the use of the systems and routines which neglect a person receiving formal care e.g. in a children's home.
- **Emotional or Psychological** – persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating.
- **Neglect** – persistent or severe failure to meet a person's basic physical and psychological need. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child.

- **Financial or material** – illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not replying.

Signs of abuse

There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community

Policy Intention

- The welfare of the child or vulnerable person is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly.
- All staff, volunteers and elected Members of the Council have a responsibility to report concerns to the Town Clerk who will refer the matter to the relevant service for formal investigation. You must refer, you must not investigate.
- Ensuring that the Council practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable people.
- Councillors, volunteers and other members of staff will not be subject to DBS checks unless their duties for the Council which requires regular contact with children and/or vulnerable people.
- Peacehaven Town Council has a 'duty of care' to protect others from harm; this includes a range of processes including risk assessment and health and safety practices
- No member of the Town Council, staff, helpers or other volunteers will have unsupervised access to children or vulnerable persons.
- All members of staff, helpers and volunteers will be made aware of this policy and the relevant procedures. Relevant training in this area will be provided
- Hirers of our facilities are made aware of our Child Protection and Vulnerable Adult policy and where appropriate, at the time of their booking, will be asked to produce a copy of their safeguarding policy.
- Town Council meetings are open to anyone to attend and arrangements in place to ensure the safety of everyone in attendance.

Confidentiality, record keeping and sharing information

Information about safeguarding concerns should be regarded as confidential. The information is not secret; however, Peacehaven Town Council will co-operate with investigations by East Sussex County Council Children's or adult services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and vulnerable adults is addressed.

Where a disclosure is made it is important that the staff member does not promise that child/young person/vulnerable adult to keep the information secret but it says that they will only disclose it to someone who can help them.

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Equality and Diversity Policy
- Health and Safety Policy Statement
- Members Code of Conduct
- Induction, training, supervision and support
- Complaints Policy

Policy Adopted: 12th September 2023

Policy Review Date:



Peacehaven Town Council

Document Retention Policy

1. Introduction

The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives the Council a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring all Council documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Council's Documents and Records (legal topic note 40), therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

2. Retention of Documents

Certain important documents must be retained for clear reasons such as audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to the above reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until proper advice has been sought.

Attached at Appendix A to this policy are the appropriate minimum document retention periods.

3. Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by Statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

It should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (e.g. in the case of disease)
- Where damage is hidden (e.g. to a building)
- Where a person is a child or suffers from a mental capacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts.

Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

In such circumstances the Town Clerk will consider (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made;
- The value of the claims; and
- The inability to defend any claims made should relevant documentation be destroyed.

4. Disposal

All Council documents will be handled in the correct manner for their sensitivity.

As per the Council's Data Protection Policy and the Data Protection Act 1998, any document which contains data on an individual/s or personal data will be disposed of confidentially via the confidential waste bin service within the Council offices.

In an effort to maintain the organisation and efficiency of the workplace and reduce the volume of printing carried out, Council Officers are committed to printing only those documents necessary to have in hard copy and disposing of those which are not necessary to be kept.

Any Councillors wishing to dispose of paper copies of confidential Council documentation will do so via the Council's confidential waste service.

5. Responsibility

The Town Clerk holds responsibility for ensuring all Council employees are aware of and adhering to the Document Retention Policy, in particular the retention of the documents at Appendix A to the policy.

Policy adopted: 12th September 2023

Review by:

APPENDIX A – Document Retention Policy

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Minute Books (Council, Committees & Sub-Committees)	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payments account (s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	3 years	Personal injury
Wages book	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register (not currently applicable to Peacehaven Town Council)	6 years	Tax, Limitation Act 1980 (as amended)
Personal data of employees	6 years after employment terminates	Recommended practice

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc. Regulations 1999
Formal complaints made under the Council's Complaints procedure	6 years	Management
Freedom of Information Requests received	6 years	Management
Adopted Council Policy Documents	Indefinite (archive after superseded)	Management
Press releases/publications	Indefinite (electronically)	Management
Members personal data	Upon ceasing to be a member.	GDPR principles
For Halls, Centre, Recreation Grounds: Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years	VAT
For Allotments: register & plans	Indefinite	Audit, Management



Peacehaven Town Council

Commercial Health & Fitness Activities in Parks

Introduction

Peacehaven Town Council has introduced a charging scheme for commercial activity providers (i.e. who charge clients for services) who wish to use its parks and greenspaces. This licence is primarily intended for health & fitness class operators.

In recent years outdoor personal health & fitness classes, boot camps and other forms of commercial activity have become increasingly popular in our parks and greenspaces. Whilst acknowledging that these types of activities can be good for the health and wellbeing of residents the Council wants to ensure that activities are appropriate to the site and cause no nuisance.

This scheme will ensure that residents can easily determine whether an operator has a relevant qualification, has appropriate insurance and has addressed relevant health and safety requirements.

If your activity is classed as a one off event, as opposed to a short term or ongoing activity class, different rules apply.

Please contact the Information Officer,

Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven,
East Sussex, BN10 8BB

Email: info@peacehaventowncouncil.gov.uk

Telephone: 01273 585493

Fees

There is an annual administration fee of £25 plus VAT
and an annual licence fee (zero rated VAT) of £25

All fees are payable in advance with the application form. If your application is unsuccessful, the licence fee will be refunded. If your application is approved you will be issued with a licence to operate.

Commercial Health & Fitness Activity in Parks Registration / Licence Application Form

All sections of this registration form must be fully completed to ensure you have considered the safety of all those participating in your classes.

Please return this **form at least 4 weeks prior to the proposed start date of the classes.**

No commercial activity may take place on Council land without written permission from the Council and without the relevant fees being paid by the applicant.

This form is primarily for the use of fitness classes, if you are considering applying for any other activity please contact us first.

We aim to acknowledge your application within five working days of receipt.

Licences are valid for twelve months from the date of issue.

Please note that on occasions one off special events will take priority and you may need to amend your normal operational procedures on such occasions.

Any activity or equipment that you use must not cause any damage to the park.

Equipment should not be left unattended after the completion of sessions.

All litter should be removed or placed in the bins provided.

**Commercial Health & Fitness Activity in Parks
Registration / Licence Application Form**

Contact Details:			
Name of Organisation / Company name			
Applicants Name			
Address			
Telephone Number:		Mobile Number:	
Email address:			

You will need to provide copies of the following documents:	
Risk Assessment	Attached? ☐
Proof of Public Liability Insurance (with a minimum indemnity of £5million)	Attached? ☐
A site map showing where the activity will take place within the venue	Attached? ☐
Safeguarding and Child Protection Policy (where relevant)	Attached? ☐
DBS checks (where relevant)	Attached? ☐
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	Attached? ☐
Copies of relevant health and fitness sector qualifications	Attached? ☐
Copies of first aid certificate	Attached? ☐

Please complete one form for each venue and activity

Venue / Activity Details:							
Venue (including a precise location)							
Description of Activity							
Name of person responsible for delivery							
Proposed Start Date			Proposed Finish Date				
Start Time			Finish Time				
Days of the Week	Mon ☐	Tue ☐	Wed ☐	Thu ☐	Fri ☐	Sat ☐	Sun ☐
Are you proposing to use any special equipment or temporary structures?					Yes ☐	No ☐	
If yes please provide details							
Will you be using any amplified instruction?					Yes ☐	No ☐	
Will you be using any amplified music?					Yes ☐	No ☐	
Are you proposing to play any copyrighted recorded music?					Yes ☐	No ☐	
If yes, have you obtained any necessary permission for the use of copyrighted material?					Yes ☐	No ☐	

Please complete one form for each Trainer / Operator / Member of staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

Trainer / Operator / Staff Qualifications:		
Name:		
Qualification & Level	Awarding Organisation	Date of Issue

New/Additional Trainers

If any new trainers will be delivering or supporting you in delivering your classes and you have not already advised us you should complete a copy of this page of the registration form and submit it and any supporting documentation prior to starting delivery.

Declaration

I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions.	
Signature:	
Name:	
Date:	

Please send the completed form to:

Information Officer, Peacehaven Town Council, Meridian Centre, Meridian Way,
Peacehaven, East Sussex, BN10 8BB
Email: info@peacehaventowncouncil.gov.uk

If you have any queries please contact us on 01273 585493

General Data Protection Regulation 2018 - Privacy Notice

How we use any information you give us about yourself and others:

The personal information which you give in your application will be managed in accordance with General Data Protection Regulation 2018. It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council's service delivery partner Amey, the Police and PPL & PRS music licensing organisations. We will not reveal personal details to anyone else unless:

- You ask us to reveal the information, or we have your permission to do so
- We are required or permitted to do so by law
- It is required by law enforcement agencies
- There is a duty to the public to reveal the information, e.g. to other government bodies, tax authorities or regulatory bodies

Electronic records relating to event applications are normally held for a maximum of 36 months.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details on to Peacehaven Town Council.

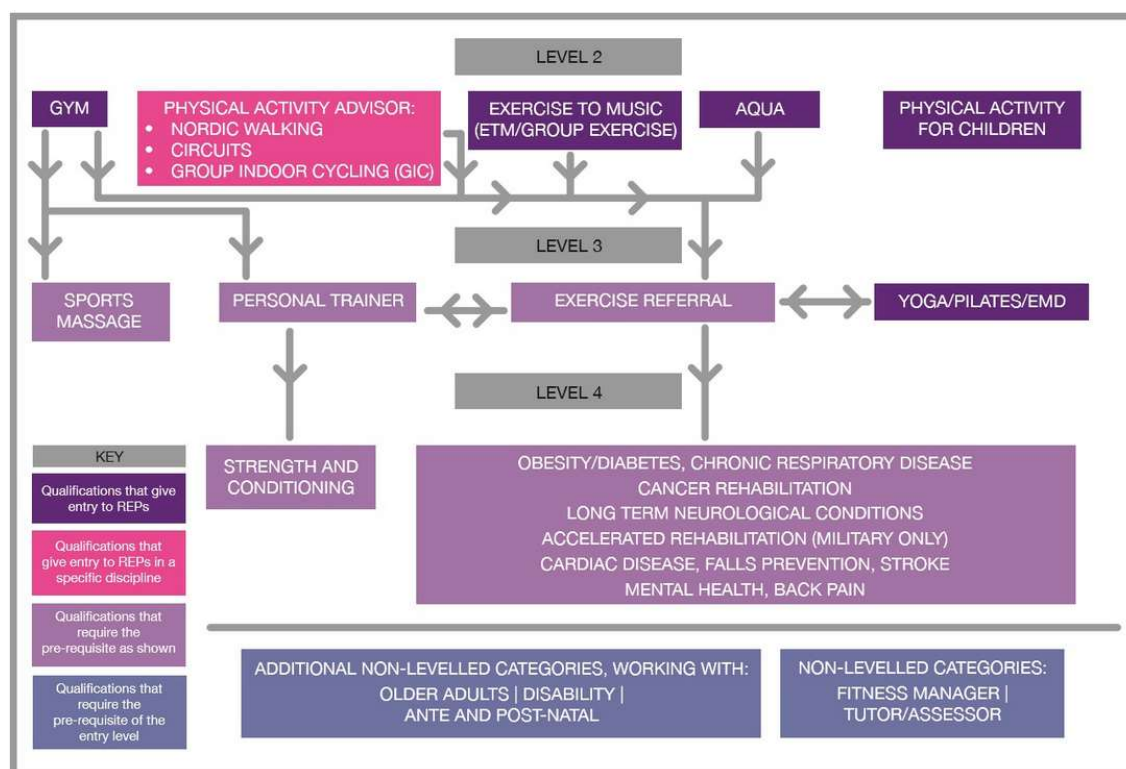
Details of the Council's overarching Privacy Policy can be found using this link:
<https://www.peacehaventowncouncil.gov.uk/policies/>

REPs Categories

The REPs Categories framework is built on standards developed by the industry for the industry that underpin job roles within the health and fitness sector. They are the entry point for new members coming in as qualified exercise professionals.

As you join the register at Level 2 you can see a career pathway through to Level 4, with additional Level 3 categories should you want to work with these specific populations, and non-levelled categories for other career areas.

All categories are underpinned by qualifications, and your qualification will indicate your level of membership. Any industry experience or continuing professional development (CPD) that you undertake will be at the same level of your qualification, so your qualification acts as a prerequisite to further develop your skills and knowledge. As you move up the register, you will be able to increase the level of training in accordance with the new qualifications you achieve. At the same time, you can have the confidence that new skills learnt at each level are covered by your REPs insurance.



<https://www.exerciseregister.org/rep-categories>



Peacehaven Town Council

Treasury Management Policy

Purpose;

Peacehaven Town Council acknowledges the importance of prudently investing funds held on behalf of the residents.

The purpose of this Treasury Management Policy is to set out how Peacehaven Town Council manages its cash flows, banking, borrowing, and investments in a prudent and secure manner. The Council's priority is the security of funds, followed by liquidity, and then return.

Scope

This policy applies to all treasury management activities of the Council, including:

- Banking arrangements
- Cash flow management
- Responsibilities of bank deposits & investments
- Borrowing
- Risk management

Objectives

The Council's treasury management objectives are:

- To ensure sufficient cash is available to meet day-to-day expenditure by
 - 1) Timing transfers from savings to coincide with expenditure needs
 - 2) Retain adequate working balances in the Council's current account
 - 3) Reviewing payment commitments as part of financial monitoring
- To protect the Council's capital from loss by
 - 1) Avoiding high risk investments / savings
 - 2) Limiting the amount invested with a single institution to no more than £300,000
 - 3) Investing with only UK regulated banks
- To minimise risk by
 - 1) Following this policy & Financial Regulations
 - 2) Keeping investments short term unless specified by council.
- To comply with relevant legislation and best practice

- 1) Operating in accordance with legislation, statutory guidance and financial regulations
- 2) Reporting activity to the Policy & Finance Committee / Full Council

Cash Flow Management

- The RFO will monitor and ensure sufficient funds are available
- Surplus funds may be invested in line with this policy
- Short-term cash shortages will be managed through careful timing of payments or use of reserves

Responsibilities

The RFO / Town Clerk has the authority to invest funds up to but not exceeding £200,000 per account. Where an account is fixed term with no early access option, the fixed term period the Town Clerk/RFO are authorised to agree shall be no more than one year.

The RFO / Town Clerk will look for lowest risk and best value.

The RFO / Town Clerk may seek short term investments to maximise on higher interest rates

Anything beyond 1 year or exceeding the agreed value will need to be agreed at full council.

For the Town Clerk / RFO to exercise their delegated authority the account must be with a bank that the council is already in a business relationship with.

Should a competitive fixed rate be available at a new bank the council does not bank with then approval is needed from Policy & Finance Committee or Full Council.

The RFO shall report the financial position of Council to Policy & Finance at each Committee meeting.

Borrowing

- All borrowing will be approved only by the Council
- The Council will seek to minimise borrowing costs
- Long-term borrowing is normally from the Public Works Loan Board (PWLb)

Risk Management

The Council recognises that treasury management activities expose it to a range of financial risks. The Council's overriding principle is the preservation of capital and the safeguarding of public funds.

The principal treasury management risks are:

Liquidity Risk

The risk that the Council may not have sufficient cash available to meet its financial obligations when they fall due.

Controls:

- The RFO will maintain regular cash flow forecasts.
- Adequate balances will be retained in the Council's current account to meet operational requirements. Recommended at minimum 50% of general reserves plus any planned expenditure within the following 12 months from earmarked reserves.
- Investment maturity dates will be planned to align with anticipated expenditure.

- The Council will maintain adequate general reserves in accordance with auditor recommendations.

Counterparty Risk

The risk that a bank or financial institution holding Council funds fails, resulting in loss of capital.

Controls:

- Investments will be placed only with UK-regulated banks, building societies, or other institutions (approved by the Financial Conduct Authority) approved by the Council.
- The Council will diversify investments and try to avoid excessive exposure to any single institution.
- No more than £200,000 will be invested in any single fixed-term deposit account without Full Council approval.
- Investments will be signed off by two signatories in line with this policy.
- The financial standing of institutions will be considered before investments are made.

Interest Rate Risk

The risk that adverse changes in interest rates reduce investment returns or increase borrowing costs.

Controls:

- The Council will monitor interest rates and seek competitive rates whilst maintaining security as the primary objective.
- Investments will generally be short term unless otherwise approved by Full Council.
- Borrowing decisions will consider prevailing and projected interest rates.

Operational Risk

The risk of financial loss arising from errors, fraud, system failures, or inadequate procedures.

Controls:

- Treasury management activities will comply with the Council's Financial Regulations.
- Appropriate separation of duties and authorisation controls will be maintained.
- Investment and banking records will be kept up to date and subject to regular review.
- Online banking access and passwords will be managed securely.

Regulatory and Compliance Risk

The risk of failing to comply with legislation, statutory guidance, or Council policies.

Controls:

- The Council will operate in accordance with:
 - The Local Government Act 2003.
 - Statutory Guidance on Local Government Investments.
 - Smaller Authorities Proper Practices Panel (SAPPP) (previously JPAG).
 - The Council's Financial Regulations and Standing Orders.
- Treasury management activity will be reported to the Policy & Finance Committee and Full Council as required.



Committee:	Policy and Finance	Agenda Item:	PH1259
Meeting date:	8 th September 2026	Authors:	Civic and Events Officer
Subject:	Changes to the Youth Mayor's Handbook and election process		
Purpose:	To agree the revised Youth Mayor's Handbook		

Recommendation(s):

To agree the election process dates and the way forward with the Youth Mayor's Handbook.

1. Background

The Youth Mayor Task and Finish Group, under the Community Engagement Committee, has been meeting to review the process for electing the Youth Mayor. This report has been brought forward due to the limited timescales before the next Community Engagement Committee meeting. The Policy and Finance Committee is asked to review the revised Youth Mayor's Handbook so that the election process can proceed.

Youth Mayor Elections Timeline

Two timelines have been suggested:-

Timeline 1

- 16 October - The meet-and-greet evening at Community House to launch the new Youth Mayor election process.
- 12 February 2027 - Youth Mayor election night at Community House.

Timeline 2 (The timeline suggested in the papers at [CE Committee on 7th April 2026 \(item CCE644\)\)](#).

(Please note that, due to the pre-election period, formally known as Purdah, the previously suggested dates would need to change as local council elections are due in May 2027. The Youth Mayor Election Night dates would need to be no later than 15th March., which would bring forward the original suggested dates by 1 month, as shown below):-

- January 2027 – The meet-and-greet evening at Community House to launch the new Youth Mayor election process.
- February – Application and pitch preparation phase
- March – Youth Mayor election night at Community House.

Youth Mayor Handbook

There are currently two draft versions of the Youth Mayor Handbook (see appendices A & B).

2. Options for Council

- I. To agree a Youth Mayor Election timeline and approve a Youth Mayor Handbook
- II. To agree a Youth Mayor Election timeline, and set up a TFG to review the Youth Mayor's handbook

3. Reason for recommendation

The Youth Mayor's Handbook required revision because the existing wording in the current Youth Mayor handbook is out of date, repetitive, and may be difficult for young people to understand or relate to. The proposed amendments in both versions are intended to make the document clearer, more accessible, and more appropriate for its intended audience.

4. Expected benefits

An updated handbook will support a clearer and more accessible Youth Mayor election process. They will also help ensure that young people, schools, councillors, and the wider community have a shared understanding of the process and key dates.

5. Implications

5.1 Legal	Statutory requirements will be met.
5.2 Risks	Failure to comply with statutory requirements.
5.3 Financial	Officer time and printing costs.
5.4 Timescales	Ongoing
5.5 Stakeholders & Social Value	The recommendations support community involvement and engagement with young people.
5.6 Contracts	-
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	Engaging the community may help to mitigate crime and disorder.
5.9 Health & Safety	Compliance with PTC's safeguarding policy.
5.10 Biodiversity	-
5.11 Privacy Impact	Compliance with PTC's Data Protection Policy.
5.12 Equality & Diversity	Compliance with PTC's Equality and Diversity Policy.

6. Values & priorities alignment

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

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

7. Appendices

Appendix A & B – Draft Youth Mayor Handbooks

Peacehaven

Youth

Mayor

Handbook





Peacehaven Youth Mayor

“Making Peacehaven a better place to live, work & visit”

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

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Appendix A - Draft The Youth Mayor Handbook

Introduction

This handbook is a supportive guide that outlines the responsibilities and expectations associated with the roles of both the Youth Mayor and Deputy Youth Mayor of Peacehaven. Both positions aim to represent the views and interests of the youth in the town.

The Youth Mayor takes the lead with Youth Mayoral duties, as set out in this handbook, and is expected to attend events, functions and engagements, while the Deputy Youth Mayor supports these duties and is expected to step in when needed.

From here on, the term "Youth Mayor" refers to both roles, unless stated otherwise.

The Role of a Youth Mayor

The Youth Mayor and Deputy Youth Mayor (typically aged 11-18 years of age) are elected annually, around November, by students at Peacehaven Community School (PCS). Their main duty is to represent the youth of Peacehaven in a non-political, civic role. The elections are organised by PCS, at its expense, unless other arrangements are made.

The Youth Mayor is invited to take part in the Town Council's events and various other occasions, including engagements alongside the Mayor of Peacehaven and others representing the Mayor. The Mayor's role is to give talks, speeches or present awards at ceremonies, and to help build a relationship with the people of Peacehaven and to increase their profile.

The amount of time required to dedicate to the role is flexible, but attendance at occasional weekend or evening events and meetings are a necessity.

The role of Youth Mayor does not give the individual any power or decision-making abilities. It is a non-political, civic role and therefore has no power to act on behalf of the Council. The role itself will be tailored to the individual but there are still requirements that must be met and personal attributes that will ideally be in place.

The Youth Mayor will ideally:

- Demonstrate confidence when communicating with people of all ages.
- Be passionate about provisions and services for younger generations.
- Have the desire to make a difference.
- Be able to commit their own time to the role.
- Be keen to learn about and get involved with the Council.
- Be happy attending civic events and representing the Council.
- Be passionate about Peacehaven.
- Be respectful, courteous, responsible and a proud ambassador for the town.

Responsibilities

The Youth Mayor always represents the Town Council, when acting in the Youth Mayor's capacity. This means that they must act courteously, responsibly and respectfully. People associate the Youth Mayor with the Council and therefore any negative experiences reflect badly on the Council.

Depending on the activities whilst in office the Youth Mayor may find that they are handling monetary donations towards a fund or charity. They are responsible for ensuring this money is passed on to the Council

Appendix A - Draft The Youth Mayor Handbook

as soon as possible. Ideally, arrangements would be made for monetary donations to come straight to the Council, but it is accepted that this is not always possible.

In the case of any poor performance, conduct or behaviour whilst in office, this would be managed by the Mayor's Civic Officer or other Council Officer, in liaison with the Youth Mayor's parent/guardian and Chair of the Council (The Mayor).

Purpose and Priorities

The Youth Mayor helps:

- Bridge communication between young people and the Council.
- Assist and encourage younger people in Peacehaven to get involved with the Council and town decisions.
- Spread the importance of younger people giving feedback on Council services and activities in the town.
- Represent the youth of the town at Council meetings and civic events, including liaising with youth groups.
- Fundraise or raise awareness of a chosen charity during their year in office.

The Council understand that quite often the term of office for a Youth Mayor coincides with exams or other important personal occasions. The Council would not expect their civic duties to take priority but does ask that the Youth Mayor inform the Mayor's Civic Office if they are going to need to take a step back for a period.

Benefits of Being a Youth Mayor

- **Influence** - a high-profile elected representative raises the profile of issues that matter to young people and influences local opinion. A Youth Mayor can help find funding for community projects and translate that influence into action.
- **Getting their voices heard** – a Youth Mayor ensures that young people are more informed and influential. They can see that they are being listened to and that their concerns are being acted on.
- **Understanding and development** – a Youth Mayor gains new skills and develops valuable experiences. Representation promotes the understanding of local democracy and political processes.
- **Positive representation** – a Youth Mayor represents young people in the media; countering negative stereotypes and promoting positive images of young people.
- **New skills** – a Youth Mayor acquires confidence and gains communication, etiquette and presentation skills, and learns to chair meetings.
- **Local school development** – creates and maintains a good relationship with the local schools, youth clubs and other youth organisations.

Appendix A - Draft The Youth Mayor Handbook

Dos and Don'ts

Whilst not a Town Councillor, the role of Youth Mayor has similarities to that of a Councillor in that it is a voluntary role within the Council, working with a common aim.

Town Councillors are elected to office and must adhere to the Members' Code of Conduct. The Youth Mayor is advised to read this document to fully understand the expectations of the conduct of a public figure. It can be found on the Council's website www.peacehaventowncouncil.gov.uk. The Youth Mayor should strive to take the 'Seven Principles of Public Life' on board. There are certain rules that must be followed by the Youth Mayor:

1. They must not intentionally bring the Council into disrepute. This includes Councillors, Officers and Council services/activities.
2. They must not abuse their position or use the title for inappropriate use. The Council always expects appropriate behaviour.
3. They must remain apolitical when acting or representing the office of Youth Mayor.
4. They must seek permission before any financial commitments are made or contracts of any description are entered into.
5. They must take care of the Youth Mayor's/Deputy's chain of office, and any other equipment provided, or face liability for any replacement or repair costs.
6. They cannot speak in Council meetings, unless invited, or make any decisions on behalf of the Council.
7. They should follow civic protocols and must ensure all communications are courteous and polite, whether face-to-face, in writing or on social media.

Failure to follow these may result in the Youth Mayor being made to stand down from the role. A parent/guardian would be involved in any talk of this nature.

Civic Protocol

The role of Youth Mayor is a civic role within the Town Council and therefore needs to follow the relevant civic protocols. The Mayor's Civic Officer and/or Mayor are able to give guidance of civic protocols in specific circumstances i.e. civic services, parades, council meetings etc.

- **Chain of Office** – the Chain of Office is an important part of the Council's civic regalia. The chain should only be worn when acting in the role of Youth Mayor and should always be taken care of.
- **Dress Code** – when attending civic functions, the dress code is usually specified. Most civic functions are formal dress occasions. The Youth Mayor represents the Council, and must be dressed appropriately.
- **Titles** – there are certain ways in which to address certain dignitaries. These are to be talked through with the Civic Officer as and when needed. On a local level, when talking about Town Councillors in public or at a meeting, they should be referred to, for example, as 'Councillor Smith' rather than on a first name basis.

Elections & Handover

The first activity and exposure to the Council are the elections for the coming Youth mayor. Elections are carried out through the school's election process which usually begins in November, ready for the handover at the Town Council's Full Council Meeting in December.

When the new Youth Mayor has been elected, they are invited to a meeting, on a Tuesday, for the handover of the Chain of Office. The outgoing Youth Mayor/s hand over the chain of office to the newly elected Youth Mayor/s to allow them to begin their year in office. When on official business, or attending an engagement, or an event organised by the Civic Office, the chain should be worn.

Youth Mayor Budget

The Council allocates an annual budget for expenditure in the office of Youth Mayor. This is £500 per year. This budget can be used to support fundraising initiatives for the Youth Mayor's chosen charity/ies. For example, to support the purchase of items to raise funds for the chosen charities e.g. hot chocolate to sell on a stall. The budget can also be used to support travel costs to and from Civic Events.

Having this budget in place does not mean this figure must be spent but does mean it is there in case of expenditure incurred over the year. Council money is public money and therefore cannot be spent without having followed the correct procedures. If the budget is required to support a Youth Mayor initiative, a report must be submitted to the Community Engagement Committee. A Peacehaven Town Council Officer can help with this.

Council meetings

The Youth Mayor is invited to all Full Council meetings and the Community Engagement Committee Meetings. The meetings are usually on a Tuesday evening at 7.30pm in the Anzac Room, Community House. There are usually five or six held annually.

Council Officers can, upon request, provide guidance on the format of the meetings ahead of the Youth Mayor's first meeting. These are public meetings attended by up to 17 Town Councillors as well as Council Officers. Members of the public are welcome to attend. The agenda for these meetings is published the week before the meeting and the Youth Mayor receives a copy of the agenda and any other relevant documentation.

The Youth Mayor is invited to give a written and/or verbal update at each Council meeting. This is a good opportunity to update Councillors and the public on the activities of the Youth Mayor, achievements and future plans.

The Youth Mayor is free to comment on items during meetings but does not vote.

Contact with the Council

The Council primarily uses email to stay in contact with the Youth Mayor. However, the Council will ask for phone number(s) and personal details, in case of a more urgent need to make contact.

Any personal contact details given to the Council are held securely and not shared with anyone beyond Council staff.

To contact the council the following email address should be used: RSVP@peacehaventowncouncil.gov.uk.

Appendix A - Draft The Youth Mayor Handbook

Working with the Mayor

For the role of the Youth Mayor to successfully work, it is essential that the Youth Mayor works with the Mayor of Peacehaven. This could be in the form of meeting regularly with the Mayor, holding joint community surgeries or presenting to Council together on topics of mutual interest.

Mayors are busy people, so it is essential that meetings are short and to the point. The Youth Mayor may need some help to prepare for these meetings and to create a message. The Mayor has a support network, including other councillors and officers. As a Youth Mayor, it could be beneficial to learn about committee structures, and Officer roles.

The Youth Mayor can help the Mayor fundraise for their charity/ies, or they may support a charity of their choice, or concentrate on a particular item they would like to raise money for within the town.

Support

In addition to the individual feeling confident in their ability to carry out the role of Youth Mayor, it is vital that they have the support of a parent, guardian or another responsible adult. Given the ages of the Youth Mayor, the Council has found that the supporting adult often gets involved in many stages of their term in office. Particularly relevant is moral support, travel to and from civic events and general support with Youth Mayor activities.

Within the Council, the Youth Mayor is supported by the Civic Officer. The Civic Officer is on hand to give guidance, advice and assist with administration during the term in office. The Civic Officer has many other duties in addition to civic support. They will have a discussion with the Youth Mayor at the beginning of their term of office as to the level and frequency of support that can be provided.

The Mayor and Deputy Mayor of Peacehaven will also give any guidance, advice or support to the Youth Mayor, including helping with the understanding of protocols where needed.

The Youth Mayor has access to Peacehaven Town Council meeting rooms, premises and equipment. The Council always make sure that the Youth Mayor and Deputy feel supported in their roles.

Invites and Engagements

It is highly likely that the Youth Mayor will be invited along to events and functions as part of their role. This may be alongside the Mayor or Deputy Mayor of Peacehaven, or it may be separately.

The majority of invitations will come through the Town Council and are discussed with the Youth Mayor by the Civic Officer, who then makes the necessary arrangements.

Some invites, however, may come directly to the Youth Mayor. In this case, the Youth Mayor must ensure they inform the Civic Officer of the engagement and relevant details, so that a record can be kept. In some instances, the invite may be to an event/function with a cost (a ticket cost or stall cost, for example). Attendance at these be assessed on an individual basis by the Mayor's Civic Officer, considering the financial implications.

In order for the Council to justify a spend, the event/function must be either raising the profile of the Town Council, the town itself or a specific activity and/or project of the Youth Mayor's or Council's.

Appendix A - Draft The Youth Mayor Handbook

Annual Events

Each year the Council holds certain events that the Youth Mayor is invited to get involved with:

- Annual Town Meeting (April)
- Mayor's Civic Service (August)
- Summer Fair (June/July)
- Remembrance Services (November)
- Mayor's Civic Reception (March/April/May)

At the beginning of their term of office, discussions take place as to the level of involvement the Youth Mayor would like to have and any roles to be carried out. The Youth Mayor is then kept updated with relevant plans for the events/functions and given a full briefing ahead of the day.

Youth Groups

The Youth Mayor is encouraged to get involved with community youth groups where possible. There are also numerous sporting or music groups for the younger generations. These groups are a fantastic way to open dialogue between the Council and the youth of the town.

Charity Support

Each Youth Mayor is given the opportunity to choose a charity, local good cause or project to raise funds for during their term in office. This is the same for the Mayor of Peacehaven. As well as representing the youth of Peacehaven, this enables the Youth Mayor to make a positive and lasting impact and have a further sense of achievement after their year in office.

It is recommended that their chosen charity/ies be local, with a direct impact on the town of Peacehaven and its residents. The Youth Mayor is to discuss thoughts on a chosen charity with the Mayor's Civic Officer before approaching the charity. It is recommended that it is a registered charity.

Fundraising

Assuming a charity has been chosen (it is not a necessity if the Youth Mayor does not wish to), all fundraising opportunities should be discussed with the Mayor's Civic Officer before going ahead, and then the Youth Mayor can set about fundraising.

All funds raised are to be held securely by the Council and totaled at the end of the financial year 31st March. The Youth Mayor is then able to arrange a presentation to the charity of the funds raised, generally at the Mayor of Peacehaven's end-of-year Reception.

The Council has strict financial procedures governing the handling and processing of incoming and outgoing monies. The Youth Mayor must ensure that any monetary donations or funds in their possession are passed on to the Council at the earliest possible convenience.

Appendix A - Draft The Youth Mayor Handbook

When looking at ideas for fundraising, the Youth Mayor could look at the following:

- Non-school uniform days (£1 donation per student)
- Sponsored activities
- Stalls/fundraising at other events
- Online / Social media campaigns

The Youth Mayor may have other ideas, but these would need to be discussed with the Mayor's Civic Officer and any other relevant third parties. This is so feasibility can be considered alongside the demands on the resources of the Council.

Youth Mayor Email Account

All in office email correspondence from the Youth Mayor and Deputy Youth Mayor must only be sent from a professional email account (i.e. not through a personal email account). The Council never sends correspondence to a personal email account of the Youth Mayor or Deputy Youth Mayor.

The Council communicates non-confidential matters with the Youth Mayor and Deputy via email, including giving details of events, meeting paperwork and Council updates, whilst ensuring to always also cc the school or guardian.

Upon taking office, the Youth Mayor and Deputy are set up with a specific email account that is operated by the Council. YM@peacehaventowncouncil.gov.uk. They are given details for accessing their email account and are responsible for their individual account. However, Council Officers may have to gain access in certain situations.

Parent/Guardian Involvement

The Council will want to meet with the parent or guardian of the Youth Mayor and Deputy upon first taking office and will need to be able to have a communication channel with the parent/guardian; it will also give them an opportunity to ask any questions they may have.

Due to the public nature of the role of Youth Mayor, the Council will seek consent from a parent/guardian for the use of photos and possibly videos of the Youth Mayor and Deputy. This may be photos at public events or videos of Council meetings for example.

Safeguarding

Due to the ages of the Youth Mayor and Deputy Youth Mayor, the Council accepts responsibility for the safeguarding of a minor. This is monitored closely by the Town Clerk, as the Council's Chief Officer. This said, ultimately the parent/guardian holds responsibility for the child and should ensure that necessary arrangements and considerations are in place. This includes travel to and from evening Council meetings and civic events for example.

Risk Assessments

The Council carries out risk assessments for all its activities, including surrounding young people. While the Youth Mayor's/Deputy's parent/guardian holds responsibility for them, the Council ensures that at no time the Youth Mayor or Deputy are placed under any undue risk. This includes checking that travel arrangements have been made for functions and events, and ensuring they are not to be alone in a building or area or with just one other person.

To Conclude

When establishing a Youth Mayor, it is essential that young people take the lead, feel empowered, make informed decisions and can see the difference they are making to their community.

The Youth Mayor, with appropriate support, now needs to take the lead and get started! They may want to think about training opportunities, meeting with other established Youth Mayors and running activities or events with young people in the area.

Appendix A - Draft The Youth Mayor Handbook

^ Formal Agreement

Youth Mayor:

I confirm that I have read and will adhere to the procedures outlined in the Youth Mayor's Handbook.

SIGNATURE:

Youth Mayor of Peacehaven

DATED:

Name of Parent/ Guardian:

Signature of Parent/Guardian:

DATED:

Email address of Parent/Guardian:

Mobile Number of Parent/Guardian:

Deputy Youth Mayor:

I confirm that I have read and will adhere to the procedures outlined in the Youth Mayor's Handbook.

SIGNATURE:

Deputy Youth Mayor of Peacehaven

DATED:

Name of Parent/Guardian:

Signature of Parent/Guardian:

DATED:

Email address of Parent/Guardian:

Mobile Number of Parent/Guardian:

Head Teacher of Peacehaven Community School:

Name of Headteacher:

SIGNATURE:

Head Teacher of Peacehaven Community School

DATED:

Ratified at Full Council on _____

Youth Mayor Handbook

This handbook explains what the Youth Mayor and Deputy Youth Mayor of Peacehaven do, what support they receive, and what rules they need to follow.

The Youth Mayor represents young people in Peacehaven. The Deputy Youth Mayor supports them and steps in when needed. In this handbook, “Youth Mayor” means both roles unless stated otherwise.

Each year, the Council elects a new Youth Mayor at least one month before the Annual Full Council meeting in May. Candidates may stand for election from a wide range of young people living within a three-mile radius of Peacehaven town. Once elected, the successful candidate becomes Mayor-elect until formally inaugurated at Full Council. During this period, they may shadow the existing Youth Mayor and become familiar with Council procedures. Their term of office runs for one year. To avoid conflicts of interest, candidates should not intend to hold any other civic role in the area during their term.

1. What this involves

The Youth Mayor is usually aged 13–17 on the day of election and is elected each year. The role is civic and non-political. This means the Youth Mayor represents young people but does not make Council decisions or speak for the Council unless invited to do so.

The role can include attending events, giving short updates, supporting community projects, talking to young people, and helping the Council understand what matters to younger residents.

2. What makes a good Youth Mayor?

A Youth Mayor should try to be:

- confident when speaking in public;
- interested in Peacehaven and young people’s views;
- respectful, polite and responsible;
- willing to attend some evening or weekend events;
- keen to learn about the Council and local democracy;
- happy to be a positive ambassador for the town.

3. Main responsibilities

- Represent young people in Peacehaven in a positive way.
- Attend selected Council meetings, civic events and community activities.
- Share updates about activities, achievements and ideas.
- Help young people understand how they can get involved locally.
- Support fundraising or awareness work for a chosen local charity, good cause or project.
- Follow Council rules, civic protocol and safeguarding guidance.

The Youth Mayor must act respectfully whenever they represent the role. Poor behaviour may be discussed with the Civic Officer, the Mayor, and a parent or guardian.

4. Key rules

1. Do not bring the Council, Councillors, Officers or Council services into disrepute.
2. Do not misuse the Youth Mayor title.
3. Stay non-political when acting as Youth Mayor.
4. Do not make financial commitments or enter into contracts without permission.
5. Look after the Chain of Office and any Council equipment.
6. Do not vote or make decisions for the Council.
7. Keep all communication polite, including face-to-face, email and social media.

5. Council meetings

The Youth Mayor is invited to Full Council meetings and Community Engagement Committee meetings. These usually take place on Tuesday evenings at 7.30pm in the Anzac Room, Community House. There are usually five or six each year. The Youth Mayor may give a short written or spoken update about activities and achievements. They may comment if invited, but they do not vote.

6. Civic events and protocol

The Youth Mayor may be invited to formal events, ceremonies and community activities. The Civic Officer will explain what to expect and help with arrangements.

- **Chain of Office:** only wear it when acting as Youth Mayor. Please take good care of it.
- **Dress code:** wear suitable clothing for the event. Many civic events are formal.
- **Titles:** use proper titles when speaking about Councillors or guests, such as “Councillor Smith”. Ask the Civic Officer if you are unsure.

7. Budget and fundraising

Each year, the Youth Mayor may choose a local charity, good cause or project to support. The Council provides a £500 Youth Mayor budget to help with agreed costs, such as fundraising materials or travel to civic events. The budget does not have to be spent.

Before spending any money, the Youth Mayor must check with the Civic Officer that it follows Council procedures. If they want to use the budget for a project, they must submit a report to the Community Engagement Committee. The Civic Officer can help compose this.

Any charity or good cause should be local and should benefit Peacehaven or its residents. The Youth Mayor must discuss their choice with the Civic Officer before contacting the organisation.

8. Communication

The main point of contact with the Council is the Civic Officer. The Council mainly uses email to contact the Youth Mayor. Phone numbers and other details may also be collected for urgent contact. Personal details are kept securely and are not shared outside Council staff.

General Council contact: RSVP@peacehaventowncouncil.gov.uk.

The Youth Mayor and Deputy Youth Mayor must use their Council email account for official business only. The Civic Officer will set this up once appointed. The Council will copy in the parent or guardian where needed.

9. Support

The Youth Mayor should have support from a parent, guardian or responsible adult, especially for travel, evening events and general encouragement. The Civic Officer supports the Youth Mayor with advice, administration and event planning. The Mayor and Deputy Mayor can also give guidance, especially on civic protocol.

10. Working with the Mayor

The Youth Mayor should work with the Mayor/Deputy Mayor of Peacehaven as required. This could include short meetings, joint community activities, fundraising, or presenting updates to the Council.

Meetings should be focused and prepared in advance. The Civic Officer can help the Youth Mayor plan what they want to say.

11. Invites, events and youth groups

All invitations should come through the Council and be arranged by the Civic Officer. If an invitation comes directly to the Youth Mayor, they must tell the Civic Officer so it can be recorded and checked.

For events with costs, the Council will decide whether attendance is appropriate and affordable. The event should support the Council, the town, or a Youth Mayor project.

Appendix B - Draft The Youth Mayor Handbook

Annual events may include the Annual Town Meeting, Mayor's Civic Service, Summer Fair, Remembrance Services and Mayor's Civic Reception. The Youth Mayor is encouraged to connect with youth groups, sports clubs, music groups and other organisations for young people. This helps young people share ideas with the Council.

12. Safeguarding and parent/guardian involvement

Because the Youth Mayor and Deputy Youth Mayor may be under 18, safeguarding is important. The Council will seek parent/guardian consent for photos or videos and will keep parents/guardians involved where needed. The parent or guardian remains responsible for the young person and should help with arrangements such as travelling to and from evening meetings or events. The Council carries out risk assessments and will avoid situations where the Youth Mayor is placed at unnecessary risk or left alone in unsuitable circumstances.

13. Final message

The Youth Mayor role is a chance to speak up for young people, learn new skills and make a positive difference in Peacehaven. With the right support, the Youth Mayor can help young people feel heard and involved in their town.



Peacehaven Town Council

Statement on Political Neutrality

Contents

1. Purpose
2. Political affiliation and the role of a Councillor
3. Local issues before national politics
4. Councillors as community representatives
5. Collective responsibility of the Council
6. Political neutrality of Council Officers
7. Officer advice and professional independence
8. Councillor-Officer relationships
9. Political neutrality of Council resources
10. Local democracy and respectful disagreement
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12. A Council for Peacehaven
13. Commitment
14. Legal and policy context
15. Adoption and review

1. Purpose

Peacehaven Town Council is non-party-political.

Peacehaven Town Council recognises that Councillors may, entirely legitimately, be members of or affiliated with political parties, political groups or other organisations.

The Council also recognises, however, that the role of a Town Councillor is fundamentally different from that of a Member of Parliament or a representative of a political party at national level.

Peacehaven Town Council is the first tier of local government and exists to serve the people and communities of Peacehaven. Its purpose is to represent local residents, respond to local needs, provide and support local services, improve the quality of life of the community and provide a democratic voice for local people.

Peacehaven Town Council elects a Chair of Council (who is also the Town Mayor), and Chairs of Standing Committees, other than a casting vote in the event of a tied vote, a Chair does not have any authority beyond that of any other Councillor. Peacehaven Town Council does not elect or recognise Leader(s) of Council.

Accordingly, the Council adopts this Statement to affirm that national party politics should play no part in the discharge of the Council's local government functions, and that the work of the Council should be characterised by local people working together to achieve the best possible outcomes for their local community.

2. Political affiliation and the role of a Councillor

The Council respects the right of every Councillor to hold political beliefs and to be a member or supporter of any lawful political party or organisation.

Nothing in this Statement seeks to restrict a Councillor's lawful political activity outside their role as a member of Peacehaven Town Council.

However, when acting in their capacity as a Town Councillor, each member is expected to recognise that their primary responsibility is to the residents of Peacehaven and to the Council as a whole.

A Councillor's political affiliation shall not, of itself, determine:

- how they represent residents;
- how they consider Council business;
- how they exercise their vote;
- how they scrutinise proposals;
- how they engage with fellow Councillors, officers or members of the public;
- how they allocate or support Council resources; or
- how they undertake their responsibilities as an elected representative.

Councillors should approach Council business on its merits, having regard to the evidence available, the needs of the community, the Council's statutory responsibilities, its adopted policies and the interests of local residents.

3. Local issues before national politics

Peacehaven Town Council recognises that many issues which affect residents may have their origins in national Government policy, legislation or decisions taken by other public authorities.

The Council may therefore, where appropriate, make representations to Government, Parliament, other tiers of local authority, public bodies or other organisations on matters affecting Peacehaven.

Such representations should nevertheless be made because of their local impact upon Peacehaven and its residents, rather than for the purpose of advancing or opposing the interests of a national political party.

4. Councillors as community representatives

The Council believes that the best description of a Town Councillor is a local person elected to serve local people.

Councillors are community representatives, advocates, listeners, problem-solvers and local leaders.

They should seek to understand the concerns and aspirations of residents across the whole community, including residents who did not vote for them, residents who belong to different political parties and residents who hold no political affiliation whatsoever.

The Council therefore expects Councillors to:

1. put the interests of Peacehaven and its residents at the forefront of their Council work;
2. listen respectfully to residents and fellow Councillors;
3. work constructively with Councillors of all, or no, political affiliation;
4. recognise that debate on Council policy is a normal and healthy part of local democracy;
5. distinguish between legitimate political debate and party-political campaigning;
6. avoid allowing national political disputes to unnecessarily influence Council business;
7. make decisions based upon the interests of the community, relevant evidence and the Council's responsibilities; and
8. seek practical solutions to local problems wherever constructive cooperation can achieve better outcomes for residents.

5. Collective responsibility of the Council

Once a decision has been lawfully made by Peacehaven Town Council, that decision is a decision of the Council rather than of an individual political party or political group.

Councillors remain entitled to disagree with decisions and to record their dissent in accordance with the Council's procedures.

Nevertheless, Councillors should recognise their collective responsibility for the effective operation and reputation of the Council.

6. Political neutrality of Council Officers

Peacehaven Town Council considers the political neutrality and professional impartiality of its Officers to be fundamental to the proper functioning of local democracy and to public confidence in the Council.

Officers are employed by, and serve, Peacehaven Town Council as a corporate body.

An Officer's responsibility is to support the lawful decisions and objectives of the Council and to provide professional, impartial and objective advice to all Councillors, irrespective of their political affiliation.

Accordingly, Officers must remain completely politically neutral in the performance of their duties.

This means that Officers must not:

- use their position to promote or oppose a political party, political group or candidate;
- allow their personal political views or affiliations to influence their professional advice, recommendations or decisions;
- favour or disadvantage a Councillor, political group or political party because of their political affiliation;
- undertake party-political campaigning or political activity on behalf of a Councillor, political group or political party as part of their Council duties;
- use Council resources, facilities, information or working time for party-political purposes;
- seek to influence the democratic decisions of Councillors for political reasons;
- present personal political opinions as professional Council advice;
- disclose confidential or privileged information for political purposes; or
- permit their professional relationship with any Councillor or political group to compromise their impartiality.

Officers are entitled to hold their own personal political views and, where lawful and appropriate, to participate in political activity in their private capacity. However, such views and activities must remain entirely separate from the Officer's role and responsibilities on behalf of Peacehaven Town Council.

Where an Officer has a political affiliation or engages in lawful political activity outside their employment, they must take particular care to ensure that there can be no reasonable perception that such activity has influenced, or is influencing, the performance of their Council duties.

7. Officer advice and professional independence

The Council places particular importance on the principle that Officers must be able to provide frank, objective and professionally independent advice to Councillors.

Officers should provide advice based upon:

- legislation and statutory duties;
- relevant Government guidance;
- professional standards and recognised best practice;
- available evidence;
- financial and operational considerations;
- risk;
- the Council's policies and objectives; and
- the interests of the local community.

Where Councillors disagree with an Officer's professional advice, they are entitled to do so democratically and to make a different decision where the law permits. Such disagreement should be addressed through the Council's democratic decision-making processes and not through pressure upon Officers to change professional advice for political reasons.

8. Councillor–Officer relationships

The Council recognises that Councillors and Officers have different but complementary roles.

Councillors are democratically elected decision-makers.

Officers are professional employees responsible for advising, supporting and implementing the lawful decisions of the Council within their respective areas of responsibility.

Neither role should improperly encroach upon the other.

Councillors should therefore:

- respect the professional expertise and impartiality of Officers;
- allow Officers to provide objective advice without political pressure;
- communicate with Officers through appropriate Council channels;
- avoid asking Officers to undertake and work which could be considered party-political;
- avoid using Officers as political intermediaries;
- respect appropriate management and reporting structures; and
- distinguish between challenging or scrutinising professional advice and seeking to influence that advice for political reasons.

Officers, in turn, should provide the same professional standard of service to Councillors irrespective of political affiliation.

Peacehaven Town Council has also adopted a separate policy document specifically addressing Councillor-Officer relationships, which should be referred to for more information.

9. Political neutrality of Council resources

Council premises, equipment, publications, websites, social media accounts, staff time and other Council resources must not be used to promote or oppose a political party or candidate, except where such use is expressly permitted by law.

Council communications should be concerned with the Council's functions, services, decisions, activities and matters affecting Peacehaven and its residents.

Where political debate is unavoidable because of the nature of a particular local issue, the Council will seek to communicate in a factual, proportionate and balanced manner.

10. Local democracy and respectful disagreement

Political neutrality does not mean an absence of political debate.

The Council recognises that democratic disagreement is both legitimate and necessary.

Councillors may hold strongly differing views about the future of Peacehaven and may advocate different approaches to local issues.

The Council's expectation is that such disagreements are conducted with courtesy, respect and a focus on the issue rather than the individual.

Personal attacks, intimidation, abuse or attempts to undermine another Councillor or Officer because of their political affiliation, professional role or position have no place in the Council's business.

11. Standards of public life

This Statement should be read alongside the Council's adopted Code of Conduct and all applicable legislation and guidance.

The Council particularly endorses the Seven Principles of Public Life – the Nolan Principles:

- Selflessness – acting solely in terms of the public interest;
- Integrity – avoiding obligations that might improperly influence public duties;
- Objectivity – acting impartially, fairly and on merit, using the best evidence;
- Accountability – being accountable to the public for decisions and actions;
- Openness – acting openly and transparently;
- Honesty – being truthful; and
- Leadership – promoting these principles through personal example and challenging poor behaviour.

These principles apply particularly strongly to the relationship between democratic decision-making and professional advice.

12. A Council for Peacehaven

Peacehaven Town Council believes that the strength of local government lies in people who live in a community taking responsibility for improving the place in which they live.

The Council therefore seeks to foster a culture in which:

Local people serve local people.

The Council's political differences should concern how best to improve Peacehaven, not how best to advance national political interests.

Whatever their political affiliation, Councillors are united by their commitment to serve the same community.

Whatever their personal political views, Officers are united by their professional responsibility to serve the Council impartially and to support the democratic process.

The Council will therefore seek to ensure that its decisions, policies and activities are guided by one overriding consideration:

What is in the best interests of Peacehaven and the people who live here?

13. Commitment

By adopting this Statement, Peacehaven Town Council affirms its commitment to:

- putting local community interests before party-political interests in Council business;
- maintaining public confidence in local democracy;
- ensuring that Officers remain professionally impartial and completely politically neutral in the performance of their Council duties;
- protecting Officers' ability to provide frank, objective and professional advice;
- ensuring that no Councillor, political group or political party improperly influences the professional work of Officers;
- encouraging constructive cooperation between Councillors of all political affiliations;
- respecting the legitimate role of political debate;
- ensuring that Council resources are used for proper Council purposes;
- upholding the Council's Code of Conduct and the Nolan Principles; and
- promoting a culture of local people doing good for their local community.

This Statement is intended to complement, and not replace, the Council's statutory duties, Standing Orders, Financial Regulations, Code of Conduct, employment policies and other governance arrangements.

14. Legal and policy context

This Statement should be interpreted consistently with applicable legislation and statutory guidance, including the Localism Act 2011, the Council's adopted Code of Conduct and other relevant local government legislation and guidance.

Section 27 of the Localism Act 2011 requires a relevant local authority to promote and maintain high standards of conduct by its members and to adopt a code dealing with the conduct expected of members and co-opted members when acting in that capacity.

The Council also recognises the established distinction between the democratic role of elected Councillors and the professional role of Council Officers.

Councillors are democratically accountable decision-makers and are entitled to hold and express political views. Officers, whilst entitled to their own personal political views and lawful political activity outside their employment, must maintain complete professional political neutrality when acting in their capacity as Officers of Peacehaven Town Council.

The Council regards this separation as essential to:

- maintaining public confidence;
- protecting the integrity of the democratic process;
- ensuring that Councillors receive objective professional advice;
- protecting Officers from inappropriate political pressure;
- ensuring continuity of professional administration when political control changes; and
- ensuring that the Council serves the whole community rather than any political party.

This Statement shall be reviewed periodically to ensure that it remains consistent with legislation, guidance and best practice.

16. Adoption and review

Adopted by Peacehaven Town Council on

Review date: