

George Dyson  
Town Clerk

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

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**Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 31<sup>st</sup> March 2026 at 7:30pm.**

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

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

No members of the public were in attendance

**1. PF1202 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, and provided a brief update on the repairs to the Big Park public toilets following the arson damage, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

**2. PF1203 PUBLIC QUESTIONS** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

**3. PF1204 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

Apologies were received from Cllr Sharkey.

**4. PF1205 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

There were no declarations of interest.

**5. PF1206 TO ADOPT THE COMMITTEE'S MINUTES OF 10<sup>TH</sup> FEBRUARY 2026**

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Donovan  
The minutes of 10<sup>th</sup> February 2026 were **agreed and adopted.**

**6. PF1207 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**a.** Finance Officer's report.

The Responsible Financial Officer invited questions on the report, which the Chair asked a question about the investment account.

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

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

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

c. Income & Expenditure report.

The Chair highlighted that the income looks very positive.

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

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

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

#### 7. PF1208 TO AGREE THE REPLACEMENT OPTION FOR THE FIELDS & ROBSON BOILER

The Clerk summarised the report.

It was proposed that Committee proceed with option 2 in the report, to replace with localised solutions.

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

#### 8. PF1209 TO AGREE TO REPLACE THE HUB FIRE ESCAPE DOORS

The Clerk introduced the report and the reasons for the recommendation. Cllr Davies spoke in support of replacing the doors now.

Cllr Veck asked that all other doors at the Hub also be checked, the Clerk confirmed he would do so this week.

It was proposed that Committee agree to proceed with replacing the doors.

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

#### 9. PF1210 TO AGREE MONIES TO GO INTO EARMARKED RESERVES

The RFO introduced the report and gave some background to the item, briefly running through the recommendations.

The RFO was thanked for her work on this.

It was proposed that Committee agree to proceed with the recommended earmarked reserves.

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

#### 10. PF1211 TO AGREE A SERVICING CONTRACT FOR COMMUNITY HOUSE HEATING & COOLING

The Clerk introduced the item and the reasons for the recommendation.

Cllr Fabry spoke in support of fixing for 3 or 5 years.

Cllr Gordon-Garrett asked about an appropriate limit for installation without quotation, which Committee discussed.

It was proposed that Committee agree to fix for 5-years, and to authorise works up to £500 subject to a Purchase Order number being obtained.

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

#### **11. PF1212 TO ADOPT THE FOLLOWING POLICIES**

The Chair introduced the item and explained that these policies are due a standard review.

##### **a. Volunteer Handbook**

There was a discussion surrounding including reference to the safeguarding policy within the handbook, the Clerk confirmed that this can be updated. It was further added that all volunteers should be issued with a copy of the Safeguarding policy and asked to sign to confirm that they have read and understood it.

It was proposed to readopt this policy subject to the above change.

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

##### **b. Equality & Diversity**

It was proposed to readopt this policy.

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

##### **c. Planning Code of Good Practice**

There was a discussion about the code of good practice needing review, this will be deferred back to the Planning Committee, with a view to be adopted at the next Policy & Finance Committee meeting.

#### **12. PF1213 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's**

##### **a. Audit Working Group**

Cllr Veck confirmed that an audit has been completed recently, Cllr Harman added how impressive the outcomes of the audit has been.

##### **b. Community Buildings Working Group**

The Clerk summarised some of the progress that has been made since the extraordinary Council meeting.

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

The group has not met yet, but have shared some information by email.

##### **d. Business Plan Review**

The Clerk summarised the progress, and that another informal meeting will be called soon.

#### **13. PF1214 DATE OF NEXT MEETING – TUESDAY 5<sup>TH</sup> MAY 2026**

The next meeting was confirmed as Tuesday 5<sup>th</sup> May 2025.

**14. PF1215 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

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

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

**15. PF1216 UNPAID INVOICE REPORT**

The RFO summarised the report and that there are no real concerns over the unpaid invoices.

Committee **noted** the unpaid invoice report.

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

It was proposed that Committee agree with the proposed terms.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Fabry  
Committee **resolved to agree** to this proposal by majority with one abstention.

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

There was a lengthy discussion on the possible variation to Community House Terms & Conditions of hire.

It was discussed that a notice on the door would be needed, specifying loading/ unloading only

It was proposed that Committee agree to a variation to highlight that the South Service Yard is for loading/ unloading only and not for parking, and that hirers are responsible for enforcing this for their bookings, and that bookings could be terminated as a result of non-compliance, and additionally that PTC will put up signage to reflect this.

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

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

The RFO introduced the background to the report, which Committee discussed.

It was proposed to agree to Opt to Tax for the Hub

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

It was then discussed about how this would be applied.

It was proposed that PTC absorb the cost of the VAT for one-year and earmark £4000 income from the 2025/26 budget to offset the cost of doing this in the 2026/27 financial year, and that hirers are given notice that the full VAT will be applied from the 2027/28 financial year.

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

*There being no further business, the meeting was closed at 21:33.*



<b>Committee:</b>	Policy & Finance	<b>Agenda Item:</b>	PF1225 a
<b>Meeting date:</b>	05 May 2026	<b>Authors:</b>	Zoe Malone
<b>Subject:</b>	Financial position of the council year to date		
<b>Purpose:</b>	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

**Recommendation(s):**

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

**1. Background**

The attached reports summarise the council's overall financial position as at the end of end of **month 1 (April 2026)**. An explanation of each report is included in the analysis below, along with comments regarding the council's position.

**2. Analysis**

**Barclays Bank account summary**

This document summarises the balances of the council's **five bank accounts as at 31 March 2026**. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

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

**Bank reconciliation statements – cashbooks 1 & 2**

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

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

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

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

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

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

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

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

### **Detailed income and expenditure**

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

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

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

The information in the columns is as follow:

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

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that **1.1% of the budgeted expenditure** has been spent so far, and **0% of the budgeted income** has been received as at the end of month 1 (April 2026) **please note the RFO has been dealing with Year End April transactions have not been processed yet.**

## Detailed balance sheet

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

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

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

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

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

### 3. Implications

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

### 4. Appendices

- Barclays Bank account summary balances March 2026
- Bank reconciliation statement for cashbook 1 – March 2026
- Bank reconciliation statement for cashbook 2 – March 2026
- Bank Reconciliation statement for Unity Trust Fixed Deposit Account – March 2026
- Bank Reconciliation statement for Unity Trust Instant Access Account – March 2026
- Credit Card reconciliation statement – March 2026
- Detailed income and expenditure month 1 (April 2026)
- Detailed balance sheet month 1 (April 2026)



Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 7 - Unity Trust Instant Access

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	31/03/2026		12.53
			<u>12.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12.53
		Balance per Cash Book is :-	12.53
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/03/2026

Account Name: Peacehaven Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20529105

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## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£12.47
31/03/2026	Credit Interest	Credit Interest	£0.00	£0.06	£12.53

Page number 1 of 2

Statement number 012

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For Communities.  
For Good.

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We invest in people. Gold



Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Peacehaven Town Council

FT12

50 83 01 80186889

200,000.00	200,000.00	4.10 % (4.10 % )	13/05/25	13/05/26
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Transactions

Transactions



Balances are correct as of 11:37 on 08 Apr 2026.

There are no recent transactions to display.

**Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/03/2026		934,675.04
Current Account	31/03/2026		50,000.00
			<u>984,675.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
25/03/2026 112070 HMRC		11,886.05	
			<u>11,886.05</u>
			972,788.99
<u>Unpresented Receipts (Plus)</u>			
15/12/2025		-12.00	
17/12/2025		-6.00	
19/03/2026		26.40	
19/03/2026		101.20	
30/03/2026		240.25	
			<u>349.85</u>
			973,138.84
		<b>Balance per Cash Book is :-</b>	<b>973,138.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



## Transactions

### BUSINESS FREE MT

20-49-76 10701173

Available balance	£48,310.18
Last night's balance	£50,000.00
Overdraft limit	£0.00

Showing 2 transactions between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 30701211 TRANSFER 30701211		-£142.20	£50,000.00
31/03/2026	Counter Credit Little City East S 16769 BGC	£112.20		£50,142.20

#### Need to view older transactions?

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

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**Transactions**

**Peace Sweep**

**20-49-76 30701211**

Available balance	£1,430,190.11
Last night's balance	£1,443,277.84
Overdraft limit	n/a

Showing 1 transaction between 31/03/2026 and 31/03/2026 from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Transfer TRANSFER 10701173 TRANSFER 10701173	£142.20		£934,675.04

**Need to view older transactions?**

If you have registered for online statements, then follow the link to view them  
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Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		607.17
			<u>607.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607.17
		Balance per Cash Book is :-	607.17
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Recent transactions



**Business Premium ME**

20-49-76 83521656

**£607.17**

Last night's balance £607.17

Date

Description

Money in

Money out

Balance

No transactions were found for last 30 days.

[View all transactions](#)



## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>							
1001 Precept	0	1,031,538	1,031,538			0.0%	
1013 Income from Photocopying	21	500	479			4.1%	
1016 Housing Benefit Claims LDC	0	17,097	17,097			0.0%	
1100 Interest Received	0	8,000	8,000			0.0%	
1309 Other Income	123	500	377			24.7%	
General Administration :- Income	<u>144</u>	<u>1,057,635</u>	<u>1,057,491</u>			<u>0.0%</u>	<u>0</u>
4345 CTLA Large Grant	0	6,825	6,825		6,825	0.0%	
4346 CAB Large Grant	0	15,000	15,000		15,000	0.0%	
4354 HCC Service Level Agreement	0	3,000	3,000		3,000	0.0%	
4362 The Joff Large Grant	0	2,680	2,680		2,680	0.0%	
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	0	2,500	2,500		2,500	0.0%	
4366 Havens Comm Hub Large Grant	0	1,500	1,500		1,500	0.0%	
General Administration :- Direct Expenditure	<u>0</u>	<u>35,505</u>	<u>35,505</u>	<u>0</u>	<u>35,505</u>	<u>0.0%</u>	<u>0</u>
4001 Salaries	0	557,019	557,019		557,019	0.0%	
4002 Employer N.I Contributions	0	71,552	71,552		71,552	0.0%	
4003 Employer Pension Contributions	0	101,000	101,000		101,000	0.0%	
4004 Overtime	0	4,000	4,000		4,000	0.0%	
4011 Training	0	2,500	2,500		2,500	0.0%	
4014 Staff Costs	0	750	750		750	0.0%	
4201 Purchase of Vehicles	0	6,000	6,000		6,000	0.0%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	0	1,500	1,500		1,500	0.0%	
4302 Purchase of Materials	0	500	500		500	0.0%	
4306 Printing	0	3,000	3,000		3,000	0.0%	
4307 Stationery	0	1,000	1,000		1,000	0.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	0	8,500	8,500		8,500	0.0%	
4314 Audit Fees	0	3,000	3,000		3,000	0.0%	
4315 Insurance	0	14,500	14,500		14,500	0.0%	
4321 Bank Charges	0	1,150	1,150		1,150	0.0%	
4325 Postage	0	3,000	3,000		3,000	0.0%	
4326 Telephones	0	3,500	3,500		3,500	0.0%	
4327 Computers	(2,721)	20,000	22,721		22,721	(13.6%)	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	0	10,000	10,000		10,000	0.0%	
4342 Subscriptions	0	8,000	8,000		8,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4356 EAP	0	600	600		600	0.0%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	<b>(2,721)</b>	<b>843,071</b>	<b>845,792</b>	<b>0</b>	<b>845,792</b>	<b>(0.3%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,865</b>	<b>179,059</b>	<b>176,194</b>				
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	0	3,000	3,000		3,000	0.0%	
4335 Civic Expenses	0	1,200	1,200		1,200	0.0%	
4339 National Mourning	0	100	100		100	0.0%	
Civic Events :- Indirect Expenditure	<b>0</b>	<b>5,800</b>	<b>5,800</b>	<b>0</b>	<b>5,800</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,800)</b>	<b>(6,800)</b>				
<u>120 Marketing</u>							
1049 Banner Board	0	3,000	3,000			0.0%	
1051 A1 Boards	0	1,100	1,100			0.0%	
1301 Filming	0	1,500	1,500			0.0%	
Marketing :- Income	<b>0</b>	<b>5,600</b>	<b>5,600</b>			<b>0.0%</b>	<b>0</b>
4306 Printing	0	2,000	2,000		2,000	0.0%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>				
<u>200 Planning &amp; Highways</u>							
1022 Planter Advertising	0	1,100	1,100			0.0%	
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	<b>0</b>	<b>2,200</b>	<b>2,200</b>			<b>0.0%</b>	<b>0</b>
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
4111 Electricity	(186)	0	186		186	0.0%	
Planning & Highways :- Indirect Expenditure	<b>(186)</b>	<b>0</b>	<b>186</b>	<b>0</b>	<b>186</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>186</b>	<b>1,700</b>	<b>1,514</b>				

## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grounds Team General Exp</b>							
4011 Training	0	2,000	2,000		2,000	0.0%	
4202 Repairs/Maintenance of Vehicle	0	7,500	7,500		7,500	0.0%	
4203 Fuel	0	5,500	5,500		5,500	0.0%	
4204 Road Fund License	0	600	600		600	0.0%	
4206 Vehicle Reserve	0	10,000	10,000		10,000	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
<b>Grounds Team General Exp :- Indirect Expenditure</b>	<b>0</b>	<b>26,600</b>	<b>26,600</b>	<b>0</b>	<b>26,600</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(26,600)</b>	<b>(26,600)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Football	0	3,360	3,360			0.0%	
1026 Rent & Service Bowls	0	6,896	6,896			0.0%	
1041 S/P Telephone Masts	0	7,672	7,672			0.0%	
1043 S/P Football Pitches	0	3,000	3,000			0.0%	
1061 S/P Court Hire	0	740	740			0.0%	
<b>Sports Park :- Income</b>	<b>0</b>	<b>21,668</b>	<b>21,668</b>				<b>0</b>
4111 Electricity	(1,227)	3,000	4,227		4,227	(40.9%)	
4131 Rates	0	2,500	2,500		2,500	0.0%	
4160 Changing Places Costs	(400)	700	1,100		1,100	(57.2%)	
4161 Cleaning Costs	0	12,500	12,500		12,500	0.0%	
4164 Trade Refuse	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	0	10,000	10,000		10,000	0.0%	
<b>Sports Park :- Indirect Expenditure</b>	<b>(1,628)</b>	<b>31,700</b>	<b>33,328</b>	<b>0</b>	<b>33,328</b>	<b>(5.1%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,628</b>	<b>(10,032)</b>	<b>(11,660)</b>				
<b>315 Big Park</b>							
1329 Advertising Income	0	2,000	2,000			0.0%	
<b>Big Park :- Income</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	(194)	1,000	1,194		1,194	(19.4%)	
4112 Gas	0	1,000	1,000		1,000	0.0%	
4121 Rents	0	15,500	15,500		15,500	0.0%	
4131 Rates	0	6,052	6,052		6,052	0.0%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	0	4,800	4,800		4,800	0.0%	
4303 Machinery Mtce/Lease	0	4,000	4,000		4,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	2,000	2,000		2,000	0.0%	
Big Park :- Indirect Expenditure	(194)	40,852	41,046	0	41,046	(0.5%)	0
<b>Net Income over Expenditure</b>	<b>194</b>	<b>(38,852)</b>	<b>(39,046)</b>				
<b>316 Gateway Cafe</b>							
1025 Rent & Service Football	0	9,643	9,643			0.0%	
1111 Electricity	118	10,000	9,882			1.2%	
Gateway Cafe :- Income	118	19,643	19,525			0.6%	0
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	(2,070)	10,000	12,070		12,070	(20.7%)	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	0	1,500	1,500		1,500	0.0%	
4326 Telephones	0	240	240		240	0.0%	
Gateway Cafe :- Indirect Expenditure	(2,070)	16,240	18,310	0	18,310	(12.7%)	0
<b>Net Income over Expenditure</b>	<b>2,188</b>	<b>3,403</b>	<b>1,215</b>				
<b>325 Highways</b>							
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	0	2,500	2,500		2,500	0.0%	
4111 Electricity	0	1,932	1,932		1,932	0.0%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	0	20,842	20,842		20,842	0.0%	
Highways :- Indirect Expenditure	0	25,774	25,774	0	25,774	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(27,624)</b>	<b>(27,624)</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	0	4,500	4,500			0.0%	
1050 Allotment Rent	0	2,650	2,650			0.0%	
Parks & Open Spaces :- Income	0	7,150	7,150			0.0%	0
4050 Allotment Costs	(12)	1,000	1,012		1,012	(1.2%)	
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	0	2,000	2,000		2,000	0.0%	
4106 Signage	0	5,000	5,000		5,000	0.0%	
Parks & Open Spaces :- Direct Expenditure	(12)	9,500	9,512	0	9,512	(0.1%)	0

## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## 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	0	5,000	5,000		5,000	0.0%	
4141 Water Services	(708)	7,000	7,708		7,708	(10.1%)	
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	0	4,000	4,000		4,000	0.0%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>(708)</b>	<b>24,000</b>	<b>24,708</b>	<b>0</b>	<b>24,708</b>	<b>(3.0%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>721</b>	<b>(26,350)</b>	<b>(27,071)</b>				
<b>355 The Hub</b>							
1084 Sports Pavilion	0	18,548	18,548			0.0%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	0	160	160			0.0%	
1355 Wifi	0	210	210			0.0%	
<b>The Hub :- Income</b>	<b>0</b>	<b>19,518</b>	<b>19,518</b>			<b>0.0%</b>	<b>0</b>
4175 Music Licence	0	418	418		418	0.0%	
<b>The Hub :- Direct Expenditure</b>	<b>0</b>	<b>418</b>	<b>418</b>	<b>0</b>	<b>418</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	2,000	2,000		2,000	0.0%	
4103 Annual Servicing Costs	0	2,500	2,500		2,500	0.0%	
4111 Electricity	(1,094)	3,000	4,094		4,094	(36.5%)	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4177 Hub Reserve	0	5,000	5,000		5,000	0.0%	
4355 Wifi	0	420	420		420	0.0%	
<b>The Hub :- Indirect Expenditure</b>	<b>(1,094)</b>	<b>15,920</b>	<b>17,014</b>	<b>0</b>	<b>17,014</b>	<b>(6.9%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,094</b>	<b>3,180</b>	<b>2,086</b>				
<b>360 Community House</b>							
1070 C/H Phoenix Room	0	7,596	7,596			0.0%	
1071 C/H Fields & Robson	0	12,600	12,600			0.0%	
1075 C/H Charles Neville	0	6,000	6,000			0.0%	
1076 C/H Main Hall	150	14,358	14,208			1.0%	
1077 C/H Anzac Room	0	7,261	7,261			0.0%	
1078 C/H Main Kitchen	0	1,000	1,000			0.0%	
1079 C/H Anzac Kitchen	0	400	400			0.0%	
1081 C/H Equipment Hire	0	1,000	1,000			0.0%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1092 Electricity Feed-in Tariff	0	6,500	6,500			0.0%	
<b>Community House :- Income</b>	<b>150</b>	<b>58,715</b>	<b>58,565</b>			<b>0.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 22/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	0	300	300		300	0.0%	
4178 Consumables	0	700	700		700	0.0%	
Community House :- Direct Expenditure	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
4101 Repair/Alteration of Premises	0	10,000	10,000		10,000	0.0%	
4102 Maintenance of Buildings	0	7,000	7,000		7,000	0.0%	
4111 Electricity	(2,476)	15,000	17,476		17,476	(16.5%)	
4112 Gas	(819)	7,500	8,319		8,319	(10.9%)	
4131 Rates	0	13,100	13,100		13,100	0.0%	
4141 Water Services	(658)	5,000	5,658		5,658	(13.2%)	
4151 Fixtures & Fittings	0	2,000	2,000		2,000	0.0%	
4161 Cleaning Costs	(212)	2,200	2,412		2,412	(9.6%)	
4163 Personal Hygiene	0	2,800	2,800		2,800	0.0%	
4176 Community House Reserve	0	50,000	50,000		50,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	<b>(4,164)</b>	<b>115,300</b>	<b>119,464</b>	<b>0</b>	<b>119,464</b>	<b>(3.6%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,314</b>	<b>(57,585)</b>	<b>(61,899)</b>				
430 Summer Fair							
4500 Event Staff Overtime	0	1,500	1,500		1,500	0.0%	
4502 Events	0	2,500	2,500		2,500	0.0%	
Summer Fair :- Indirect Expenditure	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,000)</b>	<b>(4,000)</b>				
Grand Totals:- Income	<b>412</b>	<b>1,194,129</b>	<b>1,193,717</b>			<b>0.0%</b>	
Expenditure	<b>(12,777)</b>	<b>1,203,030</b>	<b>1,215,807</b>	<b>0</b>	<b>1,215,807</b>	<b>(1.1%)</b>	
<b>Net Income over Expenditure</b>	<b>13,189</b>	<b>(8,901)</b>	<b>(22,090)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>13,189</b>	<b>(8,901)</b>	<b>(22,090)</b>				

22/04/2026

## Peacehaven Town Council

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## Balance Sheet as at 22/04/2026

31/03/2025

31/03/2026

31/03/2025		31/03/2026
	<b>Current Assets</b>	
15,240	Debtors Control	13,984
5,004	VAT Control A/c	4,974
50	Deposit Aqua	50
973,139	Current Bank A/c	975,112
607	Reserve Account	607
200,000	Unity Trust Fixed Term Deposit	200,000
13	Unity Trust Instant Access	13
150	Pension Control	150
<u>1,194,203</u>		<u>1,194,891</u>
<b>1,194,203</b>	<b>Total Assets</b>	<b>1,194,891</b>
	<b>Current Liabilities</b>	
0	Credit Card A/c	376
12,100	Creditors	12,100
376	Credit Card Creditors	0
2,965	Mayor's Appeal	3,241
12,777	Accruals	0
5,840	Deposits Received	5,840
<u>34,058</u>		<u>21,557</u>
<b>1,160,144</b>	<b>Total Assets Less Current Liabilities</b>	<b>1,173,333</b>
	<b>Represented By</b>	
427,387	General Reserves	440,576
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
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
4,000	Hub Income Offset	4,000
2,991	Equipment Replacement	2,991

22/04/2026

Peacehaven Town Council

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Balance Sheet as at 22/04/2026

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31/03/2025		31/03/2026
1,500	Town Crier Outfit	1,500
897	Monument & War Memorial	897
17,536	Football Foundation Fund	17,536
220	Fuel	220
960	Website	960
660	P/H Youth Task Group	660
463,430	CIL	463,430
39,107	Big Park	39,107
852	Grants	852
3,100	Hub Improvments	3,100
1,430	Climate Change	1,430
1,428	Sponsorship	1,428
101	Professional Fees - Legal	101
462	Neighbourhood Plan	462
41,690	Capital Receipts Reserve	41,690
<u>1,160,144</u>		<u>1,173,333</u>

The above statement represents fairly the financial position of the authority as at 22/04/2026 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](mailto:financeofficer@peacehaventowncouncil.gov.uk)



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

<b>Committee:</b>	Policy & Finance	<b>Agenda Item:</b>	PF1225 e
<b>Meeting date:</b>	05 May 2026	<b>Authors:</b>	Responsible Financial Officer
<b>Subject:</b>	<b>CIL/106 Report Update</b>		
<b>Purpose:</b>	To note the current CIL Position		

**Recommendation(s):**

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

## 1. Background

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

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

The current amount in our CIL account is **£463,429.94**

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

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

See below for committed expenditure as agreed at committee.

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

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

## 2. Options for Council

To note the financial position of CIL & 106.

## 3. Reason for recommendation

N/A

## 4. Expected benefits

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

## 5. Implications

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

## 6. Appendices

## List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2026	WORLDPAY	WP0203	31.34		BANK CHARGES
03/03/2026	WORLDPAY	WP0306	0.13		BANK CHARGES
04/03/2026	EDF	DD	110.48		JAN ELECTRIC
05/03/2026	EDF	DD1	1,110.52		JAN ELECTRIC
05/03/2026	Northstar IT	DD3	1,603.46		MONTHLY SUPPORT
06/03/2026	REMEDY CONSULTING LIMITED	BACS	3,570.00		HUB CONSULTING
06/03/2026	STAGE SERVICES LTD	BACS1	2,100.00		STAGE LIGHTING SERVICE
06/03/2026	SIGN MANAGEMENT	BACS2	218.75		SIGNAGE
06/03/2026	TOTAL GAS & POWER	BACS3	75.05		JAN GAS
06/03/2026	TOTAL GAS & POWER	BACS4	35.91		JAN GAS
06/03/2026	SUSSEX PAYROLL SERVICES ;T	BACS5	110.44		FEB PAYROLL SERVICES
06/03/2026	SKYLINE ENERGY ASSESSORS	BACS6	354.00		EPC - COMM HOUSE
06/03/2026	WILLIAM HACKETT	BACS7	328.56		SWING SEAT / FLAT SEAT
06/03/2026	R.J.Meaker Fencing Ltd	BACS8	8.64		EYE BOLTS
06/03/2026	Acacia Groundcare Equipment Re	BACS9	310.50		CHIPPER HIRE
06/03/2026	SUE CLEMENTS	BACS10	100.00		S.CLEMENTS REFUND
06/03/2026	WORLDPAY	WP0603	0.57		CARD CHARGES
06/03/2026	EDF	DD4	89.08		UNIT 14 JAN ELECTRIC
09/03/2026	The Fuelcard People	DD	32.93		fuel
09/03/2026	BT	DD1	65.94		FEB INTERNET SERVICES
09/03/2026	02	DD3	93.79		MOBILE BILL
09/03/2026	Barclays	DD4	39.00		BACS / COLLECT CHARGES
09/03/2026	WORLDPAY	WP0903	0.51		CARD CHARGES
10/03/2026	WORLDPAY	WP1003	0.23		CARD CHARGES
13/03/2026	FLAGS4SALE.COM	BACS	35.00		TRIPLE LINE FLAG
13/03/2026	Spy AlarmsLtd	BACS1	578.40		QUARTERLY CONTRACT
13/03/2026	FILCRIS LTD	BACS2	24.97		ALLOTMENT POSTS
13/03/2026	Trade UK	BACS3	424.91		SHACKLES / GOGGLES
13/03/2026	CASTLE WATER	BACS4	373.69		FEB WATER SPORTS PARK
13/03/2026	CASTLE WATER	BACS5	13.25		FEB WATER
13/03/2026	ARUN PUMPS LTD	BACS6	187.80		ANNUAL SERVICE
13/03/2026	CLA FABRICATIONS LTD	BACS7	1,313.02		FENCING FOR BOWLS
13/03/2026	JACQUI JENNER	BACS8	100.00		J.JENNER REFUND
16/03/2026	TOTAL GAS & POWER	DD1	579.76		KEYED IN ERROR
16/03/2026	The Fuelcard People	DD2	28.75		FUEL
16/03/2026	worldpay	WP1603	0.75		CAHRD CHARGES
18/03/2026	CASTLE WATER	DD	34.88		FEB WATER
18/03/2026	Information Commissioner's Off	DD	47.00		ICO registration
18/03/2026	WORLDPAY	WP1803	0.39		CARD CHARGES
20/03/2026	Rigby Taylor	BACS	2,032.20		GRASS SEED
20/03/2026	NATIONAL ASSOCIATION OF	BACS1	42.00		S.G EVENT
20/03/2026	SCRIVENS LTD	BACS2	52.50		Z.MALONE EYE TEST
20/03/2026	TOTAL GAS & POWER	BACS3	29.39		FEB GAS
20/03/2026	TOTAL GAS & POWER	BACS5	63.59		FEB GAS
20/03/2026	AMAZON	BACS6	66.80		GUILLOTINE
23/03/2026	WORLDPAY	WP2303	0.34		CARD CHARGES
23/03/2026	HEALTH ASSURED LTD	DD	60.00		EAP 19/03-18/04

## List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2026	TOWER LEASING LIMITED	DD1	62.67		PHONE RENTAL
23/03/2026	KINTO UK LTD	DD2	499.74		LEASR HIRE FOR VAN
25/03/2026	HMRC	112070	11,886.05		MARCH SALARIES
25/03/2026	MARCH PAY	MAR PAY	33,336.41		MARCH SALARIES
25/03/2026	CITRUS HR	DD3	264.00		MONTHLY HR SUPPORT
25/03/2026	Credit Card A/c	FEB CC	525.48		FEB CC
27/03/2026	GEORGE DYSON	BACS	17.10		G.DYSON MILEAGE
27/03/2026	MAPS INTERNATIONAL LOVELL	BACS	718.80		STREET MAP OF PEACEHAVEN
27/03/2026	JAX FIRST AID	BACS1	277.03		UNIFORM
27/03/2026	Mailserv LTD	BACS2	180.00		POSTAL RATE
27/03/2026	R.J.Meaker Fencing Ltd	BACS3	33.28		SCREWS / WASHERS
27/03/2026	THOMAS DOOR & WINDOW	BACS4	277.73		PUSH BUTTON REPAIR
27/03/2026	Trade UK	BACS5	15.68		FLAT WASHER
27/03/2026	U-Benders	BACS6	125.00		CAFE TOILET SINK
27/03/2026	AMP Services	BACS7	153.36		SHAVER BLADE / SCREWS
27/03/2026	Business Sream	BACS8	90.12		12 DEC-11 MAR WASTE SERVICES
27/03/2026	AMAZON	BACS10	8.02		MERCHANT NAVY FLAG
27/03/2026	CHICHESTER DIOSCESAN	BACS11	25.00		A.HARMAN SEAFORD LUNCH
27/03/2026	ANIKA GAL	BACS12	50.00		R.GAL REFUND
27/03/2026	WORLDPAY	WP2703	0.11		CARD CHARGES
27/03/2026	EAST SUSSEX PENSION FUND	10882.29	10,882.29		MARCH SALARIES
30/03/2026	FOCUS GROUP	DD	118.30		INTERNET / IPECS
30/03/2026	Lewes District Council	BACS	468.00		ANNUAL ROSPA INSPECTIONS
30/03/2026	WORLD PAY	WP3003	1.21		CARD CHARGES

<b>Total Payments</b>	76,494.60
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Mr G Dyson  
Peacehaven Town Council  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

22 April 2026

Dear George

**Re: Peacehaven Town Council**  
**Internal Audit Report for Financial Year Ended 31 March 2026**

**Executive summary**

Following completion of our final internal audit on 22 April 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

## **Regulation**

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

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

## **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

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

## **Engagement Letter and inherent risk assessment**

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

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

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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## INTRODUCTION

The audit was conducted on site with the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the RFO and a review of the council website [www.peacehaventowncouncil.gov.uk](http://www.peacehaventowncouncil.gov.uk)

## UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

### Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<p>I recommend these are updated to include formal acceptance to receive information by electronic means in the form <i>"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"</i></p> <p>The council may wish to consider increasing the Clerk's authorisation limit within FR 5.16 to a higher figure based on the financial size of the council.</p>	<p>The Clerk confirmed that a separate declaration is completed by each councillor covering the electronic acceptance.</p> <p>The Financial Regulations have been updated and are due for review at the council meeting in May.</p>

## A. BOOKS OF ACCOUNT

### Internal audit requirement

*Appropriate accounting records have been kept properly during the year.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

## CONCLUSION

I am satisfied this control objective has been met.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommended actions from the interim audit are included in the table on page 4 of this report.

---

### **CONCLUSION**

I am satisfied this control objective has been met.

---

## C. RISK MANAGEMENT AND INSURANCE

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

---

### **CONCLUSION**

I am satisfied this control objective has been met.

---

## D. BUDGET, PRECEPT AND RESERVES

### Internal audit requirement

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

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

#### Budget

The RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 108% of budget and expenditure at 89%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

#### Precept

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

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 16 December 2025 (minute ref C1477).

#### Reserves

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

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

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

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

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

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

At the year-end, the council held reserves, split between categories as below:

- Capital EMR           £41,690
- CIL/s.106 EMR       £502,537
- Earmarked EMR     £188,530
- General Reserves   £427,387

I checked the purpose of these earmarked reserves with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is which is within the recommended range as detailed in the Practitioner's Guide.

-----

**CONCLUSION**

I am satisfied this control objective has been met.

-----

**E. INCOME**

***Internal audit requirement***

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

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

-----

**CONCLUSION**

I am satisfied this control objective has been met.

-----

## F. PETTY CASH

### **Internal audit requirement**

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

---

### **CONCLUSION**

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

---

## G. PAYROLL

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

---

### **CONCLUSION**

I am satisfied this control objective has been met.

---

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has no long-term investments.

The council has no borrowing through the PWLB.

## CONCLUSION

I am satisfied this control objective has been met.

---

## I. BANK AND CASH

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

---

## CONCLUSION

I am satisfied this control objective has been met.

---

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

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

### **Audit findings**

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

**Section 1 – Annual Governance Statement**

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.

7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	<b>YES</b> – the council has met the requirements of Governance Assertion 10

**Section 2 – Accounting Statements**

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	807,774	957,069	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	864,932	963,719	Figure confirmed to central precept record
3	Total other receipts	293,947	240,748	Agrees to underlying accounting records
4	Staff costs	586,325	630,361	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	423,259	371,031	Agrees to underlying accounting records
7	Balances carried forward	957,069	1,160,144	Casts correctly and agrees to balance sheet
<b>Total</b>				
8	Total value of cash and short- term investments	959,876	1,173,759	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	5,030,950	5,050,419	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
<b>Total</b>				
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows year-end total debtors of £20,444 and year-end total creditors of £34,058, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed, and, in my opinion, this requires some additional detail to provide sufficient financial and narrative information to explain the variances to the External Auditor.

## CONCLUSION

I am satisfied this control objective has been met.

---

## K. LIMITED ASSURANCE REVIEW

### **Internal audit requirement**

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

---

## CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

---

## L: PUBLICATION OF INFORMATION

### **Internal audit requirement**

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

### **Audit findings**

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

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
  - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
  - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

**Confirm that the council is compliant with the relevant transparency code**

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

**CONCLUSION**

I am satisfied this control objective has been met.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

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

**Audit findings**

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	20 May 2025	12 May 2026
Date inspection notice issued	2 June 2025	2 June 2026
Inspection period begins	3 June 2025	3 June 2026
Inspection period ends	14 July 2025	14 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

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

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

**CONCLUSION**

I am satisfied this control objective has been met.

## N: PUBLICATION REQUIREMENTS

### **Internal audit requirement**

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

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

*Before 1 July 2025 authorities must publish:*

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

*Not later than 30 September 2025 authorities must publish:*

- *Notice of conclusion of audit*
  - *Section 3 - External Auditor Report and Certificate*
  - *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*
- It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

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## **CONCLUSION**

I am satisfied this control objective has been met.

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## O. DIGITAL AND DATA COMPLIANCE

### **Internal audit requirement**

*The authority has complied with laws, regulations and proper practices relating to digital and data compliance.*

### **Audit findings**

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

### **Website**

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. **The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and this will need to be updated to refer to the current standard of WCAG 2.2 AA.**

The council has an IT Policy in place which was last reviewed and approved by the council at the meeting held in April 2024.

*Email management and GDPR*

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

**I recommend the council completes a data audit during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.**

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**CONCLUSION**

I am satisfied this control objective has been met.

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**P. TRUSTEESHIP**

***Internal audit requirement***

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

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**CONCLUSION**

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

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**Achievement of control assertions at final internal audit date**

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

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

Should you have any queries please contact me directly on [andy@mulberrylas.co.uk](mailto:andy@mulberrylas.co.uk)

Yours sincerely



**Andy Beams**  
 Director, Mulberry Local Authority Services Ltd

**Internal Audit – Summary of recommendations**

Audit Point	Internal Audit Findings	Council comments
<p><b>O. DIGITAL AND DATA COMPLIANCE</b></p>	<p>The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and this will need to be updated to refer to the current standard of WCAG 2.2 AA.</p> <p>I recommend the council completes a data audit during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.</p>	

George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Policy & Finance	<b>Agenda Item:</b>	PF1227
<b>Meeting date:</b>	5 <sup>th</sup> May 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	CIL Expressions of Interest		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree to submit CIL expressions of interest (EOI) for Epinay Park and The Hub

**1. Background**

Following debate at Full Council on 21<sup>st</sup> April 2026, it was felt that some additional work was needed on the CIL EOI for Epinay park. An EOI was not put forward for the Hub, as the intention was to submit alongside the full bid, which is permitted under this round of CIL, however, this EOI could also be submitted now.

The EOI process is intended to confirm that a CIL bid relates to an infrastructure project, as a form of triaging bids before a full submission is made.

**2. Options for Council**

To agree whether to submit the CIL EOI for Epinay Park now and continue to work on a Full bid.

To agree whether to submit the CIL EOI for the Hub now and continue to work on a Full bid.

**3. Reason for recommendation**

Following the recent Full Council meeting and communication with the LDC CIL Officer.

**4. Expected benefits**

Getting the most out of the CIL bidding window for Peacehaven, maximising the use of our Neighbourhood CIL pot.

## 5. Implications

5.1 Legal	Planning Act 2008 CIL Regulations 2010
5.2 Risks	Ensuring bid is accurate for the work we are going to undertake
5.3 Financial	
5.4 Time scales	End of May 2026
5.5 Stakeholders & Social Value	Huge social value for both projects
5.6 Contracts	CIL funds subject to contract
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Need to consider in design of projects
5.9 Health & Safety	RAMS to be provided to PTC prior to any works
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	Inclusive playground equipment.

## 6. Values & priorities alignment

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

<p><b>6.7 Which business plan item(s) does the recommendation relate to?</b></p> <p>The Hub Accessibility of Parks &amp; Open Spaces</p>
--

## 7. Appendices

EOI forms

## Lewes District Council

### CIL Bidding Expressions of Interest

<p><b>Project Description:</b></p>	<p>The replacement of a dated playground with an accessible and inclusive based play space for now and the future.</p>
<p><b>Project Address Location:</b></p>	<p>Epina Park, Mount Caburn Crescent, Peacehaven BN10 8DW</p>
<p><b>Name of Provider bidding for funds:</b> (this should be the provider that will deliver the project and be responsible for paying for the project)</p>	<p>Peacehaven Town Council</p>
<p><b>Which source of funding are you applying for?</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Strategic Pot</li> <li><input checked="" type="radio"/> Local Pot (Towns, Parishes and District Council)</li> <li><input type="radio"/> Community Pot</li> <li><input type="radio"/> Community Small Projects Pot (up to £5000.00)</li> </ul>

<b>Type of Infrastructure:</b>	<input checked="" type="radio"/> Green infrastructure <input type="radio"/> Utilities <input type="radio"/> Modes of transport <input type="radio"/> <b>Community facilities</b> <input checked="" type="radio"/> Education <input type="radio"/> <b>Health</b> <input type="radio"/> Emergency services <input type="radio"/> Other
<b>Items of infrastructure that it is proposed CIL Funding will pay for:</b>	Playground equipment, fencing with two self-closing gates and safety surfacing as required
<b>Estimated Project Cost (£):</b>	£140,000
<b>Amount being requested from CIL (£):</b>	£98,000
<b>Matched Funding</b> Please describe if there is matched funding, where is it from and is it secured.	£42,000 This is from the CIL moneys Peacehaven town council have received.

	YES	NO
Does the project appear in the IDP (Infrastructure Delivery Plan)/ Neighbourhood Plan/ or other relevant document? And if so which one?	Yes, neighbourhood plan	
Can the project be delivered in the next 5 years?	yes	
If the project is not wholly within Lewes District CIL Charging area is there matched funding from the relevant Authority or a letter of support? For example, Wealden, South Downs National Park, Brighton and Hove.		

How has development resulted in the need for this infrastructure?

**Peacehaven has had several large building projects in recent years, with the latest developments of 450 homes at Chalkers Rise and 40 homes at 86 Pelham Rise, which backs on to Epinay Park. In recent years, Meridian Community Primary School, which also backs onto Epinay Park has expanded their capacity, and regularly use the play park for ad hoc school events.**

**With the 40 new homes and the school having direct access to the park, this has increased the footfall significantly, which has meant the park is used more for play but also dog walking, this has impacted the playground area as with the lack of fencing this has meant the playground does not feel like a safe place for small children to play.**

**North Peacehaven has very little else, despite being the most populated area of the town, making this park an essential asset for many residents.**

**The current playground within Epinay Park is over 20 years old and does not have any fencing nor accessible/ inclusive play items, with the equipment being at the end of its useable life. Peacehaven TC has had several different designs drawn up to show how the playground could be renewed to include accessible and inclusive items with safety surfacing to cope with the increased usage as well as fencing to stop animal access to the playground.**

Project Contact:	Name:  Address:   Telephone:  Email:
------------------	---

Once this form is completed please send to

[CIL.Lewes@lewes-eastbourne.gov.uk](mailto:CIL.Lewes@lewes-eastbourne.gov.uk)

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.



George Dyson  
Town Clerk

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



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

<b>Committee:</b>	Policy & Finance	<b>Agenda Item:</b>	PF1228
<b>Meeting date:</b>	5 <sup>th</sup> May 2026	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	BHESCO Battery Storage proposal for Peacehaven Feasibility Study		
<b>Purpose:</b>	To discuss & agree		

**Recommendation(s):**

To discuss whether to proceed with a feasibility study with BHESCO on the possibility of battery storage in Peacehaven.

**1. Background**

Prior to the Full Council meeting on 21<sup>st</sup> April 2026, Brighton & Hove Energy Services Co-operative (BHESCO) gave a presentation on the possibility of Grid Scale Battery Energy Storage Potential in Peacehaven, work which they have been doing for some time.

BHESCO are suggesting that, with our agreement, their proposal goes forward for a feasibility study, for which they can obtain funding for at zero cost to Peacehaven Town Council.

Committee are asked to discuss and agree any next steps on this proposal.

**2. Options for Council**

- a. To agree to BHESCO carrying out a feasibility study on this proposal.
- b. To decide not to progress with the proposal.
- c. To agree any other or alternative next steps.

**3. Reason for recommendation**

Following the presentation at Full Council, which from the questions posed from Councillors seemed to have a mixed reaction.

**4. Expected benefits**

Potential for a strong Community Energy Scheme, benefits for energy security and sustainability.

## 5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	Public objection to the proposed scheme
5.3 Financial	None to PTC at this stage
5.4 Time scales	
5.5 Stakeholders & Social Value	Community Energy
5.6 Contracts	
5.7 Climate & Sustainability	Positive effect on energy usage.
5.8 Crime & Disorder	Not at this stage – would need to be considered in feasibility study
5.9 Health & Safety	Would also need to be considered as part of feasibility study
5.10 Biodiversity	Again, would need to be investigated in the feasibility study.
5.11 Privacy Impact	
5.12 Equality & Diversity	

## 6. Values & priorities alignment

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

## 7. Appendices

Copy of presentation slides.

**Grid Scale Battery Energy**

**Storage Potential**

**Peacehaven & Telscombe Cliffs**

7<sup>th</sup> July 2025



**BHESCO**

Brighton & Hove Energy  
Services Co-operative

## Site Selection Rationale

### **The sites were identified by;**

- Picking locations ideally outside the South Downs National Park boundary, or at least on land at the boundary edges.
- Avoiding areas with environmental designations.
- Checking designations of agricultural land.
- Assessing the potential for adding a solar PV generation, e.g. on rooftops of adjacent buildings, as a combined solar-battery storage scheme.
- Considering access constraints, such as width of access roads.
- The above relied heavily on GIS layers downloaded from mapping maps.
- Checking grid capacity at primary and secondary substations. Given the secondary sub-station capacity, a 1MW+ battery would need to be connected to the primary substation or connected directly a high voltage (HV) cable.
- Hence, we have also reviewed the position of the nearest high voltage (HV) cable using UKPN's LAEP+ tool. The cable positions are shown indicatively on the subsequent plans. At a later design stage, UKPN should be contacted for more precise cable location maps.

## Grid Capacity Comments

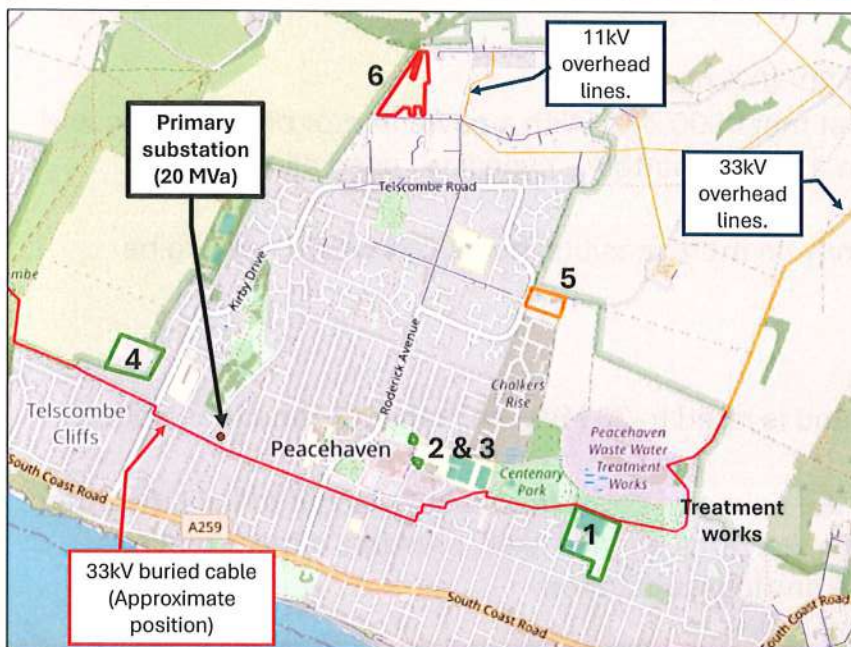
### **Secondary Substations;**

- Currently typically have at least 20-40% headroom.
- However, they are only rated to at most 500 kVa. With a power factor of 1, these would allow us to charge no more than a 500kW battery – even if we used all the power available.
- Realistically, a 250kW battery may be more feasible, but UKPN would need to be engaged on this.

### **Peacehaven Primary Substation**

- Has ~50% headroom currently and is rated to 20 MVA, so in theory should be able to support a large 10MW battery.
- The challenge would be getting the right size cable from a battery site to the substation.
- A buried 33kV cable runs through Peacehaven, this likely presents a more realistic connection opportunity than the primary substation.

## Overview Map – potential sites numbered 1-6



**Legend – Rating of nearest secondary substation to sites 1-6.**

- 100kVa
- 315kVa
- 500kVa

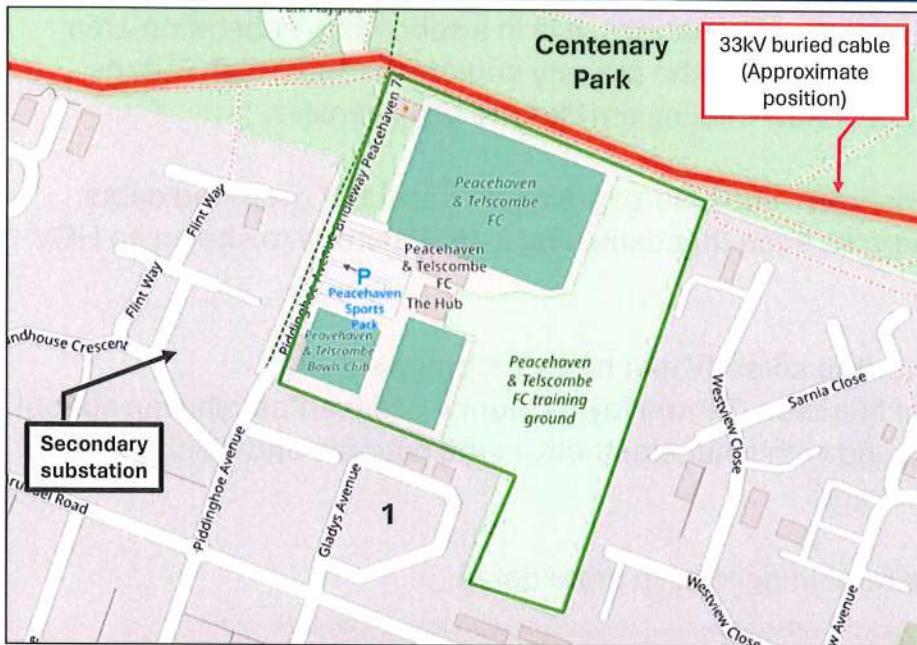
NB this map shows some indicative locations for battery storage. The batteries themselves aren't this big. A 1MW battery is the size of a shipping container.

## Overview of the sites

- Based on the grid capacity, site 5 is likely uneconomic. It is in a secondary substation area with low power ratings and are a long way from the primary substation and a high voltage (>11kV cable). Substation upgrades or new cabling are likely to be expensive.
- Site 6, and other sites around Roderick Avenue North are near to an 11kV overhead cable. However, these roads are quite narrow, such that delivering a 1MW battery to site on an HGV appears challenging.
- Sites 1-3 could suit a combined rooftop solar PV and battery storage solution.
  - E.g. solar panels on the roof of Meridian Centre/Town Council Offices/Peacehaven school.
  - The battery could then be charged with solar electricity in the daytime and discharged in the evening peak to support the grid.
- The subsequent slides look at the remaining sites in more detail.

\*<https://www.data.gov.uk/dataset/952421ec-da63-4569-817d-4d6399df40a1/provisional-agricultural-land-classification-alc2>

## Site 1 - Peacehaven Sports Park / Training Grounds



### Pros

- 33kV cable runs just north of the site.
- Appears to be lots of space available on site for battery(s).
- Potential to add solar panels to Peacehaven & Telscombe FC.

### Cons

- Existing sports grounds.

## Sites 2 & 3 (central Peacehaven)



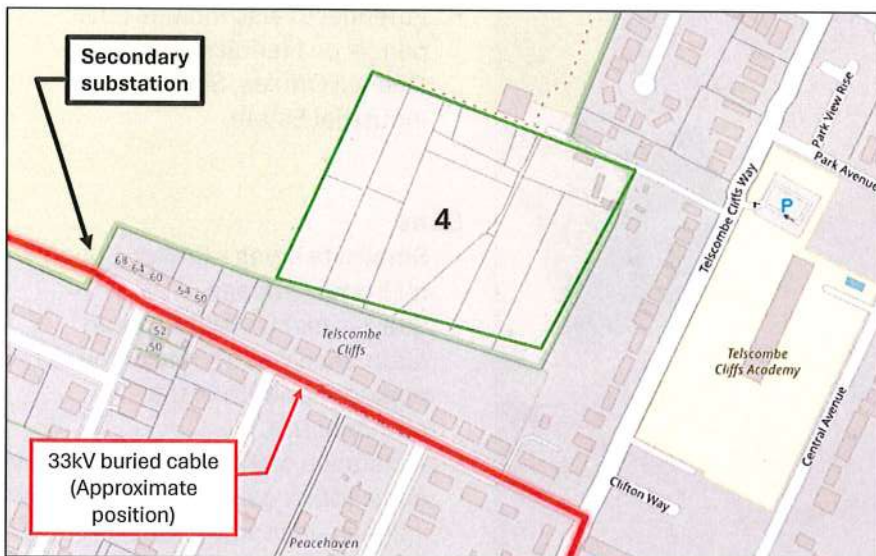
### Pros

- Potential to also include solar panels on Meridian Centre, Council Offices, School or Industrial Estate.

### Cons

- Small site areas – limited space for battery storage.
- Site 2 is highly visible. (could alternatively use some of the car park to the south of the roundabout.)
- A distance of 275-400m from 33kV cable (other cables nearby are low voltage – less suited to larger batteries).
- Secondary substation locations not that close either.

## Site 4 (field west of Telscombe Cliffs Way)



### Pros

- Nearest site to primary substation
- Secondary substation also nearby.
- Only ~ 150m of cable needed to connect to existing 33kV UKPN buried cable.

### Cons

- Would require some consultation with the national park authority, as it is just inside the park boundary.

### NB

Although 1/3 of the site is classified as Grade 2 agricultural land (Grade 1\* land is the best quality), the site appears to be used for livestock currently. The remaining 2/3 is classified as "urban".

## Next Steps

1. Peacehaven Council to confirm locations of land they own.
2. Peacehaven Council to advise on appetite for a combined battery-solar scheme at a site such as the Meridian Centre/town council offices.
3. BHESCo open to reviewing/exploring alternate sites following receipt of the above information.





# Peacehaven Town Council

## Dignity at Work Policy

### **Contents**

1. Policy Statement
2. Purpose
3. Scope
4. Position on bullying and harassment
5. Type of Treatment amounts to Bullying or Harassment?
6. Victimisation
7. Reporting Concerns
8. The use of the Disciplinary Procedure
9. Notes
  - i. Protected Characteristics
  - ii. Legal Risks
  - iii. Culture and behaviour
  - iv. Scope
  - v. Managers
  - vi. Bullying and harassment & performance management
  - vii. Responsibilities
  - viii. During the investigation
  - ix. Confidentiality
  - x. Victimisation
  - xi. False Allegations
  - xii. Complaints against Councillors

### **Policy Statement**

Peacehaven Town Council believes that civility and respect are important in the working environment, and expects all councillors, officers and the public to be polite and courteous when working for, and with the council.

## **Purpose**

Peacehaven Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Peacehaven Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees and Councillors in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

## **Scope**

This policy covers bullying and harassment of and by all employees and Councillors engaged to work at Peacehaven Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Peacehaven Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the council the complaint should be raised to the Deputy Chair / Chair of Council's Personnel Committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g., employees, contractor, councillor), however, the council will take appropriate action if any of its employees or Councillors are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

## **The position on bullying and harassment**

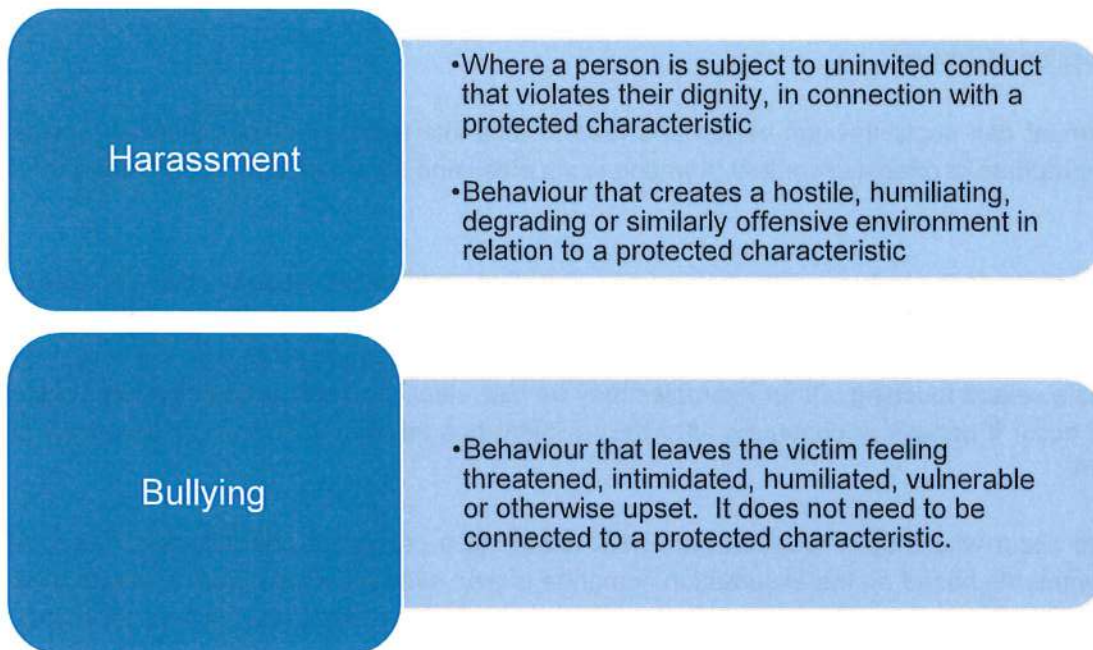
All staff, Councillors and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Peacehaven Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees, Councillors and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance

- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information that a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees and Councillors must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's or Councillor's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

## **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported

someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## **Reporting Concerns**

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

## **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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## **Notes**

### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees and Councillors can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee or Councillor can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.

- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

### **Legal risks**

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees and Councillors with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees and Councillors will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee or Councillor could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's or Councillor's behaviour or effective, robust performance management. It is not uncommon for an employee or Councillor, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees and Councillors. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees or Councillors, then consideration of how the deal with the matter may be required.

### **Victimisation**

All employees and Councillors have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee or Councillor makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant,

or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee or Councillor of the council has made the complaint, that the council agrees reasonable measures with the employee or Councillor to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

